



Agenda
Town Board Meeting
Town of Lisbon, Town Hall
Monday, November 26, 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.
 - i. October 29, 2018 Special Town Board
 - ii. Waukesha County Sheriff's Department 2019 Police Services & Transcription Contracts
 - iii. 2019 Waukesha County Community Assistance Planning Services Contract
 - iv. Civic Systems Software Hosting Contract
 - v. Barnwood Letter of Credit Reduction as recommended by Engineer John Stigler
 - vi. Operators Licenses
 - vii. Reflective Address Numbers Trade-In/Sale
- 5. Approval of Bills.**
- 6. Announcements/Correspondence.**
 - Meeting Schedule
- 7. Department Reports - Presentation of activity statistics and recently attended meetings.**
 - Fire Department
 - Town Administrator
 - Town Clerk
- 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.**

10. New Business.

- A. 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".
- B. Discussion and necessary action on the 2018-2020 Baker Tilly Auditing Services Contract.
- C. Discussion and necessary action on request by the Town Treasurer to write-off uncollectable personal property tax debt.
- D. 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.
- E. 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.
- F. 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.
- G. Discussion and necessary action on Advanced Life Support Agreement between the Town of Lisbon Fire Department and Richfield Volunteer Fire Company.

11. Adjournment.

Joseph Osterman
Town Chairman

Gina C. Gresch, MMC/WCPC
Town 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, Administrator

REPORT DATE: Wednesday, November 21, 2018

RECOMMENDATION:

Approval of the Consent Agenda items.

EXPLANATION:

i. Town Board Meeting Minutes

- October 29, 2018 Special

ii. Waukesha County Sheriff’s Department 2019 Police Services & Transcription Contracts

- Included with this memo is the 2019 Waukesha County Sheriff’s Department 2019 Police Services & Transcription Contracts, which the dollar amounts were approved in the 2019 budget. The only difference between 2018 and 2019’s contract is the hourly rates; all other verbiage is the same. Face sheets increased 31 cents each; narrative pages or portion thereof increased 47 cents each. I recommend approving the contract

iii. 2019 Waukesha County Community Assistance Planning Service Contract

- Included with this memo is the annual contract with Waukesha County for Planner Sandy Scherer’s planning services. The only difference between 2018 and 2019’s contract is the hourly rates; all other verbiage is the same. I recommend approving the contract.

2018		2019		2019 INCREASE	
HOURLY RATE	W/BENEFITS	HOURLY RATE	W/BENEFITS	HOURLY RATE	W/BENEFITS
\$ 44.11	\$ 54.65	\$ 45.46	\$ 56.16	\$ 1.35	\$ 1.51
\$ 28.15	\$ 42.38	\$ 29.00	\$ 43.34	\$ 0.85	\$ 0.96
\$ 36.47	\$ 51.25	\$ 37.58	\$ 52.45	\$ 1.11	\$ 1.20

iv. Civic Systems Software Hosting Contract

- Included with this memo is the contract for our new accounting software to host our data. The hosting amount is already accounting for in the budget. Attorney Gutenkunst has reviewed it and has some concerns about safety and litigation fees in the event of a breach. The redlined draft is also in the packet for review. The only other option for the accounting database storage is upgrading our server (again) for about \$9,000 just to get the server to the point to be able to hold the database. Then OneClick would have to increase the amount of space we need for daily back-ups and that would greatly increase the amount we would spend. Rather, ISCorp is a private security cloud service storage company, that hosts data for Civic Systems, and other clients, nationwide. OneClick has already spoken with Civic Systems IT Department about working with ISCorp and is comfortable with ISCorp doing this work, as this is all they do. I understand the attorney's concerns, however, with a company of this size and nature, I feel as though the contract should still be approved.

v. Barnwood Letter of Credit Reduction as recommended by Engineer John Stigler

- Engineer Stigler recommends a \$245,000 reduction. A confirmation of the Town Board's approval will be sent to the developer and their bank.

vi. Operator's Licenses

- Douglas Scott Williams, Fairways of Woodside
- Christopher Young, Fairways of Woodside
- Thomas Hill, County Line Liquor

vii. Reflective Address Numbers Trade-In/Sale

- We received the new reflective address numbers and are now in compliance with our own code. And they look great! Clerk Green is going to post to the website and FB about it, but before he does that, we thought if people would like to bring in their old numbers, we could sell them the compliant set for \$15 instead of the normal price of \$25. This would be for the new numbers only since the frames haven't changed.

**Minutes of the Special Town Board Meeting
Town of Lisbon, Town Hall
Monday, October 29, 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 Attorney Ron English.

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 sale of the Pauline Haass land.

Motion by Supervisor Moonen 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. Seconded by Supervisor Gamiño, motion carried by roll call vote.

ROLL CALL VOTE:

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

Motion carried, 5-0. Town Board convened into Closed Session at 6:31PM.

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 reconvene into Open Session. Seconded by Supervisor Moonen, motion carried by roll call vote.

ROLL CALL VOTE:

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

Motion carried, 5-0. The Town Board reconvened into Open Session at 6:39 PM.

Motion by Chairman Osterman to accept Kaerek Builders' counter offer #6, for \$1,150,000 to purchase the Pauline Haass land. Seconded by Supervisor Gamiño. Motion carried 3-2 with nays by Supervisors Beal and Plotecher.

Adjournment.

Motion by Supervisor Gamiño to adjourn the Monday, October 29, 2019 Special Town Board meeting at 6:39 PM. Seconded by Supervisor Moonen. Motion carried, 5-0.

Respectfully submitted,

Gina C. Gresch, MMC/WCPC
Town Administrator



OFFICE OF THE SHERIFF

RECEIVED
By Gina Gresch at 10:21 am, Nov 14, 2018



515 W. Moreland Blvd.
Box 1488
Waukesha, WI 53187

Waukesha County Jail
Box 0217
Waukesha, WI 53187

Waukesha County Huber
1400 Northview Road
Waukesha, WI 53188

ERIC SEVERSON, Sheriff

November 8, 2018

Town of Lisbon
Ms. Amy Buchman
W234 N8676 Woodside Road
Lisbon, WI 53089

Dear Ms. Buchman,

Enclosed are the following documents:

- 1) Two copies of the 2019 police services contract costs for your municipality including supporting detail for the 2019 police services contract costs.
- 2) Two copies of the 2019 transcription services contract for your municipality.

Please sign and return one copy of the police services contract cost and transcription services contract to:

Waukesha County Sheriff's Department
Attn: Lyndsay Johnson
515 W. Moreland Blvd
Waukesha, WI 53188

If you have any questions on any of these items, please call me at (262) 548-7164, or email me at ljohnson@waukeshacounty.gov.


Lyndsay L. Johnson
Business Manager

An Accredited Law Enforcement Agency



OFFICE OF THE SHERIFF



515 W. Moreland Blvd.
Box 1488
Waukesha, WI 53187

Waukesha County Jail
Box 0217
Waukesha, WI 53187

Waukesha County Huber
1400 Northview Road
Waukesha, WI 53188

ERIC SEVERSON, *Sheriff*

RECEIVED
By Gina Gresch at 10:21 am, Nov 14, 2018

**YEAR TWO (2) 2019 FEES FOR THE POLICE SERVICES CONTRACT BETWEEN
THE WAUKESHA COUNTY SHERIFF'S DEPARTMENT ("COUNTY")
AND THE TOWN OF LISBON ("MUNICIPALITY")**

FEE FOR YEAR 2 (2019) \$707,651 to be paid in monthly installments of \$58,970.88

Town of Lisbon	
Contract Summary	Total
Table 1: Deputy Salary and Benefit Cost:	\$477,221
Table 2: Direct Supervision Costs:	\$71,989
Table 3: Departmental Administrative Costs:	\$14,566
Table 4: Operational Costs:	\$40,355
Table 5: One time Equip-Annual Costs:	\$2,154
Table 6: Risk Management Costs:	\$8,826
Table 7: Vehicle Costs:	\$67,748
Table 8: Facilities usage charge:	\$862
Table 9: County-wide Indirect Costs:	\$23,930
Total 2019 Contract Amount	\$707,651
2019 Monthly Charge	\$58,970.88

Eric Severson
Sheriff

11/21/2018
Date

Date

000008

RECEIVED
By Gina Gresch at 10:22 am, Nov 14, 2018

Table 1 - Deputy Direct Salary Costs

	2019 Budget
Salary	\$ 8,072,930
Education Incentive	\$ 69,331
Retirement	\$ 851,694
Health Insurance	\$ 1,417,325
Dental Insurance	\$ 97,127
Life Insurance	\$ 25,996
Vision Insurance	\$ 8,521
Uniform Allowance	\$ 81,850
Post Employment Health Insurance	\$ 48,400
Workers Compensation	\$ 205,266
Total Cost for Deputy Sheriffs	\$ 11,496,014
Number of Deputy Sheriff Positions	121
Average Cost Per Deputy	\$ 95,008
Average Hourly Charge (1,744 hours)	\$ 54
Cost for 5 day a week coverage	\$ 113,313
Cost for 7 day a week coverage	\$ 159,074

<u>Municipality</u>	<u># Shifts</u>	<u>Coverage</u>	<u>Cost</u>
Town of Lisbon	3	1.67	\$477,221

Table 2 - Direct Supervision (Dedicated Captain)

Dedicated Captain Allocation

	# of Lieut.	Ave. Cost Per Lieut.	Total Cost	% Alloc to Patrol	\$ Alloc to Patrol	% Alloc to Contracts	\$ Alloc to Contracts
Lieutenant Sussex Captain/LT	6	\$126,811	\$760,867	80%	\$608,694	27.0%	\$164,406
	2	\$131,629	\$263,259	100%	\$263,259		
City of Pewaukee	2	\$126,811	\$253,622	100%	\$253,622		

Lieutenant Allocation

	Adj Alloc	% of Contracts	Lieut Allocation	Cont. Lieut/ 0.19 Deputy	Total Lieutenant
Village of Sussex	7.3%	27.0%	\$44,468	\$238,848	\$283,316
Town of Delafield	0.5%	1.7%	\$2,778	\$0	\$2,778
Village of Merton	1.3%	4.9%	\$7,987	\$8,137	\$16,124
Town of Merton	1.4%	5.0%	\$8,282	\$0	\$8,282
Town of Lisbon	5.6%	20.7%	\$34,052	\$16,274	\$50,325
Town of Waukesha	1.4%	5.0%	\$8,282	\$0	\$8,282
City of Pewaukee	9.6%	35.6%	\$58,558	\$253,622	\$312,180
	23.68	27.0%	\$164,406	\$516,881	\$681,286
Adj Contract Deputies	5.76	9.54	8.37	23.68	27.0%
Non Contract Dep	23.76	21.59	18.63	63.98	73.0%

* The V. of Sussex, V. of Merton, T. of Lisbon, and C. of Pewaukee deputy counts are adjusted downward to account for supervision that the municipality is purchasing.

Captain Allocation

	Deputies	% Alloc	Lieutenants	% Alloc	Total	% Alloc	\$ Alloc
Village of Sussex	10.05	10.1%	1.44	16%	11.48	11%	\$46,429
Town of Delafield	0.40	0.4%	0.03	0%	0.43	0%	\$1,728
Village of Merton	1.19	1.2%	0.08	1%	1.27	1%	\$5,140
Town of Merton	1.19	1.2%	0.08	1%	1.27	1%	\$5,152
Town of Lisbon	5.02	5.1%	0.34	4%	5.36	5%	\$21,664
Town of Waukesha	1.19	1.2%	0.08	1%	1.27	1%	\$5,152
City of Pewaukee	15.97	16.1%	2.58	29%	18.55	17%	\$74,994
Non-Contract	63.98	64.6%	4.38	49%	68.36	63%	\$276,372
	99	100.0%	9	0%	108.00	0%	\$436,632
Deputies/P. Detective	99						
Lieutenants	9						
Captains	5						
Patrol Captains	4	\$136,447	\$545,790	80%	\$436,632		
Town of Lisbon Supervision Costs		\$71,989					

Table 3 - Department Level Supervision/Administration

Position	2019 Bud. Amt	% Alloc to patrol	\$ Alloc. to patrol	\$ Alloc. per position	% Alloc to Contract	\$ Per 1.67 Cont. Pos	\$ Per 1.00 Cont. Pos
Inspector	\$164,373	25%	\$41,093	\$419	30%	\$210	\$126
Deputy Inspector	\$148,951	60%	\$89,371	\$911	30%	\$457	\$273
Business Manager	\$145,548	50%	\$72,774	\$742	100%	\$1,242	\$742
Detective (Training Officer)	\$107,123	50%	\$53,562	\$546	100%	\$914	\$546
Office Service Coordinator	\$68,016	50%	\$34,008	\$347	25%	\$145	\$87
Account Clerk II	\$73,069	35%	\$25,574	\$261	100%	\$436	\$261
Account Clerk I	\$65,409	35%	\$22,893	\$233	100%	\$391	\$233
Programs and Projects	\$88,833	50%	\$44,416	\$453	35%	\$265	\$158
Financial Analyst	\$79,999	50%	\$39,999	\$408	100%	\$682	\$408
Total	\$941,321		\$423,691	\$4,317		\$4,743	\$2,833

	# Shifts	Coverage	Cost
Town of Lisbon Supervision Costs	3	1.67	\$14,228
Town of Lisbon Dedicated Supervisor	0.1	1.00	\$338
Total Town of Lisbon			\$14,566

Table 4 - Operational Costs

	2019 Operating Costs	# Pers	\$ per 1.00 Pos.	\$ per 1.67 Pos.	\$ per 1.19 Pos.
Ammunition	\$88,098	112.14	\$786	\$1,315	\$937
Medical Supplies	\$7,678	112.14	\$68	\$115	\$82
Small Tools/Equip	\$38,800	112.14	\$346	\$579	\$413
Microfilming	\$4,988	112.14	\$44	\$74	\$53
Spillman Maintenance	\$53,780	112.14	\$480	\$803	\$572
TYME System Access	\$13,800	112.14	\$123	\$206	\$147
Phone Costs	\$39,857	112.14	\$355	\$595	\$424
Radio Charges	\$204,046	112.14	\$1,820	\$3,047	\$2,170
Operational Comp Costs	\$354,495	112.14	\$3,161	\$5,293	\$3,770
Annual Training	\$74,501	112.14	\$664	\$1,112	\$792
Total Operational Costs			\$7,848	\$13,140	\$9,360

	# Shifts	Coverage	Cost
Town of Lisbon Operating Costs	3	1.67	\$39,418.58
Town of Lisbon Dedicated Supervisor	0.1	1.00	\$935.97
Total Town of Lisbon			\$40,355

Table 5 - Initial Equipment Purchases - Annual Cost

	2019 Bud Amt	Assumed Life	Annual Chrg	Charge for 1.67 FTE	Charge for 1.19 FTE
Weapon (Hand Gun)	\$450	8	\$56	\$94	\$67
Badges	\$210	10	\$21	\$35	\$25
Body Armor	\$500	5	\$100	\$167	\$119
Pre-employment psych eval	\$300	20	\$15	\$25	\$18
Collapsible Baton w/ holder	\$115	8	\$14	\$24	\$17
Taser	\$1,450	7	\$207	\$346	\$247
Hand Cuffs	\$50	8	\$6	\$10	\$7
Total Equipment Purchases			\$420	\$701	\$500

	# Shifts	Coverage	Cost
Town of Lisbon Equipment Purchases	3	1.67	\$ 2,104
Town of Lisbon Dedicated Supervisor	0.1	1.00	\$ 50
Total Town of Lisbon Costs			\$ 2,154

Table 6 - Risk Management Costs

	1.00 FTE	Total FTE
Property Insurance	\$ 215	5.14
General Liability	\$ 601	
Auto Liability per FTE	\$ 300	
Auto Liability per Car	\$ 1,036	
Self Insured Collision	\$ 420	

	Cost
Town of Lisbon Risk Management Costs	\$8,826

Table 7 - Vehicle CostsVehicle Fixed Costs

	2019 Budget	Assumed Useful Life	Annual Cost	Assumed Useful Life	Annual Cost
Vehicle Purchase*	\$35,590	2	\$17,795	5	\$7,118
Residual Value	-\$3,000	2	-\$1,500	5	-\$600
Sirens/Lights/etc.	\$3,884	5	\$777	5	\$777
Install Lights/Siren	\$525	2	\$263	5	\$105
Poly Seat	\$720	10	\$72	10	\$72
Push Bumper	\$215	10	\$22	10	\$22
MDC Repl Charge**	\$4,129	5	\$826	5	\$826
AED Replacemnt	\$1,500	8	\$188	8	\$188
Trunk Kit	\$819	5	\$164	5	\$164
Radar	\$1,800	8	\$225	8	\$225
Rifle	\$900	25	\$36	25	\$36
Benellii Shotgun	\$683	10	\$68	10	\$68
Total			\$18,934		\$9,000

Town of Lisbon Fixed Costs

	Useful Life	Fixed Costs
Town of Lisbon Contract Car #1	2	\$18,934
Town of Lisbon Contract Car #2	5	\$9,000
Town of Lisbon Supervisor		\$942

Vehicle Variable Costs

Miles:	75 Per Day	365 Days per Year	30 Per Day	218 Days per Year
Total Miles	27,375		6,540	
Price/Gallon	\$ 3.03		\$3.03	
MPG	12.6		12.6	
Gasoline	\$6,583		\$1,573	
Repair/Maintenance	\$6,252		\$1,494	

Town of Lisbon Variable Costs

	# Shifts	Coverage	Mileage	Gasoline	Repair	Total
Town of Lisbon Contract Car	3	1.67	75	\$19,749	\$18,757	\$38,506
Town of Lisbon Supervisor	0.1	1.00	30	\$188	\$178	\$366

Town of Lisbon Vehicle Costs**\$67,748**

Table 8 - Department Level Facilities Charges

	Space Alloc	% of Adm Building	\$ Alloc to Pos	% Effort for Patrol	# of Pos	\$ Alloc for Patrol	\$ per Deputy	1.67 FTE
Sheriff	250	1.22%	\$2,499	40%	1.00	\$1,000	\$10	\$17
Inspector	160	0.78%	\$1,600	25%	1.00	\$400	\$4	\$7
Deputy Inspector	150	0.73%	\$1,500	60%	1.00	\$900	\$9	\$15
Captain	150	0.73%	\$1,500	90%	4.00	\$5,399	\$55	\$92
Lieutenant	145	0.71%	\$1,450	90%	9.00	\$11,742	\$120	\$200
Business Manager	150	0.73%	\$1,500	50%	1.00	\$750	\$8	\$13
Financial Analyst	150	0.73%	\$1,500	50%	1.00	\$750	\$8	\$13
Deputy II (Training Officer)	130	0.64%	\$1,300	50%	1.00	\$650	\$7	\$11
Office Service Coordinator	130	0.64%	\$1,300	35%	1.00	\$455	\$5	\$8
Account Clerk II	100	0.49%	\$1,000	35%	1.00	\$350	\$4	\$6
Account Clerk I	100	0.49%	\$1,000	35%	1.00	\$350	\$4	\$6
Programs and Projects Analyst	100	0.49%	\$1,000	50%	1.00	\$500	\$5	\$9
Property Storage Room	<u>\$2,272</u>	<u>11.12%</u>	<u>\$22,714</u>	<u>60%</u>	<u>2.00</u>	<u>\$27,257</u>	<u>\$278</u>	<u>\$465</u>
Square feet of sheriff admin	\$20,436	100.00%	\$39,859			\$50,501	\$515	\$862

Town of Lisbon Facility Charge

\$862

Table 9 - County Wide Indirect Costs

3.5% of total Contract

Total for Town of Lisbon

\$23,930

Summary

Town of Lisbon	
Contract Summary	Total
Table 1: Deputy Salary and Benefit Cost:	\$477,221
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Table 9: County-wide Indirect Costs:	\$23,930
Total 2019 Contract Amount	\$707,651
2019 Monthly Charge	\$58,970.88

TRANSCRIPTION SERVICE CONTRACT
Waukesha County Sheriff's Department and Town of Lisbon

This Contract is made and entered into between the Waukesha County Sheriff's Department, hereinafter referred to as "PROVIDER," and the Town of Lisbon, hereinafter referred to as "PURCHASER."

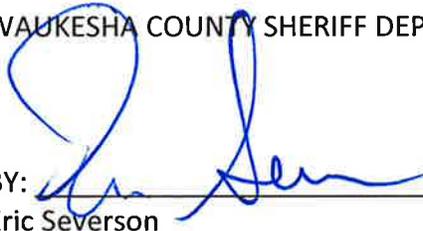
In consideration of the mutual promises set forth in this Contract, the PROVIDER and PURCHASER agrees as follows:

1. The PROVIDER shall transcribe all police reports, which PURCHASER's law enforcement employees call in to and dictate on PROVIDER's transcription system.
2. For the services provided as described in the preceding paragraph, PURCHASER shall pay PROVIDER a fee of \$6.55 per face sheet and \$9.81 per narrative page or portion thereof. PROVIDER shall submit quarterly billing statements to PURCHASER which will be accompanied by an itemized list of the transcription services provided. PURCHASER shall remit payment within 30 days of its receipt of a billing statement.
3. PURCHASER and PROVIDER understand and agree that the fee rates set forth in paragraph 2 are based upon 2019 budgeted expenditures.
4. This Contract constitutes and contains the entire agreement of the parties, and supersedes any and all other contracts, agreements or understandings between the parties, whether oral or written.
5. Any violation by PURCHASER of any portion of this contract shall constitute a breach of this Contract by PURCHASER. In the event of such breach, PROVIDER shall have the option of declaring this Contract terminated. If this Contract is declared terminated by PROVIDER, PURCHASER shall pay PROVIDER such transcription fees as have been incurred as of the date of termination.
6. Any violation by PROVIDER of any portion of this contract shall constitute a breach of this Contract by PROVIDER. In the event of such breach, PURCHASER shall have the option of declaring this Contract terminated. If this Contract is declared terminated by PURCHASER pursuant to this paragraph, PURCHASER shall only be liable for fees for transcription services rendered prior to Provider's receipt of written termination notice.

Transcription Contract 2019, Waukesha County Sheriff's Department and the Town of Lisbon
Page 2

- 7. It is the intent of and is understood by the parties that the relationship of PROVIDER and PURCHASER is that of an independent contractor. The PROVIDER is not the employee or agent of the PURCHASER, and the PURCHASER is not the employee or agent of the PROVIDER. Each party will therefore be responsible for its own acts or omissions and neither party will be obligated to defend or indemnify the other for any claim, loss or liability that results from the other's acts or omissions.
- 8. The term of this Contract shall be from January 1, 2019 through December 31, 2019, regardless of the dates of the signatures set forth below.
- 9. Records: The transcribed records shall be records of Waukesha County and the Sheriff's Department shall manage them accordingly.

WAUKESHA COUNTY SHERIFF DEPARTMENT

BY:  _____
Eric Severson Date 11/7/2018
Waukesha County Sheriff

BY: _____
Date

BY: _____
Date

Waukesha COUNTY

DEPARTMENT OF
PARKS AND LAND USE

RECEIVED

By Gina Gresch at 9:34 am, Nov 16, 2018

November 5, 2018

Mr. Dan Green, Clerk
Town of Lisbon Town Hall
W234 N8676 Woodside Road
Lisbon, WI 53089

RE: **2019** Community Assistance Planning Service Contract

Dear Mr. Green:

Enclosed please find the **2019** Community Assistance Planning Service Contract between Waukesha County and the Town of Lisbon, and the **2019** Salary Rates document. The contract is being forwarded to you for the Town Board's consideration at an upcoming meeting. If approved, please have the Town sign the contract, make a copy for your records, and return the original copy to me.

In the event you have any questions regarding this matter, please do not hesitate to contact me. It has been my pleasure to serve the Town of Lisbon for these past eighteen years and I look forward to providing you with continued community planning services.

Sincerely,

Sandra L. Scherer

Sandy Scherer
Senior Planner

Enclosures

cc: File

N:\PRKANDLU\Planning and Zoning\Community Assistance\T LISBON\Billing and Town Planner Contracts\Town Planner Contracts\2019 contract letter.doc

Planning and Zoning Division
515 W. Moreland Blvd. • Room AC230
Waukesha, Wisconsin 53188
Phone: (262) 548-7790 • Fax: (262) 896-8071

PLANNING SERVICE CONTRACT – TOWN OF LISBON

000017

This Contract is made and entered into between the Waukesha County Department of Parks and Land Use, hereinafter referred to as the "Provider", and the **Town of Lisbon**, hereinafter referred to as the "Municipality". Parties to this Contract recognize that they have a public interest and a duty to provide planning services through their respective jurisdictions and their mutual cooperation in the use of planning services will serve and facilitate the preparation and implementation of the Town of Lisbon and County long range Comprehensive Development Plans. In consideration of the mutual promises set forth in this Contract, the Provider and the Municipality agree as follows:

1. The Provider shall furnish to the Municipality a planning service which will involve the conduct of office hours on an as needed basis; preparation of Plan Commission reports and recommendations; attendance at Town Plan Commission meetings and Town Board meetings on an as needed basis upon request; assistance with the implementation of the Town of Lisbon Comprehensive Development Plan and updates; and assistance with the administration of the Zoning Ordinance and Land Division and Development Ordinance and updates; to be rendered by one (1) Senior Land Use Specialist under the supervision of a Senior Planner, or one (1) Senior Planner under the supervision of the Planning and Zoning Division Manager, and necessary support staff. This contract shall run from **January 1, 2019, until December 31, 2019.**
2. The Provider shall have control over the personnel providing these services. The Provider will consider any request or suggestions of the Municipality, but the Provider shall retain the final authority to decide the manner in which the services shall be rendered.
3. The Municipality shall pay the Provider at the current rate of compensation with benefits (see enclosed Salary Rate Schedule) of staff assigned for all hours necessary to develop Staff Reports and Recommendations for the Plan Commission and other meetings, office hours, revisions to and implementation of the Comprehensive Development Plan, revisions to and administration of the Zoning and Land Division and Development Ordinances, and attendance at Town meetings. The Provider will bill to the Municipality for all planning services as outlined in No. 1 above, including personnel salaries, materials, printing, postage, travel time and expenses at the current County rate in connection with the implementation of these Planning Services, on a quarterly basis.
4. The Provider reserves the right to increase such charges to reflect any changes in salaries, fringe benefits, or any other increased costs, which may take place during the contract period. The Provider shall give notice of such changes not less than thirty (30) days from the date such changes are to be incurred.
5. It is hereby further agreed that the Municipality will indemnify, defend and hold harmless Waukesha County, their officers, agents and employees, from and against any and all liability including claims, demands, actions or causes of action, together with any and all losses, costs or expenses, including attorney fees in conjunction with and related thereto arising out of or involving any work performed or service provided pursuant to this agreement.
6. This contract may be terminated at any time, by either party without cause, upon thirty (30) days written notice to the other party. Upon termination, copies of all work product, materials and drafts of documents prepared by the Provider as of date of termination shall be given to the Municipality. All services rendered by the Provider up to the date of the termination, shall be paid by the Municipality in the manner described in No. 3 above.

TOWN OF LISBON

WAUKESHA COUNTY

Joe Osterman
Town Chairperson



Dale R. Shaver
Director, Waukesha Co. Dept. of Parks and Land Use

Dan Green, Town Clerk

11-1-18

Date

Date

**2019 Waukesha County Parks and Land Use
Department Salary Rates**

EFFECTIVE DATES: 1/1/19 – 12/31/19

POSITION	HOURLY RATE	HOURLY RATE WITH BENEFITS
Senior Planner	45.46	56.16
Support Staff Supervisor	29.00	43.34
Land Info Systems Analyst	37.58	52.45

Mileage rate for 2018 was \$0.545/mile. The
2019 milage rate will be provided upon
availability.

Hosted Contract

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

August 28, 2018

Hosted Agreement Costs

1. Investment Summary

The following Investment Summary reflects the monthly costs related to the Software and Services.

	<u>Investment</u>
<i>Monthly Hosted</i>	<u>\$ 375</u>

*Client will pay semi-annual for Services in advance of the service period in conjunction with the semi-annual support billings.

2. Contract Agreement Execution

The parties hereto have executed this Contract Agreement and any applicable attachments as specified in Section 2 of this Contract Agreement as of the dates set forth below.

TOWN OF LISBON, WI

Signature: _____

Title: _____

Date: _____

CIVIC SYSTEMS, LLC

Signature: _____

Title: _____

Date: _____

Hosted Agreement

This Integrated Systems Corporation Services Agreement (the "Agreement") is entered into this _____ day of _____, 2018 (the "Effective Date") by and between Integrated Systems Corporation, a Wisconsin Corporation, ("ISCorp"), and the **Town of Lisbon, a Wisconsin municipal corporation**, located at **W234N8676 Woodside Road, Lisbon, WI 53089** ("Client").

RECITALS

- A. ISCorp is in the business of providing services for server and application hosting, management and operations (the "Services");
- B. Client wishes to hire ISCorp to provide the Services under the terms and conditions of this Agreement;

NOW THEREFORE, the parties hereto agree as follows;

1. ISCorp Obligations

- A. ISCorp agrees to provide to Client the Services as described in Schedules attached hereto pursuant to orders placed by Client and accepted by ISCorp.
- B. The initial service period for all orders for the Services ("Initial Service Period") shall commence upon activation of such Services and remain in effect for the period defined in the applicable Schedule ~~unless-if-Client-~~ and ISCorp fail to agree on the terms to extend the Services past the Initial Service Period, the applicable Schedule for such Services shall continue in effect on a continual Six (6) month basis, until terminated by either by the Client or ISCorp as provided in Section 4 below.
- C. The fees for the Services will be priced according to such Services ordered by Client and ISCorp will issue invoices for such Services on a monthly basis at the rates set forth in the applicable Schedule.

2. Client's Obligations

- A. Client will pay semi-annual for Services in advance of the service period. Advance payment will be determined pursuant to the cost listed in the Service Schedules and based upon a monthly payment.
- B. Client is solely responsible for the content on the Server ("Server") as identified in the applicable Schedule, including any subsequent changes or updates made or authorized by Client.
- C. ISCorp shall not obtain any right, title to and/or interest in data, text, multimedia images (e.g. graphics, audio and video files), and other materials provided by Client and installed by ISCorp or Client on the Server; however, ISCorp shall retain title to and all rights in all other intellectual property provided by ISCorp hereunder including, but not limited to, any know-how related to ISCorp-provided products or services such as the hardware, software or any other server technology.
- D. Client acknowledges and agrees that use of the Services is subject to Client's compliance with the terms defined in ISCorp's Prohibited Uses of Products and Services Policy, a copy of which is attached as Schedule A. Violations of any of the terms of such policy shall constitute a breach hereunder and may result in termination of this Agreement by ISCorp.
- E. Client warrants and represents that Content: (i) does not infringe or violate the rights of any third party including, but not limited to, patents, copyrights, trademarks, trade secrets and rights of publicity; (ii) is not defamatory or obscene; and (iii) does not violate any other applicable law. ISCorp reserves the right (but shall have no obligation) to delete any material installed on a Server in a ISCorp facility or to disconnect access of a Server which contains Content which ISCorp believes in good faith breaches any of these warranties. Any breach of these warranties by Client may result in termination of the Services.
- F. Client acknowledges and agrees that Client assumes all risk related to the processing of transactions

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Hosted Agreement

related to electronic commerce.

- G. For any Services where Client has Admin Access to the Server, Client is responsible for securing all licenses to any software installed on the Server by Client or its designated Agent, except for the software provided by ISCorp as identified in any applicable Schedule.
- H. All equipment provided by ISCorp in connection with this Agreement shall remain the property of ISCorp.

3. Warranties and Indemnity

- A. ~~ISCorp makes no warranties of any kind with respect to the Services and products provided under this Agreement. ISCorp DISCLAIMS ALL WARRANTIES, EXPRESS AND IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT.~~ In any instance involving performance or nonperformance of the Services or products provided hereunder, Client's sole remedy shall be (a) in the case of Services, refund or credit, at client's election, of a prorata portion of the price paid for such Services which were not provided, or (b) in the case of products, repair, replacement or return of the defective product to ISCorp for refund, at the option of ISCorp. Unless otherwise provided in any applicable Schedule, credit for lost services ("Service Interruption") will be issued only for periods, calculated in fifteen (15) minutes increments, in excess of the 99.95% scheduled available up-time within a calendar month. A Service Interruption is deemed to have occurred only if the Services have stopped or been severely impacted that they are unusable by Client as a result of failure of ISCorp facilities, equipment, or personnel used to provide the Services, and only where the interruption is not the result of (a) negligence or other conduct of Client, its agents or Clients, including a failure or malfunction resulting from applications or services provided by Client, its agents or Clients (b) failure or malfunction of any equipment or services not provided by ISCorp, (c) circumstances beyond the control of ISCorp, or (d) interruption due to scheduled maintenance, alteration, or implementation, provided that such scheduled event is provided in writing and in advance to client. All claims must be made within 60 days of the date of such lost Services.
- B. ~~IN NO EVENT WILL ISCORP, ITS SUBSIDIARIES OR ITS OR THEIR AGENTS, BE LIABLE TO CLIENT FOR ANY DAMAGES, INCLUDING LOST PROFITS, LOSS OF DATA, OR OTHER SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OR ANY OTHER DAMAGES, ARISING OUT OF OR IN CONNECTION WITH THE PURCHASE, USE OR PERFORMANCE OF THE SERVICES.~~ ISCorp will not be liable for any damages Client may suffer arising out of Client's use, or inability to use, the Services or related products. In no event shall ISCorp be liable for unauthorized access to Client's transmission facilities or Client premise equipment or for unauthorized access to or alteration, theft or destruction of Client's data files, programs, procedure or information through accident, fraudulent means or devices, or any other method.
- C. ~~ISCorp's liability for damages to Client for any cause whatsoever, regardless of form of action, including negligence, shall not exceed an amount equal to the price of products and Services purchased by Client during the twelve month period preceding the event which caused the damages or injury; provided, however, that this limitation shall not apply to damages to Client for personal injuries or destruction of tangible personal property proximately caused by the negligence of ISCorp.~~
- ~~CD.~~ Except as set forth in section 3.5, ISCorp will indemnify and hold Client harmless against any claim or demand by any third party that any hardware or software provided to Client hereunder, infringes any United States copyright or trade secret. ~~Except for damages incurred by ISCorp caused by (a) proprietary rights infringement claims as provided for above, or (b) damages for personal injuries or destruction of tangible property proximately caused by ISCorp's gross negligence or willful misconduct, Client agrees to indemnify and hold ISCorp harmless against any claim or demand by any third party due to or arising out of the use by Client of Services and related products provided hereunder.~~
- ~~DE.~~ Client will indemnify and hold ISCorp harmless against any claim or demand by any third party brought as a result of Client's violation of the ISCorp Prohibited Uses Policy or any third party claims relating to the Content or relating to hardware, software or applications that Client provides to ISCorp to host hereunder (whether for infringement of a copyright, patent, trade secret, proprietary right or otherwise) provided by Client, ~~Client's Clients~~ or by ISCorp at Client's request.

Hosted Agreement

4. Termination

- A. Termination for Cause. This Agreement may be terminated by either party in the event of (i) any material breach of any of the terms and conditions of this Agreement by the other party, which default continues in effect after the defaulting party has been provided with written notice of default and thirty (30) days to cure such default; (ii) the commencement of a voluntary case or other proceeding seeking liquidation, reorganization or other relief with respect to either party of its debts under any bankruptcy, insolvency, or other similar law now or hereafter in effect that authorizes the reorganization or liquidation of such party or its debt or the appointment of a trustee, receiver, liquidator, custodian or other similar official of it or any substantial part of its property; (iii) either party's consent to any such relief or to the appointment of or taking possession by any such official in an involuntary case or other proceeding commenced against it; or (iv) either party's making a general assignment for the benefit of creditors; or either party's becoming insolvent; or either party taking any corporate action to authorize any of the foregoing.
- B. Termination for Convenience. Either party may terminate this Agreement by providing the other party with at least ~~thirty one hundred twenty~~—(30120) days written notice prior to the end of the then current term.

5. General

- A. Force Majeure. In the event that either party is unable to perform any of its obligations under this Agreement or to enjoy any of its benefits because of any event beyond the control of the affected party including, but not limited to, natural disaster, acts of God, actions or decrees of governmental bodies or failure of communication lines (a "Force Majeure Event"), the party who has been so affected shall promptly give written notice to the other party and shall use its best efforts to resume performance. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended for the duration of such Force Majeure Event.
- B. Assignment. Neither party shall have the right to assign this Agreement without the prior written consent of the other party, which consent will not be unreasonably withheld.
- C. Severability. In the event any one or more of the provisions of this Agreement shall for any reason be held to be invalid, illegal or unenforceable, the remaining provisions of this Agreement shall be unimpaired and the parties will substitute a new enforceable provision of like economic intent and effect.
- D. Waiver. Waiver of any breach or failure to enforce any term of this Agreement shall not be deemed a waiver of any breach or right to enforce which may thereafter occur. No waiver shall be valid against any party hereto unless made in writing and signed by the party against whom enforcement of such waiver is sought and then only to the extent expressly specified therein.
- E. Notices. All notices, demands, requests or other communications required or permitted under this Agreement shall be deemed given when (i) delivered personally; (ii) verified by facsimile confirmation; (iii) five (5) days after having been sent by registered or certified mail, return receipt requested, postage prepaid; or (iv) one (1) day after deposit with a commercial overnight carrier, with written verification of receipt. Such notices shall be in writing and delivered to the address set forth below, or to such other notice address as the other party has provided by written notice.

To Integrated Systems Corporation 10325 North Port Washington Road
 Mequon, WI 53092
 Phone: 262-240-7777
 Fax: 262-240-7787
 Attn: Contract Administration

To Client: Town of Lisbon
 W234N8676 Woodside Road
 Lisbon, WI 53089

Hosted Agreement

- F. Governing Law. This Agreement, the rights and obligations of the parties hereto, and any claims or disputes thereto, shall be governed by and construed in accordance with the laws of the State of Wisconsin, ~~without reference to conflict of law principles.~~
- G. Jurisdiction. All disputes arising out of or relating to this Agreement shall be submitted to the non-exclusive jurisdiction of the state and federal courts in Wisconsin, ~~and each party irrevocably consents to such personal jurisdiction and waives all objections thereto.~~
- H. Headings. Section headings contained in this Agreement are inserted for convenience or reference only, shall not be deemed to be a part of this Agreement for any other purpose, and shall not in any way define or affect the meaning, construction or scope of any of the provisions hereof.
- I. Independent Contractors. The relationship of the parties hereunder shall be that of independent contractors. Nothing herein shall be construed to constitute a partnership between or joint venture of the parties, nor shall either party be deemed the agent of the other or have the right to bind the other in any way without the prior written consent of the other.
- J. Execution in Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original, and all of which, when taken together, shall constitute one and the same instrument.
- K. Publicity. Client understands that Internet use, and related products and Services provided under this Agreement, may require registrations and related administrative reports which are public in nature. In addition Client agrees ISCorp may use Client's name as a Client reference, and as part of ISCorp's client portfolio.
- L. Entire Agreement. This Agreement, including any applicable Schedules, constitutes the complete and exclusive understanding of the parties with reference to the subject matter hereof, and supersedes all prior sales proposals, negotiations, agreements and other representations or communications, whether oral or written. If there is any conflict between the terms and conditions of client's purchase order (or any other purchase or sales document) and the terms and conditions of this Agreement, this Agreement shall control. This Agreement may be modified, replaced or rescinded only in writing, and signed by a duly authorized representative of each party.

Hosted Agreement

- M. Confidential Information. The performance of the duties contemplated under this Agreement and any associated Statement of Work (SOWs) may require ISCorp or Client, or both, to have access to information concerning the other party's business affairs, Clients, vendors, finances, properties, procedures, operations, techniques, trade secrets or other proprietary or business information (collectively referred to as "Confidential Information"). ISCorp and Client will not, directly or indirectly, use, disclose, or cause to be disclosed, any Confidential Information of the other party for any reason other than to carry out those purposes contemplated by this Agreement and any associated SOWs, except where compelled by law or securities requirements to disclose. ISCorp and Client agree that the restrictions described in Agreement and will remain in force during the term of this Agreement and thereafter unless and until such time as (a) the Confidential Information becomes generally available to the public through no fault of the nonowning. ISCorp and Client agree to require their employees and agents to protect Confidential Information in accordance with the terms of this agreement.
- N. Conflict of Interest; Nonsolicitation; Noncompete. (a) ISCorp will not offer nor give a gratuity of any type to any Client employee or agent. Likewise, Client will not offer nor give a gratuity of any type to any ISCorp employee or agent. (b) During the term of this Agreement and for a period of two years following the termination of this Agreement, Client will not, directly or indirectly, retain, hire or solicit for employment any employee, independent contractor or agent of ISCorp (collectively, an "ISCorp Agent") without the prior express written consent of ISCorp. Retaining, hiring or soliciting for employment any ISCorp Agent in violation of this provision will constitute a material breach of this Agreement and will entitle ISCorp, in addition to all other remedies for default provided for under this Agreement, be entitled to a decree of specific performance prohibiting Client from engaging in such conduct and to one immediate lump sum payment of funds from Client of an amount equal to ISCorp's opportunity lost over a two-year period. "Soliciting" means engaging in any communication with an ISCorp Agent concerning potential retention by or employment with Client or offering any ISCorp Agent a position as a Client employee or agent. ISCorp's "opportunity lost" means the difference between the amount of annualized revenue generated by or attributed to that employee or agent for ISCorp based on the six-month period immediately preceding such breach and the annualized amount ISCorp expended in compensation to the employee or agent over the same six-month period. In the event of such a breach, the lump sum payment will be made to ISCorp within 30 days of Client's retaining, hiring or soliciting an ISCorp Agent.

Hosted Agreement

EXHIBIT A ISCorp PROHIBITED USES POLICY

PROHIBITED USE POLICY FOR APPLICATION SERVICE PROVISIONING

The following actions are defined by ISCorp as "system abuse" and are strictly prohibited by ISCorp. The examples set forth in this list are not intended to be exhaustive and are provided solely as guidance for Clients. If any Client is unsure of whether a contemplated use or action is permitted, it is Client's responsibility to determine the permitted use by contacting ISCorp via the ISCorp helpdesk (<http://support.iscorp.com>). The following activities are expressly prohibited and could result in termination of the Agreement to which this Exhibit A is attached or suspension of the Services performed thereunder.

General

- Resale of ISCorp products and Services, unless expressly permitted in a separate written agreement with ISCorp.
- Using the facilities and capabilities of ISCorp or its Services to conduct any illegal activity or other activity that violates applicable law or regulation.
- Deceptive on-line marketing practices. The United States Federal Trade Commission has issued informative guidelines for proper on-line marketing schemes. For more information about the FTC guidelines review the Deception Policy Statement from the FTC.
- Violations of intellectual property rights. This includes, but is not limited to, the installation or distribution of illegal, "pirated," or other Software products that are not licensed, or legally utilized, by Clients.
- Violations of applicable privacy laws.

System and Network

- Introduction of malicious programs into the network or Server (e.g. viruses, worms, malware, Trojan horses, ransomware, etc.).
- Attempted or successful security breaches or disruption of network communication. Security breaches include, but are not limited to, accessing data of which Client is not an intended recipient or logging into a Server or account that a Client is not expressly authorized to access.
- Clients may not execute any form of network monitoring (e.g. packet sniffer, network scan) designed to (a) intercept data not intended for Client or its Clients or (b) otherwise access or copy ISCorp's infrastructure, security settings or systems.
- Clients may not do any type of vulnerability scanning or penetration tests without the express written consent of ISCorp.
- Clients may not share system or network credentials or passwords.
- Clients may not install any sort of remote access program (for example using the "logmein" application) or other host based VPN.
- Clients may not install any programs or run scripts used for exfiltration of data belonging to ISCorp or any other Client or client of ISCorp.
- Attempts to circumvent authentication or security of any host, network, or account ("cracking").

Hosted Agreement

- Attempts to interfere with or deny service to any user or any host (e.g. Denial of Service Attacks).
- Use of any program/script/command, or sending messages of any kind, designed to interfere with a third party terminal session, via any means, locally or via the Internet.

Billing

- Furnishing false or incorrect data on the signup form, hosting agreement, or online hosting order application.
- Attempts to circumvent or alter the processes or procedures to measure time, bandwidth utilization, or other methods to document "use" of ISCorp's products and Services

Hosted Agreement

EXHIBIT B SERVICES SCHEDULE

In accordance with the ISCorp Master Services Contract and this Service Contract, ISCorp will provide or cause to provide the following Services:

Description of Services

Services

ISCorp will install and implement Servers, storage and Software identified in each approved Service Contract. A representative list of base model implementation activities, Services and deliverables includes:

- Implementation and configuration of the required hardware and storage infrastructure.
- Provide the network infrastructure to host the Software.
- Provide the Operating Systems and any other required Software.
- Apply patches and updates to operating systems, databases, and 3rd party Software as requested by Client.
- Support the Software and related 3rd party Software as requested by Client.
- Establishment of all System(s) Monitoring and Alerting
- Provide Client Help Desk support
- Provide VPN access to allow Client's support team to access systems as needed.

Support for Client Systems and Software (Hosted by ISCorp):

ISCorp will provide support to the Authorized Users. Client will have access to ISCorp support via phone and support portal. Elements of Client support are:

- Help desk to respond to inquiries
- Issue tracking and resolution
- Response to 'Lights-Out' alarms
- Testing of system enhancements
- Consulting and system support on problem resolution
- Project Manager for enhancements
- Implementation and quality assurance for technology refreshes

System Operational Hours

- Operational Hours -7 days per week, 24 hours per day and 365 days per year (7x24x365) except during the performance of regular maintenance.
- Normal Usage Hours – M-F 7am to 6pm CST except for ISCorp Holidays.

System Service Availability

The Software Systems will be available 99.5% of the time during Operational Hours (excluding scheduled maintenance). Service interruptions will be calculated in 15 minute increments starting from the time that Client notifies ISCorp of the service interruption. Service availability is defined as the ability to ping and/or login to the Hosted Server.

Scheduled System Maintenance

Regular maintenance is performed outside of "Normal Usage Hours". ISCorp will provide written notice in advance of scheduled maintenance to be performed during "Normal Usage Hours".

Problem Communication and Resolution

- Problem Communications** - Clients should use the notification method appropriate to the problem being reported:

Hosted Agreement

Problem Type	Problem Notification Method	Within Normal Usage Hours	Outside Normal Usage Hours
Emergency (Outage)	Call Emergency Support 800#	1 hour	3 Hours
Non-Emergency Service Request (New User, Delete User, etc.)	Submit to Helpdesk: https://www.iscorp.com/client-portal/	Next Business Day	Next business day

- Problem Resolution** – When contacted by ISCorp support, Software Application User shall identify the nature and criticality of the problem. ISCorp will use reasonable endeavors to ensure that support for Client's Software will be available to perform problem analysis and resolution to a level sufficient to meet the following targets for both critical and non-critical problem resolution.

Problem Type	Problem Analysis	Problem Resolution
Critical 1	90% within 3 hours	90% within 1 day
Critical 2	90% within 8 hours	90% within 3 days
Critical 3	90% within 2 days	90% within 10 days
Non-Critical	90% within 1 week	Best Effort

A "Problem follows:

Type" is defined as

- Critical 1** - Client is unable to perform a critical business function of a nature that has a significant material, adverse affect on Client's normal business activities that is caused by a defect or deficiency of ISCorp's or its Subcontractor's systems, equipment, products and/or Services. **Client does not have any reasonable workaround for this critical business function.**
- Critical 2** - Client is unable to perform a critical business function of a nature that has a material, adverse affect on Client's normal business activities that is caused by a defect or deficiency of ISCorp's or its Subcontractor's systems, equipment, products and/or Services. **Client has a short-term interim workaround available to perform this critical business function.**
- Critical 3** - Client is unable to perform a business function of a nature that has a manageable material, adverse affect on Client's normal business. **Client does have an interim workaround available to perform the business function. The problem will be remedied in accordance with ISCorp's business priorities.**
- Non-Critical** – Client is unable to perform a business function that has a limited material, adverse affect on User's normal business. Client does have an interim workaround available to perform this business function. The problem will be remedied in accordance with ISCorp's business priorities.

Escalation

Critical problems that are not resolved within the identified problem resolution windows will be escalated to management for review and resolution as follows:

Problem Type	Escalation 1	Escalation 2	Escalation 3
Critical 1	3 hrs: Product Manager	6 hrs: VP Support	1 day: VP Support, CTO
Critical 2	1 day: Product Manager	2 days: VP Support	3 days: VP Support, CTO
Critical 3	5 days: Product Manager	10 days: VP Support	15 day: VP Support, CTO

Incident

Reporting

Following a critical problem, Client may request from ISCorp an Incident Report. When requested, ISCorp will provide Client an Incident Report identifying the nature of the problem, the steps that were taken to resolve the problem and any steps planned to prevent such a problem from occurring in the future. Incident Report to be provided to Client within one week of request



Jahnke & Jahnke
Associates Inc.

000030

RECEIVED

By Gina Gresch at 1:34 pm, Nov 20, 2018

**CIVIL ENGINEERING
PLANNING • SURVEYING**

November 20, 2018

Town of Lisbon
Attn: Gina Gresch, MMC/WCPC
Town of Lisbon Administrator
W234N8676 Woodside Rd
Lisbon, WI 53089-1545

RE: Barnwood Conservancy LOC

Dear Gina:

In response to your request to receive updated Surety amounts for the Barnwood Conservancy residential development, our surety reduction recommendations are as follows for the site improvements.

	Balance 7/27/2018	Balance 11/20/2018	Reduced Balance
1. Grading, base aggregate, topsoiling, seeding detention basins and storm sewer	\$728,612.00	\$434,112.00	\$294,500.00
2. Base course bituminous pavement	\$207,112.00	\$207,112.00	\$0.00
3. Final surface course bituminous concrete pavement	\$111,840.00	\$111,840.00	\$0.00
4. Restoration and erosion control	\$80,196.60	\$80,196.60	\$0.00
5. Concrete curb & gutter	\$40,000.00	\$40,000.00	\$0.00
6. 1 street light (Lake Five Road entrance)	\$26,000.00	\$26,000.00	\$0.00
7. Street trees – 2" BHD	\$37,500.00	\$37,500.00	\$0.00
8. Pedestrian path 10' wide	\$230,000.00	\$230,000.00	\$0.00
Total Recommended Surety Release Value			\$294,500.00

Remaining construction dollars are subject to a 20% financial guarantee. The Developer is responsible for the installation and cost to install all underground utilities including natural gas, electric and cable television.

Respectfully,

Jahnke & Jahnke Associates Inc.

John R. Stigler
John R. Stigler, President

JRS/amf

DATE: 11/21/18
 TIME: 14:56:47
 PRG ID: AP215000.WOW

Town of Lisbon **000031**
 CHECK REGISTER

CHECK DATE: 11/21/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
64268	1STAYD00	1ST AYD CORPORATION					
	PSI234044		11/07/18	01	LATEX, GLASS CLEANER, PAINT	10-533-530-3100	274.66
					INVOICE TOTAL:		274.66 *
					CHECK TOTAL:		274.66
64269	ACEHA001	SUSSEX ACE HARDWARE					
	182063		10/22/18	01	2 AERATORS	10-522-530-5500	8.08
					INVOICE TOTAL:		8.08 *
	182152		10/22/18	01	PAINT TRAY SET	10-522-530-5200	10.79
					INVOICE TOTAL:		10.79 *
	182485		11/12/18	01	HARDWARE FOR SIDEBOARDS	10-533-530-5500	9.44
					INVOICE TOTAL:		9.44 *
	182488		11/12/18	01	EXTINGUISHER AGENT/DRAIN CLEAN	10-522-530-3100	107.74
					INVOICE TOTAL:		107.74 *
	182496		11/13/18	01	THREAD SEAL TAPE	10-522-530-5500	1.16
					INVOICE TOTAL:		1.16 *
	182588		11/19/18	01	ELECTRICAL TAPE, ESCAPE TOOL	10-522-530-5500	41.67
					INVOICE TOTAL:		41.67 *
					CHECK TOTAL:		178.88
64270	ADVAN001	ADVANCED DISPOSAL SERVICES					
	OCTOBER 2018		11/08/18	01	ACCOUNT #C1057089	10-546-530-4810	65,786.12
					INVOICE TOTAL:		65,786.12 *
					CHECK TOTAL:		65,786.12

64271 AIRON001 AIR ONE EQUIPMENT, INC

Stark Asphalt	\$288,605.34	Good Hope resurface
Advanced Disposal	\$65,786.12	October 2018 Contracted Service
Waukesha County	<u>\$60,213.09</u>	
	\$58,361.39	December 2018 Police Contract
	\$1,706.01	4th Quarter tax billing
	\$145.69	October 2018 Prisoner Housing
Compass Minerals	\$25,411.86	Road Salt
Gerber Leisure	\$24,400.00	Playground toy

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
64271	AIRON001	AIR ONE EQUIPMENT, INC						
	137109		10/18/18	01	HYDRO TESTING OF SCBA BOTTLES	10-522-530-4400	450.00	
						INVOICE TOTAL:	450.00 *	
	137110		10/18/18	01	REPAIR FITTING AND O RING	10-522-530-5410	328.01	
						INVOICE TOTAL:	328.01 *	
						CHECK TOTAL:	778.01	
64272	ALADT001	ALADTEC, INC.						
	2018-13062		11/15/18	01	SCHEDULING SOFTWARE	10-522-530-4400	986.82	
						INVOICE TOTAL:	986.82 *	
						CHECK TOTAL:	986.82	
64273	ALLWA001	ALL-WAYS CONTRACTORS, INC.						
	40226		11/03/18	01	TOPSOIL FOR STORM WATER PROJEC	90-533-530-6300	81.00	
						INVOICE TOTAL:	81.00 *	
						CHECK TOTAL:	81.00	
64274	ALWIN001	PATSY ALWIN						
	NOV 2018 ELEC		11/15/18	01	17 HOURS	10-513-510-1100	158.44	
						INVOICE TOTAL:	158.44 *	
						CHECK TOTAL:	158.44	
64275	ANGEL001	ANN ANGELIE						
	NOV 2018 ELEC		11/15/18	01	12 HOURS	10-513-510-1100	111.84	
						INVOICE TOTAL:	111.84 *	
						CHECK TOTAL:	111.84	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
64276	ANGEL002	BOB ANGELIE					
	NOV 2018	ELEC	11/15/18	01	8 HOURS	10-513-510-1100	74.56
						INVOICE TOTAL:	74.56 *
						CHECK TOTAL:	74.56
64277	ARROW002	ARROW INTERNATIONAL, INC					
	9500658002		10/25/18	01	EZ-IO NEEDLES AND SHIPPING	10-523-530-3860	562.50
						INVOICE TOTAL:	562.50 *
						CHECK TOTAL:	562.50
64278	BAKER001	BAKER & HOSTETLER LLP					
	50556548		10/25/18	01	RANSOMEWARE	10-518-530-7350	525.00
						INVOICE TOTAL:	525.00 *
	50562719		11/15/18	01	RANSOMEWARE	10-518-530-7350	157.50
						INVOICE TOTAL:	157.50 *
						CHECK TOTAL:	682.50
64279	BLAAU001	CORINNE BLAAUW					
	NOV 2018	ELEC	11/15/18	01	10 HOURS	10-513-510-1100	93.20
						INVOICE TOTAL:	93.20 *
						CHECK TOTAL:	93.20
64280	BLAIR001	BLAIR FIRE PROTECTION					
	11251		11/02/18	01	RFS SPRINK/PUMP TEST	10-522-530-4400	448.00
						INVOICE TOTAL:	448.00 *
						CHECK TOTAL:	448.00

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64281	BLIFF001	BLIFFERT LUMBER COMPANY							
	1811-622135		11/19/18	01	METAL TIES FOR SNOW FENCE	10-533-530-3100	89.00		
						INVOICE TOTAL:	89.00	*	
						CHECK TOTAL:		89.00	
64282	BOIEJ001	JANET BOIE							
	NOV 2018 ELEC		11/15/18	01	10 HOURS	10-513-510-1100	93.20		
						INVOICE TOTAL:	93.20	*	
						CHECK TOTAL:		93.20	
64283	BOUND001	BOUND TREE MEDICAL LLC							
	83016792		10/23/18	01	MEDICAL SUPPLIES	10-523-530-3860	566.11		
						INVOICE TOTAL:	566.11	*	
	83016793		10/23/18	01	MEDICAL SUPPLIES	10-523-530-3860	179.64		
						INVOICE TOTAL:	179.64	*	
	83017868		10/24/18	01	SHARPS CONTAINERS	10-523-530-3860	6.69		
						INVOICE TOTAL:	6.69	*	
	83029330		11/06/18	01	SHARPS CONTAINERS	10-523-530-3860	21.27		
						INVOICE TOTAL:	21.27	*	
						CHECK TOTAL:		773.71	
64284	BROOK001	DEBRA BROOK							
	NOV 2018 ELEC		11/15/18	01	18.5 HOURS	10-513-510-1100	172.42		
						INVOICE TOTAL:	172.42	*	
						CHECK TOTAL:		172.42	

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64285	BUELO001	BUELOW VETTER BUIKEMA OLSON &						
	99		11/06/18	01	ACCOUNT NO. 9199.00099	10-518-530-4130	36.00	
						INVOICE TOTAL:	36.00 *	
						CHECK TOTAL:	36.00	
64286	BUNNO001	MARY BETH BUNNOW						
	NOV 2018 ELEC		11/15/18	01	17 HOURS	10-513-510-1100	158.44	
						INVOICE TOTAL:	158.44 *	
						CHECK TOTAL:	158.44	
64287	CENTU001	CENTURYLINK						
	1454076249		10/31/18	01	ACCOUNT NO: 85713330	10-516-530-7200	1.67	
						INVOICE TOTAL:	1.67 *	
						CHECK TOTAL:	1.67	
64288	CJ&AS001	CJ & ASSOCIATES INC						
	0225015-IN		11/21/18	01	CHAIRS FOR TOWN HALL STAFF	70-516-570-8000	1,944.72	
						INVOICE TOTAL:	1,944.72 *	
						CHECK TOTAL:	1,944.72	
64289	COMMU002	COMMUNITY MEMORIAL HOSPITAL						
	1031		10/31/18	01	VARIOUS DRUGS	10-523-530-3860	344.43	
						INVOICE TOTAL:	344.43 *	
						CHECK TOTAL:	344.43	
64290	COMP001	COMPASS MINERALS						

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64290	COMPA001	COMPASS MINERALS					
	336606		11/08/18	01	SALT	10-542-530-3530	25,411.86
						INVOICE TOTAL:	25,411.86 *
						CHECK TOTAL:	25,411.86
64291	CORE&001	CORE & MAIN LP					
	J387444		08/29/18	01	BASIN RISERS FOR CATCH BASINS	90-533-530-3100	248.50
						INVOICE TOTAL:	248.50 *
						CHECK TOTAL:	248.50
64292	CULLI001	CULLIGAN OF WAUKESHA					
	501X07105806		10/31/18	01	ACCT #: 501-10888956-6	10-516-530-4400	58.21
						INVOICE TOTAL:	58.21 *
	HWY DEPT OCT 2018		10/31/18	01	ACCT #: 501-10888956-6	10-516-530-4400	33.47
						INVOICE TOTAL:	33.47 *
						CHECK TOTAL:	91.68
64293	DAHLJ001	JUDY DAHL					
	NOV 2018 ELEC		11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64294	DUVAL001	DIANE DUVAL					
	NOV 2018 ELEC		11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44

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64295	EDERM001	MARY ANN EDER					
	NOV 2018 ELEC		11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64296	EHWOL001	EH WOLF & SONS					
	714921		11/09/18	01	DIESEL	10-533-530-3700	1,830.38
						INVOICE TOTAL:	1,830.38 *
	714922		11/09/18	01	GAS	10-533-530-3700	329.34
						INVOICE TOTAL:	329.34 *
						CHECK TOTAL:	2,159.72
64297	EVERT002	LOUISE EVERT					
	NOV 2018 ELEC		11/15/18	01	18 HOURS	10-513-510-1100	167.76
						INVOICE TOTAL:	167.76 *
						CHECK TOTAL:	167.76
64298	FALLS001	FALLS AUTO PARTS & SUPPLIES					
	573236		11/05/18	01	WESTERN FLUID	10-552-530-5500	28.84
						INVOICE TOTAL:	28.84 *
	573344		11/20/18	01	POWER STEERING FLUID FOR 2686	10-523-530-5500	14.72
						INVOICE TOTAL:	14.72 *
	573490		11/09/18	01	NEW WIPERS FOR TRUCK 8 & 9	10-533-530-5500	67.35
						INVOICE TOTAL:	67.35 *
	573905		11/16/18	01	ICE BLADES	10-533-530-5500	101.24
						INVOICE TOTAL:	101.24 *
						CHECK TOTAL:	212.15

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64299	FINKS001	SHIRLEY FINK					
	NOV 2018 ELEC		11/15/18	01	16.5 HOURS	10-513-510-1100	153.78
						INVOICE TOTAL:	153.78 *
						CHECK TOTAL:	153.78
64300	FIREH001	FIREHOUSE					
	1104049955		11/06/18	01	2 YEAR RENEWAL SUBSCRIPTION	10-522-530-4100	39.95
						INVOICE TOTAL:	39.95 *
						CHECK TOTAL:	39.95
64301	FOXWE001	AIRGAS USA, LLC					
	9956873924		10/31/18	01		10-533-530-3100	9.92
						INVOICE TOTAL:	9.92 *
						CHECK TOTAL:	9.92
64302	GEHLB001	GARY GEHLBACH					
	NOV 2018 ELEC		11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64303	GEHLB002	SUSAN GEHLBACH					
	NOV 2018 ELEC		11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64304	GEHRK001	JOHN GEHRKE					

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64304	GEHRK001	JOHN GEHRKE					
	NOV 2018 ELEC		11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64305	GEO-L001	KUNKEL ENGINEERING GROUP					
	0231560		10/09/18	01	GOOD HOPE RESURF	70-533-570-8200	1,630.63
						INVOICE TOTAL:	1,630.63 *
						CHECK TOTAL:	1,630.63
64306	GEOSY001	GEO-SYNTHETICS SYSTEMS, LLC					
	IV-44258		11/08/18	01	WOODEN STAKES FOR PLOW ROUTES	10-533-530-3100	67.00
						INVOICE TOTAL:	67.00 *
						CHECK TOTAL:	67.00
64307	GERBE001	GERBER LEISURE PRODUCTS, INC.					
	GLOBAL MOTION		11/13/18	01	PLAYGROUND TOY LISBON OAKS	70-552-570-8200	24,400.00
						INVOICE TOTAL:	24,400.00 *
						CHECK TOTAL:	24,400.00
64308	GIESE001	MARGARET GIESE					
	NOV 2018 ELEC		11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64309	GITTO001	LORI GITTO					

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64309	GITTO001	LORI GITTO					
	NOV 2018 ELEC		11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64310	GRAYS001	GRAY'S INC.					
	34891		11/05/18	01	PLOW BLADES CORNER SHOES	10-552-530-5500	331.20
						INVOICE TOTAL:	331.20 *
						CHECK TOTAL:	331.20
64311	GREIT001	JOHN GREITEN					
	11718		11/20/18	01	MEALS	10-552-530-7700	18.30
				02	MEALS	10-552-530-7700	43.15
				03	MEALS	10-552-530-7700	13.19
				04	MEALS	10-552-530-7700	10.97
				05	MEALS	10-552-530-7700	13.19
				06	MILEAGE	10-552-530-7800	138.24
						INVOICE TOTAL:	237.04 *
						CHECK TOTAL:	237.04
64312	HAMIL001	HAMILTON SCHOOL DISTRICT					
	OCTOBER 2018		10/31/18	01	OCTOBER MH PARKING FEES	10-200-250-4620	4,276.85
						INVOICE TOTAL:	4,276.85 *
						CHECK TOTAL:	4,276.85
64313	HANSO002	JOANNE HANSON					
	NOV 2018 ELEC		11/15/18	01	16.5 HOURS	10-513-510-1100	153.78
						INVOICE TOTAL:	153.78 *
						CHECK TOTAL:	153.78

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64314	HELDB001	BARBARA HELD					
	NOV 2018	ELEC	11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64315	HRONB001	BRIAN HRON					
	NOV 2018	ELEC	11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64316	ITUIN001	ITU ABSORB TECH, INC.					
	7123222		11/12/18	01		10-516-530-4400	71.48
						INVOICE TOTAL:	71.48 *
						CHECK TOTAL:	71.48
64317	JAHNK001	JAHNKE & JAHNKE ASSOCIATES INC					
	88396		11/08/18	01	REIMB	10-563-530-4200	1,207.20
				02	NON REIMB	10-563-530-4300	903.14
						INVOICE TOTAL:	2,110.34 *
						CHECK TOTAL:	2,110.34
64318	JERRY002	JERRY'S TRANSMISSION SERVICE					
	0031809		11/13/18	01	LIGHT FOR 2653 DOOR HNDL 2651	10-523-530-5500	354.24
						INVOICE TOTAL:	354.24 *
						CHECK TOTAL:	354.24
64319	JOHNS003	JENNIFER JOHNSON					

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64319	JOHNS003	JENNIFER JOHNSON						
	NOV 2018	ELEC	11/15/18	01	17 HOURS	10-513-510-1100	158.44	
						INVOICE TOTAL:	158.44 *	
						CHECK TOTAL:	158.44	
64320	KALTZ001	CLAUDIA KALTZ						
	NOV 2018	ELEC	11/15/18	01	28 HOURS	10-513-510-1100	260.96	
						INVOICE TOTAL:	260.96 *	
						CHECK TOTAL:	260.96	
64321	KAPUR001	KAPUR & ASSOCIATES						
	95090		08/27/18	01	GH ROAD ENGINEERING	70-533-570-8200	5,007.00	
						INVOICE TOTAL:	5,007.00 *	
						CHECK TOTAL:	5,007.00	
64322	KNADE001	CHARLES KNADE						
	NOV 2018	ELEC	11/15/18	01	17 HOURS	10-513-510-1100	158.44	
						INVOICE TOTAL:	158.44 *	
						CHECK TOTAL:	158.44	
64323	KNADE002	CYNTHIA KNADE						
	NOV 2018	ELEC	11/15/18	01	17 HOURS	10-513-510-1100	158.44	
						INVOICE TOTAL:	158.44 *	
						CHECK TOTAL:	158.44	
64324	KNAPP001	MARY KNAPP						

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64324	KNAPP001	MARY KNAPP					
	NOV 2018	ELEC	11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64325	KONRA001	HEIDI KONRATH					
	NOV 2018	ELEC	11/15/18	01	16.5 HOURS	10-513-510-1100	153.78
						INVOICE TOTAL:	153.78 *
						CHECK TOTAL:	153.78
64326	KOOPM001	CAROL KOOPMAN					
	NOV 2018	ELEC	11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64327	KUMIT001	MARLENE KUMITSCH					
	NOV 2018	ELEC	11/15/18	01	16.5 HOURS	10-513-510-1100	153.78
						INVOICE TOTAL:	153.78 *
						CHECK TOTAL:	153.78
64328	LAMER001	BILL LAMERS					
	NOV 2018	ELEC	11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64329	LANGE001	LANGE ENTERPRISES, INC.					

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64329	LANGE001	LANGE ENTERPRISES, INC.							
	67323		11/20/18	01	SIGNS ETC. FOR BIKE PATH EXT.	10-533-530-3540	277.37		
						INVOICE TOTAL:	277.37	*	
	67513		11/15/18	01	REFLECTIVE ADDRESS TILES	10-533-530-3540	88.66		
						INVOICE TOTAL:	88.66	*	
	67554		11/16/18	01	ROAD MARKERS LAKE 5	10-552-530-3150	252.20		
						INVOICE TOTAL:	252.20	*	
						CHECK TOTAL:		618.23	
64330	LAWRE001	JULIE LAWRENCE							
	NOV 2018 ELEC		11/15/18	01	9 HOURS	10-513-510-1100	83.88		
						INVOICE TOTAL:	83.88	*	
						CHECK TOTAL:		83.88	
64331	LISBO001	LISBON SANITARY DISTRICT #1							
	OCT 2018		11/21/18	01	FIRE FLOW TOTALS	10-522-530-7250	43.92		
				02		10-522-530-7260	47.25		
						INVOICE TOTAL:	91.17	*	
						CHECK TOTAL:		91.17	
64332	MATUS001	DIANE MATUSZAK							
	NOV 2018 ELEC		11/15/18	01	21.75 HOURS	10-513-510-1100	202.71		
						INVOICE TOTAL:	202.71	*	
						CHECK TOTAL:		202.71	
64333	MEISS001	BEVERLY MEISSNER							

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64333	MEISS001	BEVERLY MEISSNER					
	NOV 2018	ELEC	11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64334	MEISS002	LAURA MEISSNER					
	NOV 2018	ELEC	11/15/18	01	18 HOURS	10-513-510-1100	167.76
						INVOICE TOTAL:	167.76 *
						CHECK TOTAL:	167.76
64335	MENAR001	MENARDS -- PEWAUKEE					
	35389		11/11/18	01	NAILS FOR WINTERFEST	10-552-530-3140	3.99
						INVOICE TOTAL:	3.99 *
						CHECK TOTAL:	3.99
64336	MENAR002	MENARDS -- GERMANTOWN					
	51740		11/06/18	01	MINWAX CLEAR VARNISH ROLLERS	10-533-530-3100	119.86
				02	CREDIT# 51878	10-533-530-3100	-40.98
						INVOICE TOTAL:	78.88 *
						CHECK TOTAL:	78.88
64337	MILWA002	MILWAUKEE SPRING & ALIGNMENT					
	39019		11/13/18	02	FRONT SPRINT INSTALLED ON #7	10-533-530-5500	892.80
						INVOICE TOTAL:	892.80 *
						CHECK TOTAL:	892.80
64338	MJAUT001	MJ AUTO ELECTRIC					

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64338	MJAUT001	MJ AUTO ELECTRIC					
	78714		11/16/18	01	STARTER FOR #7	10-533-530-5500	275.00
						INVOICE TOTAL:	275.00 *
						CHECK TOTAL:	275.00
64339	McCAR001	KIM McCARTY					
	NOV 2018 ELEC		11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64340	NEMET001	CONNIE NEMETZ					
	NOV 2018 ELEC		11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64341	NIENA001	ALBERT NIENAS					
	NOV 2018 ELEC		11/15/18	01	14 HOURS	10-513-510-1100	130.48
						INVOICE TOTAL:	130.48 *
						CHECK TOTAL:	130.48
64342	OSTER003	RICHARD OSTERMAN					
	NOV 2018 ELEC		11/15/18	01	33 HOURS	10-513-510-1100	307.56
						INVOICE TOTAL:	307.56 *
						CHECK TOTAL:	307.56
64343	PARTS001	PARTSMASTER					

DATE: 11/21/18
TIME: 14:56:47
PRG ID: AP215000.WOW

Town of Lisbon **000047**
CHECK REGISTER

CHECK DATE: 11/21/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
64343	PARTS001	PARTSMASTER					
	23349300		11/18/18	01	CUT OFF WHEELS FOR GRINDER	10-533-530-3100	102.07
						INVOICE TOTAL:	102.07 *
						CHECK TOTAL:	102.07
64344	PELTT001	TERESA PELT					
	NOV 2018 ELEC		11/15/18	01	28 HOURS	10-513-510-1100	260.96
						INVOICE TOTAL:	260.96 *
						CHECK TOTAL:	260.96
64345	PHILL001	PHILIPS HEALTHCARE					
	937708405		11/07/18	01	CPR PADS	10-523-530-3860	223.30
						INVOICE TOTAL:	223.30 *
						CHECK TOTAL:	223.30
64346	POLCZ001	BOB POLCZYNSKI					
	NOV 2018 ELEC		11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64347	REAME001	SALLY REAMER					
	NOV 2018 ELEC		11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64348	REHC001	SUSAN REHCYGL					

DATE: 11/21/18
 TIME: 14:56:47
 PRG ID: AP215000.WOW

Town of Lisbon **000048**
 CHECK REGISTER

CHECK DATE: 11/21/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
64348	REHC001	SUSAN REHCYGL					
	NOV 2018 ELEC		11/15/18	01	16.5 HOURS	10-513-510-1100	153.78
						INVOICE TOTAL:	153.78 *
						CHECK TOTAL:	153.78
64349	RITTE001	RITTER TECHNOLOGY LLC					
	W45780001		11/09/18	01	FITTINGS FOR PLOW AND WING	10-533-530-5500	161.07
						INVOICE TOTAL:	161.07 *
						CHECK TOTAL:	161.07
64350	RURAL001	RURAL MUTUAL INSURANCE CO					
	FB ANNUAL DUES		11/18/18	01	FARM BUREAU ANNUAL DUES	10-518-530-7500	55.00
						INVOICE TOTAL:	55.00 *
						CHECK TOTAL:	55.00
64351	SAMSC001	SAM'S CLUB/GEGRB					
	OCT 2018		11/02/18	01	SNACKS EMPLOYEE PICNIC	10-553-530-3880	25.92
				02	PAPER PRODUCTS & BATTERIES	10-522-530-3100	214.84
						INVOICE TOTAL:	240.76 *
						CHECK TOTAL:	240.76
64352	SCHUL002	EMILY SCHULTZ					
	NOV 2018 ELEC		11/15/18	01	5 HOURS	10-513-510-1100	46.60
						INVOICE TOTAL:	46.60 *
						CHECK TOTAL:	46.60
64353	SCHUL003	TINA SCHULTZ					

DATE: 11/21/18
 TIME: 14:56:47
 PRG ID: AP215000.WOW

Town of Lisbon 000049
 CHECK REGISTER

CHECK DATE: 11/21/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
64353	SCHUL003	TINA SCHULTZ					
	NOV 2018	ELEC	11/15/18	01	5 HOURS	10-513-510-1100	46.60
						INVOICE TOTAL:	46.60 *
						CHECK TOTAL:	46.60
64354	SMITH001	KATHLEEN SMITH					
	NOV 2018	ELEC	11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64355	SMITH002	JAMES SMITH					
	NOV 2018	ELEC	11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64356	SPAET001	MARY SPAETH					
	NOV 2018	ELEC	11/15/18	01	17 HOURS	10-513-510-1100	158.44
						INVOICE TOTAL:	158.44 *
						CHECK TOTAL:	158.44
64357	STARK001	STARK ASPHALT					
	GOOD HOPE	FINAL	11/18/18	01	GOOD HOPE RESURFACE #1 & FINAL	70-533-570-8200	288,605.34
						INVOICE TOTAL:	288,605.34 *
						CHECK TOTAL:	288,605.34
64358	STRAU001	GRIZZ STRAUB					

DATE: 11/21/18
TIME: 14:56:47
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Town of Lisbon **000050**
CHECK REGISTER

CHECK DATE: 11/21/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
64358	STRAU001	GRIZZ STRAUB						
	NOV 2018 ELEC		11/15/18	01	2 HOURS - TRAINING	10-513-510-1100	18.64	
						INVOICE TOTAL:	18.64	*
						CHECK TOTAL:		18.64
64359	STRYK001	STRYKER SALES CORPORATION						
	2514655		10/12/18	01	REPLACE BATTERY PACKS FOR COT	10-523-530-3860	746.37	
						INVOICE TOTAL:	746.37	*
						CHECK TOTAL:		746.37
64360	TEMPL001	GERALD TEMPLIN						
	NOV 2018 ELEC		11/15/18	01	17 HOURS	10-513-510-1100	158.44	
						INVOICE TOTAL:	158.44	*
						CHECK TOTAL:		158.44
64361	UNIFI001	UNIFIRST CORPORATION						
	0961041663		11/05/18	01	CUST #1063135	10-533-530-3630	61.00	
						INVOICE TOTAL:	61.00	*
	1042787		11/12/18	01	CUST #1063135	10-533-530-3630	61.00	
						INVOICE TOTAL:	61.00	*
						CHECK TOTAL:		122.00
64362	UTECH001	JEAN UTECH						
	NOV 2018 ELEC		11/15/18	01	10 HOURS	10-513-510-1100	93.20	
						INVOICE TOTAL:	93.20	*
						CHECK TOTAL:		93.20

DATE: 11/21/18
 TIME: 14:56:47
 PRG ID: AP215000.WOW

Town of Lisbon **000051**
 CHECK REGISTER

CHECK DATE: 11/21/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
64363	VIERB001	VIERBICHER ASSOCIATES, INC						
	10		11/14/18	01	REIMB	10-563-530-4200	3,695.00	
				02		10-563-530-4300	2,156.25	
						INVOICE TOTAL:	5,851.25	*
						CHECK TOTAL:		5,851.25
64364	VILLA001	VILLAGE OF SUSSEX						
	4326		11/08/18	01	AUG/SEPT TICKET PROCESSING	10-521-530-4410	1,250.88	
						INVOICE TOTAL:	1,250.88	*
						CHECK TOTAL:		1,250.88
64365	WANDS001	COLLEEN WANDSNIDER						
	NOV 2018 ELEC		11/15/18	01	16.5 HOURS	10-513-510-1100	153.78	
						INVOICE TOTAL:	153.78	*
						CHECK TOTAL:		153.78
64366	WAUKE001	WAUKESHA COUNTY						
	2018-00000083 DOA3		11/06/18	01	Q4 TAX BILLING	10-516-530-4400	1,706.01	
						INVOICE TOTAL:	1,706.01	*
	2018-00000107 SHF5		11/08/18	01	DEC 2018 POLICE SERVICES	10-521-530-4400	58,361.39	
						INVOICE TOTAL:	58,361.39	*
	2018-00000215 SHF4		11/08/18	01	OCT 2018 PRISONER HOUSING	10-521-530-4407	145.69	
						INVOICE TOTAL:	145.69	*
						CHECK TOTAL:		60,213.09
64367	WORLD001	WORLD POINT ECC, INC.						

DATE: 11/21/18
TIME: 14:56:47
PRG ID: AP215000.WOW

Town of Lisbon 000052
CHECK REGISTER

CHECK DATE: 11/21/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
64367	WORLD001	WORLD POINT ECC, INC.						
	4095344		11/09/18	01	AHA BLS DVD RENEWAL COURSE	10-523-530-3860	70.95	
						INVOICE TOTAL:	70.95 *	
						CHECK TOTAL:	70.95	
						TOTAL AMOUNT PAID:	506,762.62	



000053

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

Tuesday, November 20, 2018

Dear Board Members:

This is to notify you of the Town of Lisbon meetings, office closures and elections from **November 27, 2018 through December 31, 2018** at the Town Hall, W234N8676 Woodside Road, unless indicated otherwise.

Monday, December 10	Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M.
Tuesday, December 11	Lisbon-Sussex Joint Plan Commission at 6:15 P.M. @ Sussex Civic Center
Thursday, December 13	Plan Commission at 6:30 P.M.
Monday, December 17	Park Committee at 6:30 P.M. (Richard Jung Memorial Fire Station)
Wednesday, December 19	Sanitary District Committee at 7:30 P.M.
Monday, December 24	CHRISTMAS EVE - CLOSED
Tuesday, December 25	CHRISTMAS DAY - CLOSED
Monday, December 31	NEW YEARS EVE - CLOSED

Sincerely,

Gina C. Gresch, MMC/WCPC
Town of Lisbon 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)

October 2018 Fire Chiefs Report Continued:

Notes on special activities and events:

1. October, Stand By at Hamilton High School Football Game
2. October 21st, Auxiliary Pancake Breakfast
3. October 28th, FD attended Redeemer service anniversary of the church fire
4. October 29th, DC Brahm chili cook-off judge

Meetings attended by the Chief:

1. October 1st, Budget workshop
2. October 24th, Dept. head meeting
3. October 26th, Area chiefs meeting
4. October 30th, Fire and Police Commission meeting

Respectfully Submitted;

A handwritten signature in dark ink, appearing to read "Douglas J. Brahm". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Douglas J. Brahm
Lisbon Fire Chief

FIRE DEPT. MONTHLY STATISTICS
2018

<u>Description</u>	<u>Jan.</u>	<u>Feb.</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>YTD</u>
Personnel													
Combination	37	37	37	37	37	37	37	37	37	38			N/A
Fire Only	6	6	6	6	6	6	6	6	6	6			N/A
EMS Only	3	3	3	3	3	3	3	3	3	4			N/A
Associate Paramedics	7	7	7	7	7	7	7	7	7	7			
EMS/Fire Preceptors	3	3	3	3	3	3	3	3	3	3			N/A
Chaplain	1	1	1	1	1	1	1	1	1	1			N/A
Total Personnel	57	57	57	57	57	57	57	57	57	59	0	0	N/A
Note: paramedics	17	17	17	17	17	17	20	20	20	17			
Calls													
Fire Loss in \$	0	0	0	0	0	0	0	0	6,500	500			7,000
Fire	2	5	5	13	3	1	5	0	3	3			40
Medical	38	31	34	37	26	41	39	37	38	46			367
ALS Intercepts	10	10	3	4	6	5	8	7	4	2			59
Inter-facility transports	20	34	32	42	40	22	36	28	22	18			294
Vehicle Accidents	5	4	3	8	5	6	2	3	7	12			55
Search	0	0	0	0	0	1	0	0	0	0			1
Hazardous Cond.	0	1	0	3	1	2	4	2	6	2			21
False Alarm	6	4	3	1	1	3	3	3	4	5			33
Stand By	1	0	1	0	0	2	0	0	0	1			5
Service Call	2	3	3	0	2	3	5	3	2	3			26
Well Being/Good Intent	6	9	10	7	10	11	21	6	9	4			93
Total Call	90	101	94	115	94	97	123	89	95	96	0	0	994
Inspections													
Public Education	0	1	2	1	6	1	1	3	0	2			
Initial/Re-inspect	5	19	14	1	2	10	21	12	8	12			
preplans	0	0	0	2	0	1	1	1	0	2			
Sprinkler Review/Tests	3	2	0	1	1	0	1	2	0	3			
Total Inspections/actions	8	22	16	5	9	12	24	18	8	19	0	0	141

Training

Fire	1	2	5	2	3	1	2	2	1	2			
EMS	2	3	4	2	5	2	1	1	2	1			
Day	0	0	1	1	0	1	0	2	2	1			
Special	0	0	3	0	0	3	2	1	3	3			
Group	5	5	2	5	5	5	3	5	2	6			
Total Trainings	8	10	15	10	13	12	8	11	10	13	0	0	110

<u>Description</u>	<u>Jan.</u>	<u>Feb.</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>YTD</u>
Education													
EMT-Basic	1	1	1	1	1	1	0	0	1	1			N/A
Advanced EMT	2	2	2	2	2	2	0	0	0	0			N/A
Paramedic	7	7	7	7	7	7	0	0	4	4			N/A
Critical Care Paramedic	0	0	0	0	0	0	0	0	0	0			N/A
Firefighter I	1	1	1	1	1	1	0	0	2	2			N/A
Firefighter II	2	2	2	2	2	2	0	0	2	2			N/A
Aerial	0	0	0	0	0	0	0	0	0	0			
Driver/Operator	2	2	2	2	2	2	2	2	0	0			N/A
Fire Officer I	0	0	0	0	0	0	0	0	0	0			N/A
Fire Officer II	0	0	0	0	0	0	0	0	0	0			N/A
Fire Safety officer	0	0	0	0	0	0	0	0	0	0			N/A
Fire Inspector	0	0	0	0	0	0	0	0	0	0			N/A
Fire Instructor	1	1	1	1	1	1	0	0	0	0			N/A
EVOC driving class	0	0	0	0	0	0	0	0	0	0			N/A
Total Education	16	16	16	16	16	16	2	2	9	9	0	0	N/A



000057

ADMINISTRATOR REPORT

PREPARED BY: Gina C. Gresch, Administrator

REPORT DATE: Wednesday, November 21, 2018

WORKER'S COMPENSATION 2018 POLICY REFUND

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.

DOG LICENSE RENEWAL LETTERS

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.

AUDIO / VISUAL UPGRADE

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.



000058

TOWN CLERK REPORT

PREPARED BY: Dan Green, Town Clerk

REPORT DATE: Monday, November 26, 2018

Candidate Packets for 2019

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.

Thank you.

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

WHEREAS, the Town of Lisbon (the "Town") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the Town; and

WHEREAS, Tax Incremental District No. 1 (the "District") is proposed to be created by the Town as a mixed-use district in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, a Project Plan for the District has been prepared that includes:

- a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
- b. An economic feasibility study;
- c. A detailed list of estimated project costs;
- d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
- e. A map showing existing uses and conditions of real property in the District;
- f. A map showing proposed improvements and uses in the District;
- g. Proposed changes of zoning ordinances, master plan, map, building codes and Town ordinances;
- h. A list of estimated non-project costs;
- i. A statement of the proposed plan for relocation of any persons to be displaced;
- j. A statement indicating how the District promotes the orderly development of the Town;
- k. An opinion of the Town Attorney or of an attorney retained by the Town advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of Waukesha County, the Hamilton - Lisbon School District, and the Waukesha County Area Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on October 11, 2018 held a public hearing concerning the project plan and boundaries and proposed creation of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the Plan Commission designated the boundaries of the District, adopted the Project Plan, and recommended to the Town Board that it create such District and approve the Project Plan and

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Lisbon that:

1. The boundaries of the District that shall be named "Tax Incremental District No. 1, Town of Lisbon", are hereby established as specified in Exhibit A of this Resolution.
2. The District is created effective as of January 1, 2019.
3. The Town Board finds and declares that:
 - (a) Not less than 50% by area of the real property within the District is suitable for a combination of industrial, commercial and residential uses, defined as "mixed-use development" within the meaning of Wisconsin Statutes Section 66.1105(2)(cm).
 - (b) Based upon the findings, as stated in 3.a. above, the District is declared to be a mixed-use district based on the identification and classification of the property included within the District.
 - (c) The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.
 - (d) The equalized value of the taxable property in the District plus the value increment of all other existing tax incremental districts within the Town, does not exceed 12% of the total equalized value of taxable property within the Town.
 - (e) The Town estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).
 - (f) The project costs relate directly to promoting mixed-use development in the District consistent with the purpose for which the District is created.
 - (f) Lands proposed for newly platted residential development comprise no more than 35% of the real property area within the District.
 - (g) Costs related to newly platted residential development may be incurred based on the proposed development having a density of at least 3 units per acre as defined in Wisconsin Statutes Section 66.1105(2)(f)3.a.
4. The Project Plan for "Tax Incremental District No. 1, Town of Lisbon" (attached as Exhibit B) is approved, and the Town further finds the Plan is feasible and in conformity with the master plan of the Town.

BE IT FURTHER RESOLVED THAT the Town Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2019, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b).

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the Town Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the Town Clerk is hereby authorized and directed to make similar notations on the tax roll made under Section 70.65 of the Wisconsin Statutes.

PASSED AND ADOPTED by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 26th day of November, 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: _____
Daniel Green, WMPC
Town Clerk



EXHIBIT A -

**LEGAL BOUNDARY DESCRIPTION OR MAP OF
TAX INCREMENTAL DISTRICT NO. 1
TOWN OF LISBON**

THIS CAN BE FOUND IN THE PROJECT PLAN

EXHIBIT B -

PROJECT PLAN

THIS WILL BE HANDED OUT SEPARATELY



October 8, 2018

Project Plan for the Creation of Tax Incremental District No. 1

TOWN OF LISBON, WISCONSIN

Organizational Joint Review Board Meeting Held:	October 4, 2018
Public Hearing Held:	October 11, 2018
Consideration for Approval by Plan Commission:	October 11, 2018
Consideration for Adoption by Town Board:	November 26, 2018
Consideration for Approval by the Joint Review Board:	December 3, 2018



Tax Incremental District No. 1 Creation Project Plan

Town of Lisbon Officials

Town Board

Joseph Osterman	Town Board Chair
Tedia Gamino	Supervisor
Marc Moonen	Supervisor
Linda Beal	Supervisor
Rebecca Plotecher	Supervisor

Town Staff

Gina Gresch	Town Administrator
Dan Green	Town Clerk
James Hammes	Town Attorney

Plan Commission

Joseph Osterman	Becky Plotecher
Bryan Oelhafen	Jane Stadler
Ed Nelson	Mark Meyer
Chad Samanske	

Joint Review Board

Joe Osterman	Town Representative
Norm Cummings	Waukesha County
Cary Tessman, Chair	Waukesha Area Technical College District
Bryan Rudd	Hamilton School District
Matthew Gehrke	Public Member



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SECTION 1: Executive Summary

Authority

The Town of Lisbon, being a Town with a population greater than 3,500, along with an equalized valuation in excess of \$500 million, has the authority to create Tax Incremental Districts in accordance with the provisions of Wisconsin Statutes Section 60.23. Furthermore, and as required, the Town will extend sanitary sewer service to the proposed District prior to use or operation of the improvements to be installed within it. The District is within an approved sewer service area will receive sewer service via the Village of Sussex.

Description of District

Type of District, Size and Location

Tax Incremental District (“TID”) No. 1 (the “TID” or “District”) is proposed to be created by the Town of Lisbon (“Town”) as a mixed-use district. A map of the proposed District boundaries is located in Section 3 of this plan.

Estimated Total Project Expenditures.

The Town anticipates making total project expenditures of approximately \$4,238,917 to undertake the projects listed in this Project Plan. The Town anticipates completing the projects in two phases. The Expenditure Period of this District is 15 years from the date of adoption of the authorizing Resolution of the Town Board (the “Creation Resolution”). The projects to be undertaken pursuant to this Project Plan are expected to be financed with a combination of General Obligation Bonds issued by the Town, however, the Town may use other alternative financing methods which may provide overall lower costs of financing, preserve debt capacity, mitigate risk to the Town, or provide other advantages as determined by the Town Board. A discussion and listing of other possible financing mechanisms, as well as a summary of total project financing, is located in Section 10 of this plan.

Economic Development

As a result of the creation of this District, the Town projects that additional land and improvements value of approximately \$29,716,906 will be created as a result of new development, redevelopment, and appreciation in the value of existing properties. This additional value will be a result of the improvements made and projects undertaken within the District. A table which details assumptions as to the timing of new development and redevelopment and associated values is located in Section 10 of this Plan. In addition, creation of the District is expected to result in other economic benefits as detailed in the Summary of Findings hereafter.

Expected Termination of District

Based on the Economic Feasibility Study located in Section 10 of this plan, this District would be expected to generate sufficient tax increments to recover all project costs by the year 2037; 4 years earlier than the 20-year maximum life of this District. In addition, under sec. 60.23(32)(f)(2), Wis. Stats, the Town will commit to utilizing no more than one-half of the available expenditure period for this District.

Summary of Findings

As required by Wisconsin Statutes Section 66.1105, and as documented in this Project Plan and the exhibits contained and referenced herein, the following findings are made:

1. **That “but for” the creation of this District, the development projected to occur as detailed in this Project Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the Town.** In making this determination, the Town has considered the following information:
 - Some of the sites proposed for development and/or redevelopment have remained vacant for eight years due to lack of adequate infrastructure, and ownership by multiple parties. Given that the sites have not developed as would have been expected under normal market conditions, it is the judgment of the Town that the use of Tax Incremental Financing (“TIF”) will be required to provide the necessary infrastructure and inducements to encourage development on the sites consistent with that desired by the Town.
 - In order to make the areas included within the District suitable for development and/or redevelopment, the Town will need to make a substantial investment to pay for the costs of: property, right-of-way and easement acquisition, site preparation, installation of utilities; installation of streets and related streetscape items; development incentive payments, façade, grants and loans, and other associated costs. Due to the extensive initial investment in public infrastructure and/or rehabilitation that is required in order to allow development and/or redevelopment to occur, the Town has determined that development and/or redevelopment of the area will not occur solely as a result of private investment. Accordingly, the Town finds that absent the use of TIF, development and/or redevelopment of the area is unlikely to occur.
 - Due to its geographic location and market conditions, the Town has seen little growth or new investment in the community. Net new construction within the Town for the period of 2014 to 2018 has averaged only 1.61%. Absent the use of Tax Increment Financing (TIF), this trend is likely to continue. Use of TIF will provide the Town with the means to stimulate new development.
2. **The economic benefits of the Tax Incremental District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements.** In making this determination, the Town has considered the following information:
 - As demonstrated in the Economic Feasibility Section of this Project Plan, the tax increments projected to be collected are more than sufficient to pay for the proposed project costs. On this basis alone, the finding is supported.
3. **The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions.**
 - If approved, the District’s creation would become effective for valuation purposes as of January 1, 2019. As of this date, the values of all existing development would be frozen and the property taxes collected on this base value would continue to be distributed amongst the various taxing entities as they currently are now. Taxes levied on any additional value established within the District due to new construction, renovation or appreciation of property values occurring after

January 1, 2019 would be collected by the TID and used to repay the costs of TIF-eligible projects undertaken within the District.

- Since the development expected to occur is unlikely to take place or in the same manner without the use of TIF (see Finding #1) and since the District will generate economic benefits that are more than sufficient to compensate for the cost of the improvements (see Finding #2), the Town reasonably concludes that the overall benefits of the District outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions. It is further concluded that since the “but for” test is satisfied, there would, in fact, be no foregone tax increments to be paid in the event the District is not created. As required by Section 66.1105(4)(i)4., a calculation of the share of projected tax increments estimated to be paid by the owners of property in the overlying taxing jurisdictions has been made and can be found in Appendix A of this plan.
4. Not less than 50% by area of the real property within the District is suitable for a combination of industrial, commercial and residential uses, defined as “mixed-use development” within the meaning of Wisconsin Statutes Section 66.1105(2)(cm). Lands proposed for newly platted residential development comprise less than 35% (and in no event will exceed 35%) by area of the real property within the District. Any project costs related to newly platted residential development are eligible expenditures based on the finding that the development has a residential housing density of at least 3 units per acre as defined in Wisconsin Statutes Section 66.1105(2)(f)3.a.
 5. Based upon the findings, as stated above, the District is declared to be a mixed-use District based on the identification and classification of the property included within the District.
 6. The project costs relate directly to promoting mixed-use development in the District consistent with the purpose for which the District is created.
 7. The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.
 8. The equalized value of taxable property of the District, plus the value increment of all existing tax incremental districts within the Town, does not exceed 12% of the total equalized value of taxable property within the Town.
 9. The Town estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District’s maximum expenditure period, pursuant to Wisconsin Statutes Sections 66.1105(5)(b) and 66.1105(6)(am)1.
 10. The Project Plan for the District in the Town is feasible and is in conformity with the master plan of the Town.

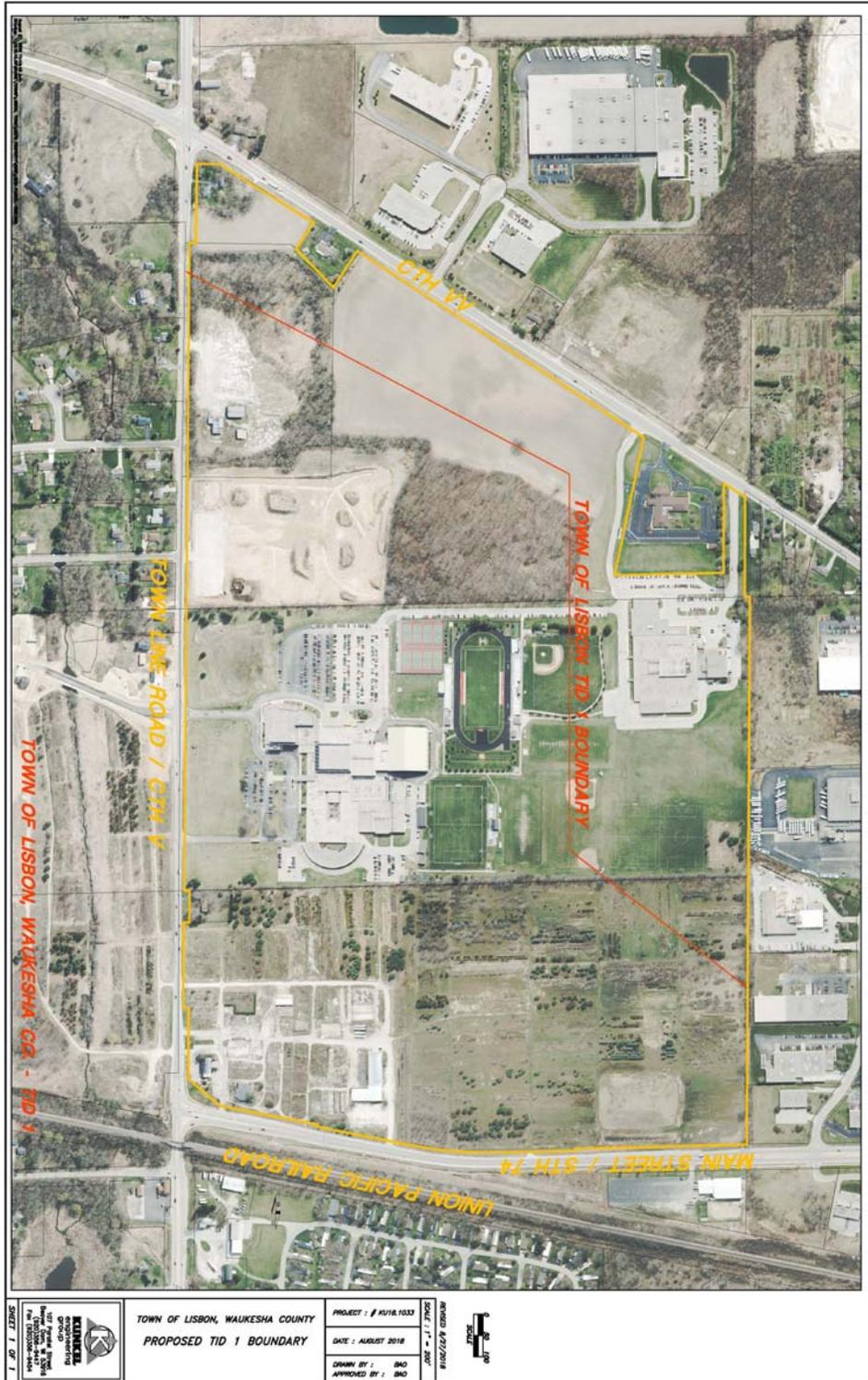
SECTION 2: Type and General Description of District

The District is being created by the Town under the authority provided by Wisconsin Statutes Section 66.1105. The District is created as a “Mixed Use District” based upon a finding that at least 50%, by area, of the real property within the District is suitable for a combination of industrial, commercial and residential uses as defined within the meaning of Wisconsin Statutes Section 66.1105(2)(cm) (See Section 5 of this plan for a breakdown of District parcels by class and calculation of compliance with the 50% test). Lands proposed for newly platted residential development comprise less than 35% of the area of the District. To the extent that project costs will be incurred by the Town for newly platted residential development, the residential development will have a density of at least 3 units per acre as defined in Wisconsin Statutes Section 66.1105(2)(f)3.a.

A map depicting the boundaries of the District is found in Section 3 of this Plan. A map depicting the proposed uses of the District is found in Section 8 of this plan. The Town intends that TIF will be used to assure that a combination of private industrial, commercial and residential development occurs within the District consistent with the Town’s development objectives. This will be accomplished by installing public improvements and making necessary related expenditures to induce and promote development within the District. The goal is to increase the tax base and to provide for and preserve employment opportunities within the Town. The project costs included in the Plan relate directly to promoting mixed-use development in the District consistent with the purpose for which the District is created.

Based upon the findings, as stated within this Plan, the District is declared to be a mixed-use District based on the identification and classification of the property included within the district.

SECTION 3: Preliminary Map of Proposed District Boundary



SECTION 5: Preliminary Parcel List and Analysis

Town of Lisbon		Assessment Information				Equalized Value				District Classification							
Tax Increment District #1																	
Base Property Information																	
Parcel Number	Owner	Acreage	Land	Imp	PP	Total	Equalized Value Ratio	Land	Imp	PP	Total	Industrial (Zoned and Suitable)	Commercial/Business	Existing Residential	Newly Platted Residential	Suitable for Mixed Use	
LSB70241999	Town of Lisbon	72.00	0	0	0	0	90.28%	0	0	0	0	0	36	36	0.69	0	72.00
LSB70241998	Christopher & Emily Dennert	0.69	54,500	124,000	0	178,500	90.28%	60,368	137,350	0	197,718	0	0	0	0.69	0	0.69
LSB70241997	Hamilton School District	80.72	0	0	0	0	90.28%	0	0	0	0	0	0	0	0	0	0.00
LSB70244999004	Hamilton School District	50.96	0	0	0	0	90.28%	0	0	0	0	0	0	0	0	0	0.00
LSB7024499901	Duane Hyland	17.21	272,000	109,500	0	381,500	90.28%	301,285	121,289	0	422,574	0	17.21	17.21	0	0	17.21
LSB70244999003	Thomas Gengler	3.33	67,500	127,100	0	194,600	90.28%	74,767	140,784	0	215,552	0	0	0	0	0	0.00
Total Acreage		224.91	394,000	360,600	0	754,600		436,420	399,424	0		16.01%	53.21	23.66%	0.69	0	89.9
											Estimated Base Value		835,844				

SECTION 6: Equalized Value Test

The following calculations demonstrate that the Town is in compliance with Wisconsin Statutes Section.66.1105(4)(gm)4.c., which requires that the equalized value of the taxable property in the proposed District, plus the value increment of all existing tax incremental districts, does not exceed 12% of the total equalized value of taxable property within the Town.

The equalized value of the increment of existing tax incremental districts within the Town, plus the base value of the proposed District, totals \$835,844. This value is less than the maximum of \$148,970,124 in equalized value that is permitted for the Town of Lisbon. The Town is therefore in compliance with the statutory equalized valuation test and may proceed with creation of this District.

Town of Lisbon				
Tax Increment District #1				
Valuation Test Compliance Calculation				
District Creation Date	10/1/2018			
	Valuation Data Currently Available 2018	Dollar Charge	Percent Change	Valuation Data Est. Creation Date
Total EV (TID In)	1,241,417,700			1,241,417,700
12% Test	148,970,124			148,970,124
Total Existing Increment	0			0
Projected Base of New or Amended District	835,844			835,844
Total Value Subject to 12% Test	835,844			835,844
Compliance	PASS			PASS

SECTION 7: Statement of Kind, Number and Location of Proposed Public Works and Other Projects

The following is a list of public works and other TIF-eligible projects that the Town expects to implement in conjunction with this District. Any costs necessary or convenient to the creation of the District or directly or indirectly related to the public works and other projects are considered "Project Costs" and eligible to be paid with tax increment revenues of the District.

Property, Right-of-Way and Easement Acquisition

Property Acquisition for Development and/or Redevelopment

In order to promote and facilitate development and/or redevelopment the Town may acquire property within the District. The cost of property acquired, and any costs associated with the transaction, are eligible Project Costs. Following acquisition, other Project Costs within the categories detailed in this Section may be incurred in order to make the property suitable for development and/or redevelopment. Any revenue received by the Town from the sale of property acquired pursuant to the execution of this Plan will be used to reduce the total project costs of the District. If total Project Costs incurred by the Town to acquire property and make it suitable for development and/or redevelopment exceed the revenues or other consideration received from the sale or lease of that property, the net amount shall be considered "real property assembly costs" as defined in Wisconsin Statutes Section 66.1105(2)(f)1.c., and subject to recovery as an eligible Project Cost.

Acquisition of Rights-of-Way

The Town may need to acquire property to allow for installation of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the Town to identify, negotiate and acquire rights-of-way are eligible Project Costs.

Acquisition of Easements

The Town may need to acquire temporary or permanent easements to allow for installation and maintenance of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the Town to identify, negotiate and acquire easement rights are eligible Project Costs.

Relocation Costs

If relocation expenses are incurred in conjunction with the acquisition of property, those expenses are eligible Project Costs. These costs may include, but are not limited to: preparation of a relocation plan; allocations of staff time; legal fees; publication of notices; obtaining appraisals; and payment of relocation benefits as required by Wisconsin Statutes Sections 32.19 and 32.195.

Site Preparation Activities

Environmental Audits and Remediation

There have been no known environmental studies performed within the proposed District. If, however, it becomes necessary to evaluate any land or improvement within the District, any cost incurred by the Town related to environmental audits, testing, and remediations are eligible Project Costs.

Demolition

In order to make sites suitable for development and/or redevelopment, the Town may incur costs related to demolition and removal of structures or other land improvements, to include abandonment of wells or other existing utility services.

Site Grading

Land within the District may require grading to make it suitable for development and/or redevelopment, to provide access, and to control stormwater runoff. The Town may need to remove and dispose of excess material, or bring in fill material to provide for proper site elevations. Expenses incurred by the Town for site grading are eligible Project Costs.

Utilities

Sanitary Sewer System Improvements

There are inadequate sanitary sewer facilities serving areas of the District. To allow development and/or redevelopment to occur, the Town may need to construct, alter, rebuild or expand sanitary sewer infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: collection mains; manholes and cleanouts; service laterals; force mains; interceptor sewers; including capacity in the Lannon Interceptor; and all related appurtenances. To the extent sanitary sewer projects undertaken within the District provide direct benefit to land outside of the District, the Town will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Town construct, alter, rebuild or expand sanitary sewer infrastructure located outside of the District. That portion of the costs of sanitary sewer system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs. The improvements to the wastewater treatment facilities, although not within the ½ mile radius, is an eligible project cost under Section 66.1105(2)(f)1 k.

Water System Improvements

There are inadequate water distribution facilities serving areas of the District. To allow development and/or redevelopment to occur, the Town may need to construct, alter, rebuild or expand water system infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: distribution mains; manholes and valves; hydrants; service laterals; pumping stations; wells; water treatment facilities; storage tanks and reservoirs; and all related appurtenances. To the extent water system projects undertaken within the District provide direct benefit to land outside of the District, the Town will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the Town construct, alter, rebuild or expand water system infrastructure located outside of the District. That portion of the costs of water system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Stormwater Management System Improvements

Development and/or redevelopment within the District will cause stormwater runoff and pollution. To manage this stormwater runoff, the Town may need to construct, alter, rebuild or expand stormwater management infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: stormwater collection mains; inlets, manholes and valves; service laterals; ditches; culvert pipes; box culverts; and infiltration, filtration and detention Best Management Practices (BMP's). To the extent stormwater management system projects undertaken within the District provide direct benefit to land outside of the District, the Town will make an allocation

of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs.

Electric Service

In order to create sites suitable for development and/or redevelopment, the Town may incur costs to provide, relocate or upgrade electric services. Relocation may require abandonment and removal of existing poles or towers, installation of new poles or towers, or burying of overhead electric lines. Costs incurred by the Town to undertake this work are eligible Project Costs.

Gas Service

In order to create sites suitable for development and/or redevelopment, the Town may incur costs to provide, relocate or upgrade gas mains and services. Costs incurred by the Town to undertake this work are eligible Project Costs.

Communications Infrastructure

In order to create sites suitable for development and/or redevelopment, the Town may incur costs to provide, relocate or upgrade infrastructure required for voice and data communications, including, but not limited to: telephone lines, cable lines and fiber optic cable. Costs incurred by the Town to undertake this work are eligible Project Costs.

Streets and Streetscape

Street Improvements

There are inadequate street improvements serving areas of the District. To allow development and/or redevelopment to occur, the Town may need to construct and/or reconstruct streets, highways, alleys, access drives and parking areas. Eligible Project Costs include, but are not limited to: excavation; removal or placement of fill; construction of road base; asphalt or concrete paving or repaving; installation of curb and gutter; installation of sidewalks and bicycle lanes; installation of culverts, box culverts and bridges; rail crossings and signals; utility relocation, to include burying overhead utility lines; street lighting; installation of traffic control signage and traffic signals; pavement marking; right-of-way restoration; installation of retaining walls; and installation of fences, berms, and landscaping.

Streetscaping and Landscaping

In order to attract development and/or redevelopment consistent with the objectives of this Plan, the Town may install amenities to enhance development sites, rights-of-way and other public spaces. These amenities include, but are not limited to: landscaping; lighting of streets, sidewalks, parking areas and public areas; installation of planters, benches, clocks, tree rings, trash receptacles and similar items; and installation of brick or other decorative walks, terraces and street crossings. These and any other similar amenities installed by the Town are eligible Project Costs.

Miscellaneous

Cash Grants (Development Incentives)

The Town may enter into agreements with property owners, lessees, or developers of land located within the District for the purpose of sharing costs to encourage the desired kind of improvements and assure tax base is generated sufficient to recover project costs. No cash grants will be provided until the Town executes a developer agreement with the recipient of the cash grant. Any payments of cash grants made by the Town are eligible Project Costs.

Projects Outside the Tax Increment District

Pursuant to Wisconsin Statutes Section 66.1105(2)(f)1.n, the Town may undertake projects within territory located within one-half mile of the boundary of the District provided that: 1) the project area is located within the Town's corporate boundaries and 2) the projects are approved by the Joint Review Board. The cost of projects completed outside the District pursuant to this section are eligible project costs and may include any project cost that would otherwise be eligible if undertaken within the District. The Town intends to make the following project cost expenditures outside the District: capacity in the Lannon Interceptor, which is a sanitary sewer interceptor pipe that the Town will be purchasing capacity in for the District to allow for wastewater to be transported from the District to the Sussex Wastewater Treatment Facility. A portion of the interceptor runs down Hwy 74, which is the northern border of the District, as it comes from the Village of Lannon to the Village of Sussex.

Professional Service and Organizational Costs

The costs of professional services rendered, and other costs incurred, in relation to the creation, administration and termination of the District, and the undertaking of the projects contained within this Plan, are eligible Project Costs. Professional services include but are not limited to: architectural; environmental; planning; engineering; legal, audit; financial; and the costs of informing the public with respect to the creation of the District and the implementation of the Plan.

Administrative Costs

The Town may charge to the District as eligible Project Costs reasonable allocations of administrative costs, including, but not limited to, employee salaries. Costs allocated will bear a direct connection to the time spent by Town employees in connection with the implementation of the Plan.

Financing Costs

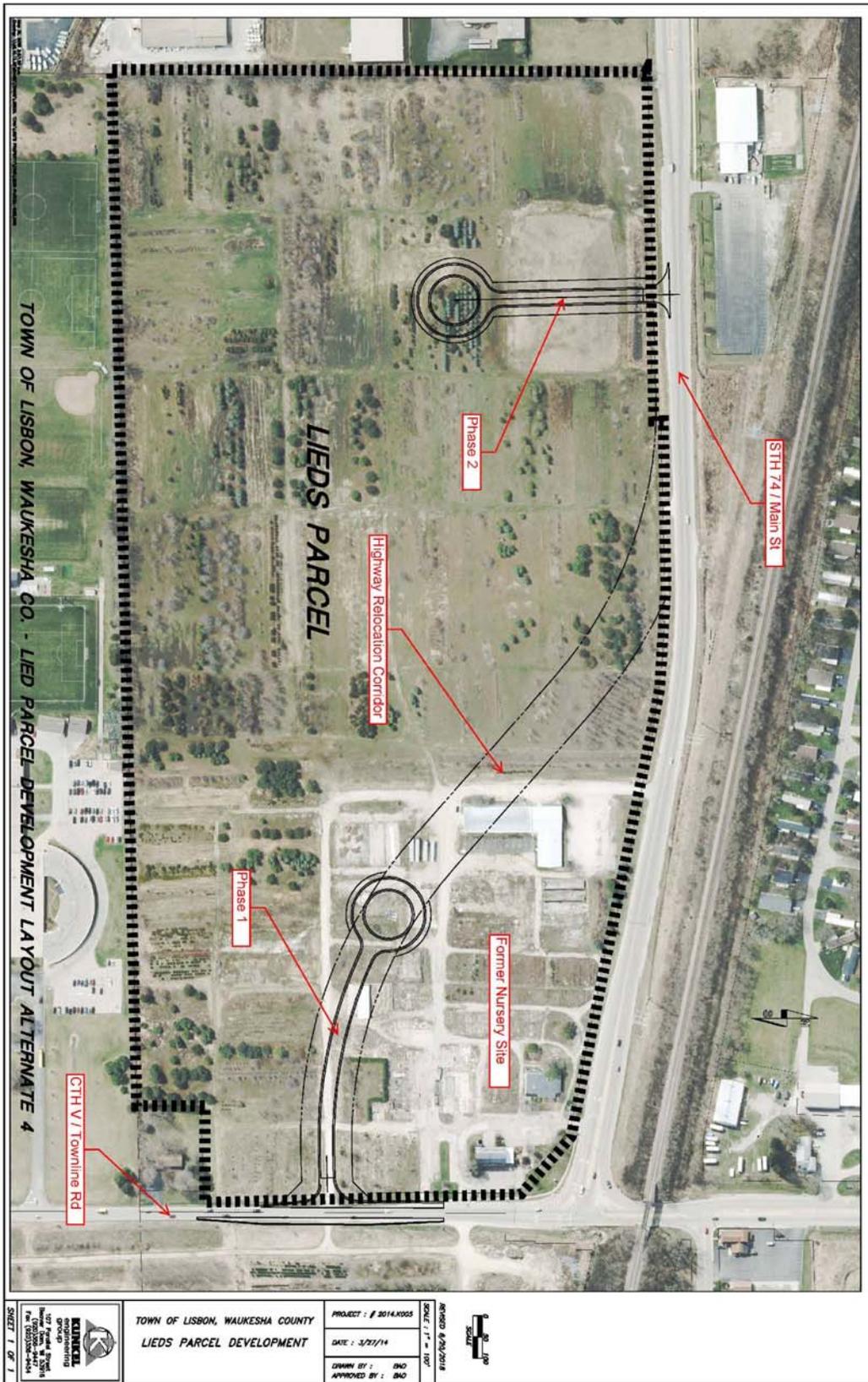
Interest expense, debt issuance expenses, redemption premiums, and any other fees and costs incurred in conjunction with obtaining financing for projects undertaken under this Plan are eligible Project Costs.

With all projects the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, apparatus necessary for public works, legal and other consultant fees, testing, environmental studies, permits, updating Town ordinances and plans, judgments or claims for damages and other expenses are included as Project Costs.

In the event any of the public works project expenditures are not reimbursable out of the special TIF fund under Wisconsin Statutes Section 66.1105, in the written opinion of counsel retained by the Town for such purpose or a court of record so rules in a final order, then such project or projects shall be deleted herefrom and the remainder of the projects hereunder shall be deemed the entirety of the projects for purposes of this Project Plan.

The Town reserves the right to implement only those projects that remain viable as the Plan period proceeds.

Project Costs are any expenditure made, estimated to be made, or monetary obligations incurred or estimated to be incurred, by the Town and as outlined in this Plan. Project Costs will be diminished by any income, special assessments or other revenues, including user fees or charges. To the extent the costs benefit the municipality outside the District, a proportionate share of the cost is not a Project Cost. Costs identified in this Plan are preliminary estimates made prior to design considerations and are subject to change after planning is completed. Prorations of costs in the Plan are also estimates and subject to change based upon implementation, future assessment policies and user fee adjustments.



SECTION 9: Detailed List of Project Costs

This Plan is not meant to be a budget nor an appropriation of funds for specific projects, but a framework within which to manage projects. All costs included in the Plan are estimates based on best information available. The Town retains the right to delete projects or change the scope and/or timing of projects implemented as they are individually authorized by the Town Board, without amending the Plan.

All costs are based on 2019 prices and are preliminary estimates. The Town reserves the right to increase these costs to reflect inflationary increases and other uncontrollable circumstances between 2019 and the time of construction. The Town also reserves the right to increase certain project costs to the extent others are reduced or not implemented without amending the Plan. The tax increment allocation is preliminary and is subject to adjustment based upon the implementation of the Plan.

However, if total project costs exceed 115% of \$4,238,917 (total project costs specified in the table on the following page, plus 15% contingency), the Town would pursue an amendment to the Plan in accordance with the amendment procedures specified in Wisconsin Statutes Section 66.1105(4)(h), which include review by the Joint Review Board.

All projects identified are TID eligible. The Town will use increment generated within the District to pay for projects supported by the overall cash flow of the District and will use a phased approach so project costs are incurred to match the pace of development within the District.

Proposed TIF Project Cost Estimates

<h2 style="text-align: center;">Town of Lisbon</h2> <h3 style="text-align: center;">Tax Increment District #1</h3> <h4 style="text-align: center;">Estimated Project List</h4>				
Project ID	Project Name/Type	Phase I 2019	Phase II 2019	Total (Note 1)
1	<u>Phase I</u>			
2	Nursery Site Demo & Site Prep	212,750		212,750
3	Off-site sanitary sewer extension	93,179		93,179
4	Well & Water infrastructure	718,750		718,750
5	East CTHV/Townline Road Entrance	1,207,167		1,207,167
6	Lannon Interceptor Capacity (Note 3)	227,000		227,000
7	<u>Phase II</u>			
8	Site Preparation		125,000	125,000
9	Phase 1 to 2 Water and Wastewater Connection/main		498,650	498,650
10	STH 74/Main Street Entrance		1,121,421	1,121,421
11	District creation expense		35,000	35,000
Total Projects		<u>2,458,846</u>	<u>1,780,071</u>	<u>4,238,917</u>

Notes:

- Note 1 Project costs are estimates and are subject to modification
- Note 2 Source: Kunkel Engineering, 6/22/2018.
- Note 3 Lannon interceptor capacity is cost for capacity in the "Lannon Interceptor" which runs from the Village of Lannon to the Sussex WWTP and is via an intermunicipal agreement with the Village of Sussex, Village of Lannon and the Town of Lisbon.

SECTION 10: Economic Feasibility Study, Financing Methods, and the Time When Costs or Monetary Obligations Related are to be Incurred

The information and exhibits contained within this Section demonstrate that the proposed District is economically feasible insofar as:

- The Town has available to it the means to secure the necessary financing required to accomplish the projects contained within this Plan. A listing of “Available Financing Methods” follows.
- The Town expects to complete the projects in one or multiple phases, and can adjust the timing of implementation as needed to coincide with the pace of private development and/or redevelopment. A discussion of the phasing and projected timeline for project completion is discussed under “Plan Implementation” within this Section. A table identifying the financing method for each phase and the time at which that financing is expected to be incurred is included.
- The development anticipated to occur as a result of the implementation of this Plan will generate sufficient tax increments to pay for the cost of the projects. Within this Section are tables identifying: 1) the development and/or redevelopment expected to occur, 2) a projection of tax increments to be collected resulting from that development and/or redevelopment and other economic growth within the District, and 3) a cash flow model demonstrating that the projected tax increment collections and all other revenues available to the District will be sufficient to pay all Project Costs.

Available Financing Methods

The following is a list of the types of obligations the Town may choose to utilize.

General Obligation (G.O.) Bonds or Notes

The Town may issue G.O. Bonds or Notes to finance the cost of projects included within this Plan. The Wisconsin State Constitution limits the principal amount of G.O. debt that the community may have outstanding at any point in time to an amount not greater than five percent of its total equalized value (TID IN). As of the date of this plan, the Town has a G.O. debt limit of \$62,070,885, of which \$50,962,826 is currently unused and could be made available to finance Project Costs.

Bonds Issued to Developers (“Pay as You Go” Financing)

The Town may issue a bond or other obligation to one or more developers who provide financing for projects included in this Plan. Repayment of the amounts due to the developer under the bonds or other obligations are limited to an agreed percentage of the available annual tax increments collected that result from the improvements made by the developer. To the extent the tax increments collected are insufficient to make annual payments, or to repay the entire obligation over the life of the District, the Town’s obligation is limited to not more than the agreed percentage of the actual increments collected. Bonds or other obligations issued to developers in this fashion are not general obligations of the Town and, therefore, do not count against the Town’s statutory borrowing capacity.

Tax Increment Revenue Bonds

The Town has the authority to issue revenue bonds secured by the tax increments to be collected. Tax Increment Revenue Bonds and Lease Revenue Bonds are not general obligations of the Town and therefore do not count against the Town's statutory borrowing capacity. To the extent tax increments collected are insufficient to meet the annual debt service requirements of the revenue bonds, the Town may be subject to either a permissive or mandatory requirement to appropriate on an annual basis a sum equal to the actual or projected shortfall.

Utility Revenue Bonds

The Town can issue revenue bonds to be repaid from revenues of the its various systems, including revenues paid by the Town that represent service of the system to the Town. There is neither a statutory nor constitutional limitation on the amount of revenue bonds that can be issued, however, water rates are controlled by the Wisconsin Public Service Commission and the Town must demonstrate to bond purchasers its ability to repay revenue debt with the assigned rates. To the extent the Town utilizes utility revenues other than tax increments to repay a portion of the bonds, the Town must reduce the total eligible Project Costs in an equal amount.

Special Assessment "B" Bonds

The Town has the ability to levy special assessments against benefited properties to pay part of the costs for street, curb, gutter, sewer, water, storm sewers and other infrastructure. In the event the Town determines that special assessments are appropriate, the Town can issue Special Assessment B bonds pledging revenues from special assessment installments to the extent assessment payments are outstanding. These bonds are not counted against the Town's statutory borrowing capacity. If special assessments are levied, the Town must reduce the total eligible Project Costs under this Plan in an amount equal to the total collected.

Plan Implementation

Projects identified will provide the necessary anticipated governmental services to the area. A reasonable and orderly sequence is outlined on the following page. However, public debt and expenditures should be made at the pace private development and/or redevelopment occurs to assure increment is sufficient to cover expenses.

It is anticipated developer agreements between the Town and property owners will be in place prior to major public expenditures. These agreements can provide for development guarantees or a payment in lieu of development. To further assure contract enforcement, these agreements might include levying of special assessments against benefited properties.

The order in which public improvements are made should be adjusted in accordance with development and execution of developer agreements. The Town reserves the right to alter the implementation of this Plan to accomplish this objective.

Interest rates projected are based on current market conditions. Municipal interest rates are subject to constantly changing market conditions. In addition, other factors such as the loss of tax-exempt status of municipal bonds or broadening the purpose of future tax-exempt bonds would affect market conditions. Actual interest expense will be determined once the methods of financing have been approved and securities or other obligations are issued.

If financing as outlined in this Plan proves unworkable, the Town reserves the right to use alternate financing solutions for the projects as they are implemented.

Implementation and Financing Timeline

Town of Lisbon			
Tax Increment District #1			
Estimated Financing Plan			
	Bond Anticipation Note 2019		G.O. Refunding Bond 2022
	5/1/2019		5/1/2022
Projects			
Phase I	2,458,846		4,840,000
Phase II	1,780,071		
Total Project Funds	4,238,917		4,840,000
Estimated Finance Related Expenses			
Municipal Advisor	15,500		27,400
Bond Counsel	15,000		15,000
Disclosure Counsel	9,000		9,000
Rating Agency Fee	10,500		10,500
Paying Agent	675		675
Underwriter Discount	10.00 48,400	12.50	62,000
Capitalized Interest	508,200		
Total Financing Required	4,846,192		4,964,575
Estimated Interest	0.25%	(5,299)	0.25%
Assumed spend down (months)	6		6
Rounding		(893)	1,475
Net Issue Size	4,840,000		4,960,000
Notes:			

Development Assumptions

Town of Lisbon							
Tax Increment District #1							
Development Assumptions							
Construction Year		Assisted Living	Commerical /Mercantile	Industrial	Annual Total	Construction Year	
1	2019				0	2019	1
2	2020	776,320		253,367	1,029,687	2020	2
3	2021	6,361,840		728,203	7,090,043	2021	3
4	2022	776,320		752,876	1,529,196	2022	4
5	2023	6,361,840	795,456	739,529	7,896,825	2023	5
6	2024		2,442,460	798,120	3,240,580	2024	6
7	2025		1,229,029	965,768	2,194,797	2025	7
8	2026		1,227,090	773,951	2,001,041	2026	8
9	2027		368,127	725,294	1,093,421	2027	9
10	2028		1,227,090	450,882	1,677,972	2028	10
11	2029		368,127		368,127	2029	11
12	2030		1,227,090		1,227,090	2030	12
13	2031		368,127		368,127	2031	13
14	2032				0	2032	14
15	2033				0	2033	15
16	2034				0	2034	16
17	2035				0	2035	17
18	2036				0	2036	18
19	2037				0	2037	19
20	2038				0	2038	20
Totals		<u>14,276,320</u>	<u>9,252,596</u>	<u>6,187,990</u>	<u>29,716,906</u>		

Notes:

Note 1 Source: Master Plan Memorandum, dated March 27, 2018, prepared by JSD Professional Services. The residential estimates prepared by JSD were modified to assisted living facilities.

Increment Revenue Projections

Town of Lisbon										
Tax Increment District #1										
Tax Increment Projection Worksheet										
Type of District	Mixed Use			Base Value	835,844			Apply to Base Value		
District Creation Date	October 1, 2018			Appreciation Factor	0.00%					
Valuation Date	Jan 1,	2019		Base Tax Rate	\$19.20					
Max Life (Years)	20			Rate Adjustment Factor						
Expenditure Period/Termination	15	10/1/2033		Tax Exempt Discount Rate	3.75%					
Revenue Periods/Final Year	20	2040		Taxable Discount Rate	5.25%					
Extension Eligibility/Years	Yes	3								
Recipient District	No									

Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment	Tax Exempt	Taxable NPV
								NPV Calculation	
1	2019	0	2020	0	0	2021	\$19.20	0	0
2	2020	1,029,687	2021	0	1,029,687	2022	\$19.20	19,769	17,062
3	2021	7,090,043	2022	0	8,119,730	2023	\$19.20	155,892	146,745
4	2022	1,529,196	2023	0	9,648,926	2024	\$19.20	185,251	295,281
5	2023	7,896,825	2024	0	17,545,751	2025	\$19.20	336,863	555,619
6	2024	3,240,580	2025	0	20,786,331	2026	\$19.20	399,079	852,891
7	2025	2,194,797	2026	0	22,981,128	2027	\$19.20	441,218	1,169,673
8	2026	2,001,041	2027	0	24,982,169	2028	\$19.20	479,636	1,501,590
9	2027	1,093,421	2028	0	26,075,590	2029	\$19.20	500,629	1,835,513
10	2028	1,677,972	2029	0	27,753,562	2030	\$19.20	532,844	2,178,078
11	2029	368,127	2030	0	28,121,689	2031	\$19.20	539,912	2,512,641
12	2030	1,227,090	2031	0	29,348,779	2032	\$19.20	563,471	2,849,182
13	2031	368,127	2032	0	29,716,906	2033	\$19.20	570,539	3,177,628
14	2032	0	2033	0	29,716,906	2034	\$19.20	570,539	3,494,202
15	2033	0	2034	0	29,716,906	2035	\$19.20	570,539	3,799,334
16	2034	0	2035	0	29,716,906	2036	\$19.20	570,539	4,093,437
17	2035	0	2036	0	29,716,906	2037	\$19.20	570,539	4,376,909
18	2036	0	2037	0	29,716,906	2038	\$19.20	570,539	4,650,136
19	2037	0	2038	0	29,716,906	2039	\$19.20	570,539	4,913,487
20	2038	0	2039	0	29,716,906	2040	\$19.20	570,539	5,167,319
Totals		29,716,906		0	Future Value of Increment		8,718,873		

Notes:

Actual results will vary depending on development, inflation of overall tax rates.

NPV calculations represent estimated amount of funds that could be borrowed (including project cost, capitalized interest and issuance costs).

Base tax rate is the current 2018 tax rate plus a \$1.37/\$1,000 increase for the successful Hamilton school district referendum.

Cash Flow

Town of Lisbon Tax Increment District #1 Cash Flow Projection															
Year	Projected Revenues			Expenditures					Balances						
	Tax Increments	Bond Proceeds	Total Revenues	Dated Date: Principal	Bond Anticipation Note Est. Rate	05/01/19 Interest	Dated Date: Principal	G.O. Refunding Bond Est. Rate	05/01/22 Interest	Project Expenses	Admin.	Total Expenditures	Annual Cumulative	Principal Outstanding	Year
2019		4,747,117	4,747,117		3.50%	84,700				0		4,323,617	423,500	4,840,000	2019
2020		0	0		3.50%	169,400				3,000		172,400	(172,400)	4,840,000	2020
2021		0	0		3.50%	169,400				3,000		172,400	(172,400)	4,840,000	2021
2022	19,769	4,840,000	4,859,769	4,840,000	3.50%	84,700				3,000		4,927,700	(67,931)	4,960,000	2022
2023	155,892		155,892				0	1.95%	235,685	3,000		238,685	(82,793)	4,960,000	2023
2024	185,251		185,251				0	2.10%	157,123	3,000		160,123	(46,896)	4,960,000	2024
2025	336,863		336,863				100,000	2.20%	156,023	3,000		259,023	77,840	4,860,000	2025
2026	399,079		399,079				250,000	2.35%	151,986	3,000		404,986	(5,906)	4,610,000	2026
2027	441,218		441,218				250,000	2.50%	145,923	3,000		398,923	42,295	4,360,000	2027
2028	479,636		479,636				300,000	2.62%	138,868	3,000		441,868	37,768	4,060,000	2028
2029	500,629		500,629				300,000	2.75%	130,813	3,000		433,813	66,816	3,760,000	2029
2030	532,844		532,844				300,000	2.86%	122,398	3,000		425,398	107,446	3,460,000	2030
2031	539,912		539,912				300,000	2.95%	113,683	3,000		416,683	123,229	3,160,000	2031
2032	563,471		563,471				300,000	3.02%	104,728	3,000		407,728	155,743	2,860,000	2032
2033	570,539		570,539				300,000	3.12%	95,518	3,000		398,518	172,021	2,560,000	2033
2034	570,539		570,539				320,000	3.22%	85,686	3,000		408,686	161,853	2,240,000	2034
2035	570,539		570,539				350,000	3.40%	74,584	3,000		427,584	142,955	1,890,000	2035
2036	570,539		570,539				350,000	3.47%	62,562	3,000		415,562	154,977	1,540,000	2036
2037	570,539		570,539				350,000	3.57%	50,242	3,000		403,242	167,297	1,190,000	2037
2038	570,539		570,539				390,000	3.66%	36,857	3,000		429,857	140,682	800,000	2038
2039	570,539		570,539				400,000	3.70%	22,320	3,000		425,320	145,219	400,000	2039
2040	570,539		570,539				400,000	3.73%	7,460	3,000		410,460	160,079	0	2040
Total	8,718,873	9,587,117	18,305,990	4,840,000		508,200	4,960,000		1,892,457	63,000		16,502,574			Total

Notes: Projected TID Closure

SECTION 11: Estimate of Property to be Devoted to Retail Business

Pursuant to Wisconsin Statutes Sections 66.1105(5)(b) and 66.1105(6)(am)1, the Town estimates that less than 35% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period.

SECTION 12: Proposed Zoning Ordinance Changes

The Town anticipates that a portion of the District will be rezoned prior to development.

SECTION 13: Proposed Changes in Master Plan, Map, Building Codes and Town of Lisbon Ordinances

It is expected that this Plan will be complementary to the Town's Master Plan. There are no proposed changes to the Master Plan, map, building codes or other Town ordinances for the implementation of this Plan.

SECTION 14: Relocation

It is not anticipated there will be a need to relocate persons or businesses in conjunction with this Plan. In the event relocation or the acquisition of property by eminent domain becomes necessary at some time during the implementation period, the Town will follow applicable Wisconsin Statutes Section chapter 32.

SECTION 15: Orderly Development and/or Redevelopment of the Town of Lisbon

The District contributes to the orderly development and/or redevelopment of the Town by providing the opportunity for continued growth in tax base, job opportunities and general economic activity. Portions of the District have been vacant or underutilized for several years. Specifically, the former Lied's Nursery site has been vacant for many years and is in need of significant redevelopment. The property sits on a significant traffic generating intersection for the Town, as does the intersection of Silver Spring and Townline Road. Both properties if properly developed can result in increases to the Town's tax base and job base.

SECTION 16: List of Estimated Non-Project Costs

Non-Project costs are public works projects that only partly benefit the District or are not eligible to be paid with tax increments, or costs not eligible to be paid with TIF funds.

Examples would include:

A public improvement made within the District that also benefits property outside the District. That portion of the total project costs allocable to properties outside of the District would be a non-project cost.

A public improvement made outside the District that only partially benefits property within the District. That portion of the total project costs allocable to properties outside of the District would be a non-project cost.

Projects undertaken within the District as part of the implementation of this Project Plan, the costs of which are paid fully or in part by impact fees, grants, special assessments, or revenues other than tax increments.

The Town does not expect to incur any non-project costs in the implementation of this Project Plan.

SECTION 17:
Opinion of Attorney for the Town of Lisbon Advising
Whether the Plan is Complete and Complies with
Wisconsin Statutes 66.1105

CRAMER, MULTHAUF & HAMMES, LLP
ATTORNEYS AT LAW

James W. Hammes

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November 19, 2018

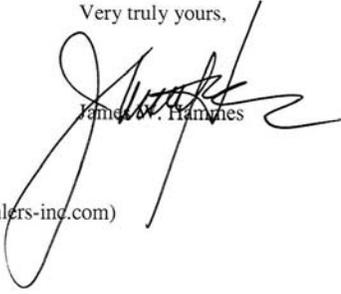
Joe Osterman, Town Chair
Town of Lisbon
W234 N8676 Woodside Road
Lisbon, WI 53089

RE: Town of Lisbon, Wisconsin Tax Incremental District No. 1

Dear Town Chair:

As Attorney for the Town of Lisbon, I have reviewed the Project Plan and, in my opinion, have determined that it is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).

Very truly yours,


James W. Hammes

JWH:alk

cc: Jon Cameron (jcameron@ehlers-inc.com)

The Standard of Excellence™

Exhibit A:
**Calculation of the Share of Projected Tax Increments
 Estimated to be Paid by the Owners of Property in the
 Overlying Taxing Jurisdictions**

Estimated portion of taxes that owners of taxable property in each taxing jurisdiction overlaying district would pay by jurisdiction.										
Statement of Taxes Data Year:		2017		Percentage						
Waukesha County		2,644,541		18.34%						
Town of Lisbon Sanitary District # 1		44,000		0.31%						
Town of Lisbon		4,049,921		28.09%						
School District of Hamilton Lisbon		5,421,171		37.60%						
UHS District of Arrowhead Union High		1,817,642		12.61%						
Waukesha County Area Technical College		439,646		3.05%						
Total		14,416,921								
Revenue Year	Waukesha County	Town of Lisbon Sanitary District # 1	Town of Lisbon	School District of Hamilton Lisbon	UHS District of Arrowhead Union High	Waukesha County Area Technical College	Total	Revenue Year		
2021	0	0	0	0	0	0	0	2021		
2022	3,626	60	5,553	7,434	2,492	603	19,769	2022		
2023	28,596	476	43,792	58,620	19,654	4,754	155,892	2023		
2024	33,981	565	52,040	69,660	23,356	5,649	185,251	2024		
2025	61,792	1,028	94,630	126,670	42,471	10,273	336,863	2025		
2026	73,204	1,218	112,107	150,065	50,315	12,170	399,079	2026		
2027	80,934	1,347	123,944	165,910	55,627	13,455	441,218	2027		
2028	87,981	1,464	134,737	180,357	60,471	14,627	479,636	2028		
2029	91,832	1,528	140,634	188,251	63,118	15,267	500,629	2029		
2030	97,741	1,626	149,684	200,365	67,179	16,249	532,844	2030		
2031	99,038	1,648	151,669	203,022	68,070	16,465	539,912	2031		
2032	103,359	1,720	158,287	211,881	71,041	17,183	563,471	2032		
2033	104,656	1,741	160,273	214,539	71,932	17,399	570,539	2033		
2034	104,656	1,741	160,273	214,539	71,932	17,399	570,539	2034		
2035	104,656	1,741	160,273	214,539	71,932	17,399	570,539	2035		
2036	104,656	1,741	160,273	214,539	71,932	17,399	570,539	2036		
2037	104,656	1,741	160,273	214,539	71,932	17,399	570,539	2037		
2038	104,656	1,741	160,273	214,539	71,932	17,399	570,539	2038		
2039	104,656	1,741	160,273	214,539	71,932	17,399	570,539	2039		
2040	104,656	1,741	160,273	214,539	71,932	17,399	570,539	2040		
<u>1,599,330</u>		<u>26,610</u>	<u>2,449,257</u>	<u>3,278,543</u>	<u>1,099,249</u>	<u>265,883</u>	<u>8,718,873</u>			

Notes:
 The projection shown above is provided to meet the requirements of Wisconsin Statute 66.1105(4)(i)4.



000094

REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Town Board
ITEM DESCRIPTION: Auditing Services Contract
PREPARED BY: Gina C. Gresch, Administrator
REPORT DATE: Wednesday, November 21, 2018
RECOMMENDATION: Approval of the 2018 – 2020 Baker Tilly Auditing Services Contract
EXPLANATION: 2018 – 2020 Baker Tilly Auditing Services Contract Included with this memo is the three-year contract with Baker Tilly for auditing fiscal years 2018, 2019 and 2020. Attorney Gutenkunst has reviewed it and has some concerns about some of the language, which is actually standard auditor contracts, but she wanted us to be aware of her concerns. Overall, we both recommend approving the contract.

**RECEIVED**

By Gina Gresch at 2:30 pm, Oct 29, 2018

October 24, 2018

Ms. Gina Gresch
Administrator
Town of Lisbon
W234N8676 Woodside Road
Lisbon, WI 53089

Dear Ms. Gresch:

Thank you for using Baker Tilly Virchow Krause, LLP ("Baker Tilly" or "we" or "our") as your auditors.

The purpose of this letter (the "Engagement Letter") is to confirm our understanding of the terms and objectives of our engagement and the nature of the services we will provide as independent accountants of the Town of Lisbon ("you" or "your").

Service and Related Report

We will audit the basic financial statements of the Town of Lisbon as of and for the year ended December 31, 2018, 2019 and 2020, and the related notes to the financial statements. Upon completion of our audit, we will provide the Town of Lisbon with our audit report on the financial statements and supplemental information referred to below. If, for any reasons caused by or relating to the affairs or management of the Town of Lisbon, we are unable to complete the audit or are unable to or have not formed an opinion, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

The following supplementary information accompanying the financial statements will also be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

- > Combining and Individual Fund Financial Statements
- > Budgetary Comparison Schedules

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Accounting standards generally accepted in the United States of America provide for certain required supplementary information ("RSI"), such as management's discussion and analysis, to supplement the Town of Lisbon's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Lisbon's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- > Budget Comparison Schedules
- > OPEB - related schedules
- > Pension - related schedules

Our Responsibilities and Limitations

The objective of a financial statement audit is the expression of an opinion on the financial statements. We will be responsible for performing that audit in accordance with auditing standards generally accepted in the United States of America ("GAAS"). These standards require that we plan and perform our audit to obtain reasonable, rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. The audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Our audit does not relieve management and the audit committee or equivalent group charged with governance of their responsibilities.

The audit will include obtaining an understanding of the Town of Lisbon and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and to determine the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal controls or to identify deficiencies in internal control. However, during the audit, we will communicate to management and the audit committee or equivalent group charged with governance internal control matters that are required to be communicated under professional standards.

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We will design our audit to obtain reasonable, but not absolute, assurance of detecting errors or fraud that would have a material effect on the financial statements as well as other illegal acts having a direct and material effect on financial statement amounts. An audit is not designed to detect error or fraud that is immaterial to the financial statements. Our audit will not include a detailed audit of transactions, such as would be necessary to disclose errors or fraud that did not cause a material misstatement of the financial statements. It is important to recognize that there are inherent limitations in the auditing process. Audits are based on the concept of selective testing of the data underlying the financial statements, which involves judgment regarding the areas to be tested and the nature, timing, extent and results of the tests to be performed. Our audit is not a guarantee of the accuracy of the financial statements and, therefore, is subject to the limitation that material errors or fraud or other illegal acts having a direct and material financial statement impact, if they exist, may not be detected. Because of the characteristics of fraud, particularly those involving concealment through collusion, falsified documentation and management's ability to override controls, an audit designed and executed in accordance with GAAS may not detect a material fraud. Further, while effective internal control reduces the likelihood that errors, fraud or other illegal acts will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot ensure that errors, fraud or other illegal acts, if present, will be detected. However, we will communicate to you, as appropriate, any such matters that we identify during our audit.

We are also responsible for determining that the audit committee or equivalent group charged with governance is informed about certain other matters related to the conduct of the audit, including (i) our responsibility under GAAS, (ii) an overview of the planned scope and timing of the audit, and (iii) significant findings from the audit, which include (a) our views about the qualitative aspects of your significant accounting practices, accounting estimates, and financial statement disclosures; (b) difficulties encountered in performing the audit; (c) uncorrected misstatements and material corrected misstatements that were brought to the attention of management as a result of auditing procedures; and (d) other significant and relevant findings or issues (e.g., any disagreements with management about matters that could be significant to your financial statements or our report thereon, consultations with other independent accountants, issues discussed prior to our retention as independent auditors, fraud and illegal acts, and all significant deficiencies and material weaknesses identified during the audit). Lastly, we are responsible for ensuring that the audit committee or equivalent group charged with governance receives copies of certain written communications between us and management including written communications on accounting, auditing, internal controls or operational matters and representations that we are requesting from management.

The audit will not be planned or conducted in contemplation of reliance of any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be addressed differently by a third party, possibly in connection with a specific transaction.

Management's Responsibilities

The Town of Lisbon's management is responsible for the financial statements referred to above. In this regard, management is responsible for establishing policies and procedures that pertain to the maintenance of adequate accounting records and effective internal controls over financial reporting, the selection and application of accounting principles, the authorization of receipts and disbursements, the safeguarding of assets, the proper recording of transactions in the accounting records, and for reporting financial information in conformity with accounting principles generally accepted in the United States of America ("GAAP").

Management is also responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us in the management representation letter (i) about all known or suspected fraud affecting the Town of Lisbon involving: (a) management, (b) employees who have significant roles in internal control over financial reporting, and (c) others where the fraud or illegal acts could have a material effect on the financial statements; and (ii) of its knowledge of any allegations of fraud or suspected fraud affecting the Town of Lisbon received in communications from employees, former employees, analysts, grantors, regulators, or others.

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Page 4

You are responsible for the preparation of the supplementary information in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for (i) adjusting the basic financial statements to correct material misstatements and for affirming to us in a management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period under audit are immaterial, both individually and in the aggregate, to the basic financial statements taken as a whole, and (ii) notifying us of all material weaknesses, including other significant deficiencies, in the design or operation of your internal control over financial reporting that are reasonably likely to adversely affect your ability to record, process, summarize and report external financial data reliably in accordance with GAAP. Management is also responsible for identifying and ensuring that the Town of Lisbon complies with the laws and regulations applicable to its activities.

As part of management's responsibility for the financial statements and the effectiveness of its system of internal control over financial reporting, management is responsible for making available to us, on a timely basis, all of your original accounting records and related information and for the completeness and accuracy of that information and your personnel to whom we may direct inquiries. As required by GAAS, we will make specific inquiries of management and others about the representations embodied in the financial statements and the effectiveness of internal control over financial reporting. GAAS also requires that we obtain written representations covering audited financial statements from certain members of management. The results of our audit tests, the responses to our inquiries, and the written representations, comprise the evidential matter we intend to rely upon in forming our opinion on the financial statements.

Baker Tilly is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act or under Section 15B of the Securities Exchange Act of 1934 (the "Act"). Baker Tilly is not recommending an action to the Town of Lisbon; is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Act to you with respect to the information and material contained in the deliverables issued under this engagement. You should discuss any information and material contained in the deliverables with any and all internal and external advisors and experts that you deem appropriate before acting on this information or material.

Nonattest Services

Prior to or as part of our audit engagement, it may be necessary for us to perform certain nonattest services. For purposes of this letter, nonattest services include services that *Government Auditing Standards* refers to as nonattest services.

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Nonattest services that we will be providing are as follows:

- > Financial statement preparation
- > Adjusting journal entries
- > Compiled regulatory reporting
- > Civic systems software

None of these nonattest services constitute an audit under generally accepted auditing standards including *Government Auditing Standards*.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.
- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

On a periodic basis, as needed, we will meet with you to discuss your accounting records and the management implications of your financial statements. We will notify you, in writing, of any matters that we believe you should be aware of and will meet with you upon request.

In addition to the audit services discussed above, we will compile the annual Financial Report Form to the Wisconsin Department of Revenue. See Addendum A attached, which is an integral part of this Engagement Letter.

Other Documents

If you intend to reproduce or publish the financial statements in an annual report or other information (excluding official statements), and make reference to our firm name in connection therewith, you agree to publish the financial statements in their entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing and final materials before distribution.

October 24, 2018
Page 6

If you intend to reproduce or publish the financial statements in an official statement, unless we establish a separate agreement to be involved in the issuance, any official statements issued by the Town of Lisbon must contain a statement that Baker Tilly is not associated with the official statement, which shall read "Baker Tilly Virchow Krause, LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Baker Tilly Virchow Krause, LLP, has also not performed any procedures relating to this official statement."

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The documentation for this engagement, including the workpapers, is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. If we are required by law, regulation, or professional standards to make certain documentation available to regulators, the Town of Lisbon hereby authorizes us to do so.

Timing and Fees

While we have completed certain client acceptance procedures, we have not yet completed our pre-acceptance inquiries of Johnson Block CPA's. These inquiries are required by auditing standards generally accepted in the United States of America. Accordingly, our final acceptance of this engagement remains subject to your authorizing Johnson Block CPA's to respond fully to our inquiries regarding matters that will assist us in determining whether to accept this engagement, and our evaluation of the results of those inquiries. We will inform you promptly in the event we determine we cannot accept this engagement.

Additionally, you agree to authorize Johnson Block CPA's to allow a review of their audit documentation and respond to additional inquiries we consider relevant to our planning and performing of this engagement.

Any fees charged by Johnson Block CPA's in connection with the preceding paragraphs are your responsibility.

Completion of our work is subject to, among other things, (i) appropriate cooperation from the Town of Lisbon's personnel, including timely preparation of necessary schedules, (ii) timely responses to our inquiries, and (iii) timely communication of all significant accounting and financial reporting matters. When and if for any reason the Town of Lisbon is unable to provide such schedules, information, and assistance, Baker Tilly and you will mutually revise the fee to reflect additional services, if any, required of us to complete the audit. Delays in the issuance of our audit report beyond the date that was originally contemplated may require us to perform additional auditing procedures which will likely result in additional fees.

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Page 7

Revisions to the scope of our work will be communicated to you and may be set forth in the form of an "Amendment to Existing Engagement Letter." In addition, if we discover compliance issues that require us to perform additional procedures and/or provide assistance with these matters, fees at our standard hourly rates apply.

<u>Year</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Totals</u>
Financial statement audit	\$ 14,500	\$ 14,950	\$ 15,400	\$ 44,850

Included in the fee above is eight (8) hours of training each year and ten (10) audit journal entries. Any journal entries required for fair presentation in excess of ten (10) will be billed at actual time spent to do by person doing the work. Invoices for these fees will be rendered each month as work progresses and are payable on presentation. A charge of 1.5 percent per month shall be imposed on accounts not paid within thirty (30) days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes thirty (30) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Certain changes in the Town of Lisbon's business or within its accounting department may result in additional fees not contemplated as part of the original engagement quote noted above. Examples of such changes include but are not limited to: implementation of new general ledger software or a new chart of accounts; the creation of new entities, divisions or subsidiaries; the development of new product lines or other significant changes in business operations; substantial modifications to financing arrangements; significant new employment or equity agreements; and significant subsequent events. Any additional fees associated with these business or accounting changes would not be expected to be recurring in nature.

We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision, and billing arrangements we use in connection with these professionals.

Additionally, we may from time to time, and depending on the circumstances, use service providers (e.g., to act as a specialist or audit an element of the financial statements) in serving your account. We may share confidential information about you with these service providers, but are committed to maintaining the confidentiality and security of your information.

Any additional services that may be requested, and we agree to provide, may be the subject of a separate engagement letter.

We may be required to disclose confidential information to federal, state and international regulatory bodies or a court in criminal or other civil litigation. In the event that we receive a request from a third party (including a subpoena, summons or discovery demand in litigation) calling for the production of information, we will promptly notify the Town of Lisbon, unless otherwise prohibited. In the event we are requested by the Town of Lisbon or required by government regulation, subpoena or other legal process to produce our engagement working papers or our personnel as witnesses with respect to services rendered to the Town of Lisbon, so long as we are not a party to the proceeding in which the information is sought, we may seek reimbursement for our professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

Ms. Gina Gresch
Town of Lisbon

October 24, 2018
Page 8

Our fees are based on known circumstances at the time of this Engagement Letter. Should circumstances change significantly during the course of this engagement, we will discuss with you the need for any revised audit fees. This can result from changes at the Town of Lisbon, such as the turnover of key accounting staff, the addition of new funds or significant federal or state programs or changes that affect the amount of audit effort from external sources, such as new accounting and auditing standards that become effective that increase the scope of our audit procedures. This Engagement Letter currently includes all auditing and accounting standards in effect as of the date of this letter, except for GASB 75.

We would expect to continue to perform our services under the arrangements discussed above from year to year, unless for some reason you or we find that some change is necessary. We will, of course, be happy to provide the Town of Lisbon with any other services you may find necessary or desirable.

Resolution of Disagreements

In the unlikely event that differences concerning services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by mediation administered by the American Arbitration Association ("AAA") under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. Each party shall bear their own expenses from mediation.

If mediation does not settle the dispute or claim, then the parties agree that the dispute or claim shall be settled by binding arbitration. The arbitration proceeding shall take place in the city in which the Baker Tilly office providing the relevant services is located, unless the parties mutually agree to a different location. The proceeding shall be governed by the provisions of the Federal Arbitration Act ("FAA") and will proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the AAA, except that no pre hearing discovery shall be permitted unless specifically authorized by the arbitrator. The arbitrator will be selected from AAA, Judicial Arbitration & Mediation Services ("JAMS"), the Center for Public Resources or any other internationally or nationally recognized organization mutually agreed upon by the parties. Potential arbitrator names will be exchanged within fifteen (15) days of the parties' agreement to settle the dispute or claim by binding arbitration, and arbitration will thereafter proceed expeditiously. The arbitration will be conducted before a single arbitrator, experienced in accounting and auditing matters. The arbitrator shall have no authority to award non monetary or equitable relief and will not have the right to award punitive damages. The award of the arbitration shall be in writing and shall be accompanied by a well reasoned opinion. The award issued by the arbitrator may be confirmed in a judgment by any federal or state court of competent jurisdiction. Each party shall be responsible for their own costs associated with the arbitration, except that the costs of the arbitrator shall be equally divided by the parties. The arbitration proceeding and all information disclosed during the arbitration shall be maintained as confidential, except as may be required for disclosure to professional or regulatory bodies or in a related confidential arbitration. In no event shall a demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim would be barred under the applicable statute of limitations.

Our services shall be evaluated solely on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards. Any claim of nonconformance must be clearly and convincingly shown.

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Limitation on Damages and Indemnification

The liability (including attorney's fees and all other costs) of Baker Tilly and its present or former partners, principals, agents or employees related to any claim for damages relating to the services performed under this Engagement Letter shall not exceed the fees paid to Baker Tilly for the portion of the work to which the claim relates, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Baker Tilly relating to such services. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter even if the other party has been advised of the possibility of such damages.

As Baker Tilly is performing the services solely for your benefit, you will indemnify Baker Tilly, its subsidiaries and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorney's fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the services, or this Engagement Letter.

Because of the importance of the information that you provide to Baker Tilly with respect to Baker Tilly's ability to perform the services, you hereby release Baker Tilly and its present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees, relating to the services, that arise from or relate to any information, including representations by management, provided by you, its personnel or agents, that is not complete, accurate or current.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim.

Other Matters

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated, or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization, or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

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Our dedication to client service is carried out through our employees who are integral in meeting this objective. In recognition of the importance of our employees, it is hereby agreed that the Town of Lisbon will not solicit our employees for employment or enter into an independent contractor arrangement with any individual who is or was an employee of Baker Tilly for a period of twelve (12) months following the date of the conclusion of this engagement. If the Town of Lisbon violates this non-solicitation clause, the Town of Lisbon agrees to pay to Baker Tilly a fee equal to the hired person's annual salary at the time of the violation so as to reimburse Baker Tilly for the costs of hiring and training a replacement.

Baker Tilly Virchow Krause, LLP is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly Virchow Krause, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly Virchow Krause, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

This Engagement Letter constitutes the entire agreement between the Town of Lisbon and Baker Tilly regarding the services described in this Engagement Letter and supersedes and incorporates all prior or contemporaneous representations, understandings or agreements, and may not be modified or amended except by an agreement in writing signed between the parties hereto.

The provisions of this Engagement Letter, which expressly or by implication are intended to survive its termination or expiration, will survive and continue to bind both parties. If any provision of this Engagement Letter is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations arising under such provision, but if the remainder of this Engagement Letter shall not be affected by such declaration or finding and is capable of substantial performance, then each provision not so affected shall be enforced to the extent permitted by law or applicable professional standards.

If because of a change in the Town of Lisbon's status or due to any other reason, any provision in this Engagement Letter would be prohibited by, or would impair our independence under laws, regulations or published interpretations by governmental bodies, commissions or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this agreement shall consist of the remaining portions.

This agreement shall be governed by and construed in accordance with the laws of the state of Illinois, without giving effect to the provisions relating to conflict of laws.

We appreciate the opportunity to be of service to you.

Ms. Gina Gresch
Town of Lisbon

000105

October 24, 2018
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If there are any questions regarding this Engagement Letter, please contact Wendi M Unger, the engagement partner on this engagement who is responsible for the overall supervision and review of the engagement and determining that the engagement has been completed in accordance with professional standards. Wendi M Unger is available at 414 777 5423, or at wendi.unger@bakertilly.com.

Sincerely,

BAKER TILLY VIRCHOW KRAUSE, LLP



Enclosures

The services and terms as set forth in this Engagement Letter are agreed to by:

Official's Name

Official's Signature

Title

Date

**PLEASE SIGN
& DATE**



MOSSADAMS

Report on the Firm's System of Quality Control

September 26, 2018

To the Partners of Baker Tilly Virchow Krause, LLP and the
AICPA National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Baker Tilly Virchow Krause, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, audits of employee benefit plans, audits performed under FDICIA, an audit of a broker-dealer, and examinations of service organizations [SOC 1 and SOC 2 engagements].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Baker Tilly Virchow Krause, LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Baker Tilly Virchow Krause, LLP has received a peer review rating of *pass*.

Moss Adams LLP

ADDENDUM A

We will perform the following services:

1. We will compile, from information you provide, the annual Financial Report Form to the Wisconsin Department of Revenue, for the year ended December 31, 2018. Upon completion of the compilation of the annual Financial Report Form, we will provide you with our accountants' compilation report. If for any reason caused by or relating to affairs or management of the Town of Lisbon, we are unable to complete the compilation or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to submit the annual Financial Report Form to you as a result of this engagement.

Our report on the annual Financial Report Form of the Town of Lisbon is presently expected to read as follows:

Management is responsible for the 2018 Financial Report Form C for the year ended December 31, 2018 included in the accompanying prescribed form. We have performed a compilation engagement in accordance with *Statements on Standards for Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the 2018 financial report form C included in the accompanying prescribed form, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the 2018 Financial Report form C included in the prescribed form.

The Financial Report Form C included in the accompanying prescribed form is presented in accordance with the requirements of the Wisconsin Department of Revenue, and is not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the Wisconsin Department of Revenue and is not intended to be and should not be used by anyone other than this specified party.

Our Responsibilities and Limitations

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with GAAP.

Our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this Engagement Letter.

Management's Responsibilities

The Town of Lisbon's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the Financial Report Form C included in the form prescribed by the Wisconsin Department of Revenue, (ii) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the Financial Report Form C, (iii) preventing and detecting fraud, (iv) identifying and ensuring that you comply with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that you comply with the laws and regulations applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making your personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Town Board																																																								
ITEM DESCRIPTION: Write-Off Bad Debt																																																								
PREPARED BY:	Amy Buchman, Treasurer																																																							
REPORT DATE:	Tuesday, November 13, 2018																																																							
RECOMMENDATION: To write off uncollectable personal property tax debt.																																																								
EXPLANATION:																																																								
<p>I am recommending that we write off \$3,249.13 in personal property taxes owed that are now uncollectable. 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. I have a better idea for how this works for the 2017 taxes that can be charged back in 2019.</p>																																																								
<p>Proposed Write-Offs for 2018 Delinquent PPT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>KEY #</th> <th>Amount</th> <th>Name</th> <th>Original Tax Year(s)</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>M037</td> <td>990.51</td> <td>Marker & Sons</td> <td>2009 & Prior</td> <td>In collections - Past statute of limitations to collect</td> </tr> <tr> <td>PS036</td> <td>385.27</td> <td>T Steffen PS036</td> <td>2011-14</td> <td>In collections - Past statute of limitations to collect</td> </tr> <tr> <td>J009</td> <td>346.27</td> <td>JRG Fitness</td> <td>2016</td> <td>2016-closed, 2017-retired; missed chargeback</td> </tr> <tr> <td>P024</td> <td>373.97</td> <td>Peak Gaine Wireless</td> <td>2016</td> <td>2016-closed, 2017-retired; missed chargeback</td> </tr> <tr> <td>R016</td> <td>974.09</td> <td>Rawson Contractors</td> <td>2016</td> <td>2016-closed; missed chargeback</td> </tr> <tr> <td>T020</td> <td>179.02</td> <td>Tree Masters</td> <td>2016</td> <td>2016-closed, 2017-retired; missed chargeback</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total</td> <td>3,249.13</td> <td>*We were unaware these were no longer in business in the spring of 2018 for the chargeback</td> </tr> </tbody> </table> <p>GL - 10-518-530-9200 Bad Debt Write-offs:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 40%;">10,000.00 2018 Budget</td> <td style="width: 40%; text-align: right;">10,000.00</td> </tr> <tr> <td></td> <td>(236.05) 2018 YTD (auditors wrote off too much)</td> <td style="text-align: right;">(236.05)</td> </tr> <tr> <td></td> <td><u>10,236.05</u> Remaining</td> <td style="text-align: right;"><u>10,236.05</u></td> </tr> <tr> <td style="text-align: center;">✓</td> <td>3,249.13 Proposed 2018 Write-offs</td> <td style="text-align: right;">Approved Write Offs</td> </tr> <tr> <td></td> <td><u>6,986.92</u> Final - Underbudget</td> <td style="text-align: right;"><u>10,236.05</u></td> </tr> </table>		KEY #	Amount	Name	Original Tax Year(s)	Reason	M037	990.51	Marker & Sons	2009 & Prior	In collections - Past statute of limitations to collect	PS036	385.27	T Steffen PS036	2011-14	In collections - Past statute of limitations to collect	J009	346.27	JRG Fitness	2016	2016-closed, 2017-retired; missed chargeback	P024	373.97	Peak Gaine Wireless	2016	2016-closed, 2017-retired; missed chargeback	R016	974.09	Rawson Contractors	2016	2016-closed; missed chargeback	T020	179.02	Tree Masters	2016	2016-closed, 2017-retired; missed chargeback	Total			3,249.13	*We were unaware these were no longer in business in the spring of 2018 for the chargeback		10,000.00 2018 Budget	10,000.00		(236.05) 2018 YTD (auditors wrote off too much)	(236.05)		<u>10,236.05</u> Remaining	<u>10,236.05</u>	✓	3,249.13 Proposed 2018 Write-offs	Approved Write Offs		<u>6,986.92</u> Final - Underbudget	<u>10,236.05</u>
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<p>The following clip is from the PC-200 Chargeback of Uncollected Net Personal Property Taxes form:</p> <div style="text-align: center; padding: 10px;"> <h3>Chargeback of Uncollected Net Personal Property Taxes for _____ Taxes</h3> <p>Section 74.42(1), Wis. Stats. provides that no earlier than February 2 and no later than April 1 the taxation district treasurer may charge back to each taxing jurisdiction within the taxation district except this state, its proportionate share of those personal property taxes for which the taxing district settled in full the previous February, which were delinquent at the time of settlement, which have not been collected in the intervening year and which remain delinquent. For taxes assessed as of January 1, 2011 a taxation district may only chargeback personal property taxes if the taxes are owed by an entity that has ceased operations, or filed a petition for bankruptcy, or are due on personal property that has been removed from the next assessment roll.</p> </div>																																																								

2019 GENERAL FUND SUMMARY OF EXPENDITURES & REVENUES

SUMMARY OF REVENUES

Source	2018 Budget	2019 Budget	Budget % Change
Property Tax Revenue:			
General Fund	\$ 2,720,636	\$ 2,770,316	1.83%
Total Property Tax Revenue	2,720,636	2,770,316	1.83%
Non-Property Tax Revenue:			
Intergovernmental Revenue	505,397	566,735	12.14%
Licenses & Permits	359,808	387,690	7.75%
Fines, Fees, & Penalties	86,000	56,000	-34.88%
Public Charges for Services	1,248,909	1,311,612	5.02%
Interdepartmental Revenue	54,600	54,600	0.00%
Miscellaneous Revenues	58,900	81,066	37.63%
Other Financing Sources	-	-	0.00%
Total Non-Property Tax Revenue:	2,313,614	2,457,703	6.23%
TOTAL REVENUE	\$ 5,034,250	\$ 5,228,019	3.85%
Crossfoot	-	-	

SUMMARY OF EXPENDITURES

Department	2018 Budget	2019 Budget	Budget % Change
Town Board	\$ 32,453	\$ 33,728	3.93%
Town Administrator	99,977	97,697	-2.28%
Town Clerk/Elections	18,984	122,703	546.35%
Town Treasurer	59,957	120,320	100.68%
Town Hall/Facilities Maintenance	475,227	308,195	-35.15%
Police Department	728,076	752,326	3.33%
Fire Department	1,039,970	1,118,456	7.55%
Public Works	1,308,591	1,349,460	3.12%
Parks	179,009	186,189	4.01%
Inspection/Planning/Zoning	232,346	262,247	12.87%
Transfers & Contingency	1,716	-	-100.00%
Technology & Contracted Services	857,945	876,700	2.19%
TOTAL EXPENDITURES	\$ 5,034,251	\$ 5,228,019	3.85%

GENERAL FUND REVENUES

GL ACCOUNT		2017 YEAR END PER AUDIT	2018 APPROVED BUDGET	2018 8 MONTH ACTUAL	2018 ESTIMATED YEAR END	2019 ADOPTED BUDGET		
TAX REVENUE								
	TAXES:							
10-410-411-1000	Local Property Tax	2,501,959	2,620,336	2,620,336	2,620,336	2,680,001	59,665	
	Total Property Taxes	2,501,959	2,620,336	2,620,336	2,620,336	2,680,001	59,665	2.28%
10-410-411-1002	Payment in Lieu of Taxes (PILT)			15	15	15	15	
10-410-411-4000	Mobile Home Fees	85,379	100,000	72,767	92,800	90,000	(10,000)	
	<i>Yearly Permit, Lottery Credit & Monthly Parking Fees (Town 60% - HSD gets balance)</i>						-	
10-410-411-6000	Woodland Tax / Managed Forest Land	772	300	937	937	300	-	
	Total Other Taxes	86,151	100,300	73,719	93,752	90,315	(9,985)	-9.96%
INTERGOVERNMENTAL								
10-430-431-0000	DNR Conservation Aid	-	-	-	-	-		
10-430-431-1000	State Shared Revenue	118,152	118,097	17,715	118,134	118,080	(17)	
10-430-431-1050	State Personal Property Aid	-	-	-	-	30,408		
10-430-431-2000	Fire Insurance Dues	48,191	38,000	46,739	46,739	42,000	4,000	
	<i>FD 2% Dues from WI Dept of Commerce</i>							
10-430-431-2001	EMS - FAP (EMS State Aid)	5,877	5,500	5,575	5,575	5,000	(500)	
10-430-431-3001	Exempt Computer Aid	2,387	2,422	2,422	2,422	2,481	59	
	<i>WI DOR</i>							
10-430-431-3100	State Transportation Aid	252,148	289,970	217,478	289,970	333,466	43,496	
	<i>Based on prior year's actual</i>							
10-430-431-3201	Disaster Aid/Flood Damage	-	-	-	-	-	-	
10-430-431-3301	Ag Use Conversion Penalties	-	-	18,662	18,662	300	300	
	TOTAL REVENUES: INTERGOVERNMENTAL REVENUE	451,898	505,397	334,152	516,502	566,735	61,338	12.14%
LICENSES, PERMITS & FEES								
10-440-441-1000	Liquor, Beer & Cigarette	55,663	4,300	4,529	4,529	4,630	330	
	<i>Class A Full - 2 @ 570; Class A Beer & Cider - 1 @ 70</i>						-	
	<i>Class B Full - 2 @ 600; Class B Full - Reserve - 2 @ 600</i>						-	
	<i>Class B Beer - 1 @ 100; Cigarette - 4 @ 70</i>						-	
10-440-441-1100	Operator	2,035	2,775	2,197	2,300	2,710	(65)	
	<i>Approximately 80 @ 37 each</i>						-	
10-440-441-2000	Yearly Business License Fee	1,362	500	200	200	450	(50)	
	<i>H&H Auto (200)</i>						-	
	<i>Menomonee Falls Rod & Gun Club (250)</i>						-	
10-440-443-1000	Building Permits	241,308	189,333	230,827	240,000	195,000	5,667	
10-440-443-1001	State Stamps	1,440	1,000	945	1,416	1,500	500	
	<i>Comes from new home constructions</i>						-	
10-440-443-1002	House Numbers	703	600	462	624	600	-	
10-440-449-2001	Mineral Extraction Fees	20,750	20,000	21,750	21,750	21,750	1,750	
	<i>Genesee Aggregate - 3000; Halquist - 11500; LaFarge - 1500</i>						-	
	<i>Lannon Stone - 2250; Stark - 1000; Payne & Dolan - 2500</i>						-	
10-440-449-2002	Street Opening Permits	3,450	2,000	1,600	2,196	3,000	1,000	

GENERAL FUND REVENUES

GL ACCOUNT	2017 YEAR END PER AUDIT	2018 APPROVED BUDGET	2018 8 MONTH ACTUAL	2018 ESTIMATED YEAR END	2019 ADOPTED BUDGET		
LICENSES, PERMITS & FEES (cont'd...)							
10-440-449-2004	Dog Licenses	9,716	6,000	8,823	10,323	9,000	3,000
	<i>Male - 52; Female - 30 @ \$15 each</i>						-
	<i>NM - 336; SF - 375 @ \$10 each</i>						-
	<i>Late Fee - 60 @ \$10 each</i>						-
10-440-449-2005	Zoning Permits & Sign Fees	49	300	-	-	-	(300)
10-440-449-2006	Cable Franchise Fees	110,951	100,000	65,104	98,000	98,000	(2,000)
10-440-449-2007	Planning, Zoning App Fees & AR Reimbursables	16,676	32,500	36,223	42,000	47,550	15,050
10-440-449-2008	Hearing Fees		500	-	-	-	(500)
	<i>BOA, P.C., P.C. AR Invoices & Bldg Permits</i>						-
10-440-449-2009	Culvert Permit & Inspection Fees	0	0	2,750	3,540	3,500	3,500
	<i>50% to this acct; 50% to storm water revenue</i>	-					-
	Weed Cutting Fees Moved to Public Charges for Svs (\$2700)						
	Total Licenses, Permits & Fees	464,103	359,808	375,410	426,878	387,690	27,882 7.75%
FINES, FORFEITURES & PENALTIES							
10-450-450-1000	Court Fines & Costs	56,869	85,000	40,683	61,025	55,000	(30,000)
10-450-450-3000	Parking Fines	1,122	1,000	280	1,000	1,000	-
10-450-450-9000	Other Law & Ordinance Violations	-	-	55	55	-	-
	Total Fines, Forfeitures & Penalties	57,991	86,000	41,018	62,080	56,000	(30,000) -34.88%
PUBLIC CHARGES FOR SERVICES							
10-460-461-2000	Treasurer Fees	-	0	185	200	0	-
	<i>NSF Reimb's & Prop Tax Lookups</i>						-
10-460-461-2001	Assessment Letters	1,280	800	496	744	800	-
10-460-462-2000	Fire Inspection Fees	24,432	1,200	34,869	40,000	24,000	22,800
10-460-462-2100	Community Paramedic Program	-	10,000	-	-	-	(10,000)
10-460-462-2500	Bark River Emergency Service	-	9,000	-	12,000	13,750	4,750
10-460-462-3000	Ambulance Fees	227,175	220,000	142,440	213,660	230,000	10,000
10-460-462-3100	Interfacility Transfers	224,356	176,000	186,133	200,000	200,000	24,000
10-460-462-3200	Miscellaneous Fire Service Fee	53	-	-	-	-	-
10-460-463-1000	Subdivision Cash Deposits - Highway Expenses	511	7,000	465	500	500	(6,500)
	<i>Cash Bond for Hwy & Streets Installations</i>						-
10-460-463-1020	Park Services	227	-	-	-	-	-
10-460-463-2100	Street Lights	-	-	-	-	-	-
10-460-463-2200	Storm Water Utility NR216	-	-	-	-	-	-
10-460-464-2000	Refuse Collection Tax Bill Special Charge	815,444	817,759	821,600	825,464	837,250	19,491
10-460-464-4000	Weed & Nuisance Control (Weed Cutting)	1,700	2,700	1,200	1,500	1,500	(1,200)
10-460-464-5000	Tire Round-Up	291	200	244	244	250	50
10-460-467-2001	Park Shelter Rentals	3,150	4,000	2,950	3,200	3,500	(500)
10-460-467-5001	Soccer Program	60	-	-	-	-	-
10-460-467-5004	WPRA Ticket Proceeds	2,867	250	1,886	62	62	(189)
	Total Public Charges for Services	1,301,696	1,248,909	1,192,468	1,297,574	1,311,612	62,703 5.02%

GENERAL FUND REVENUES

GL ACCOUNT		2017 YEAR END PER AUDIT	2018 APPROVED BUDGET	2018 8 MONTH ACTUAL	2018 ESTIMATED YEAR END	2019 ADOPTED BUDGET		
INTERDEPARTMENTAL CHARGES								
10-470-474-1000	Salaries and Benefits-STORM	-	-	-	-	-	-	
10-470-474-1100	Equipment-STORM	54,600	54,600	54,600	54,600	54,600	-	
Total Interdepartmental Charges		54,600	54,600	54,600	54,600	54,600	-	0.00%
MISCELLANEOUS REVENUES								
10-480-481-1000	Bank Interest Income	23,728	5,000	31,094	46,641	30,000	25,000	
10-480-483-0000	Property Sales	22,000	-	-	-	-	-	
10-480-483-0900	Sale of Other Equipment & Property	2,200	-	28,000	28,000	-	-	
10-480-485-0001	Compost Donations	-	-	-	-	-	-	
10-480-485-0003	Fire Dept Donations	-	-	1,200	1,200	-	-	
10-480-485-0004	Park Dept Donations	1,015	-	1,700	1,700	-	-	
10-480-485-0005	General Donations	-	-	-	-	-	-	
10-480-485-0006	9/11 Memorial Donation	-	-	-	-	-	-	
10-480-489-0000	Miscellaneous	307	1,000	4,610	4,610	-	(1,000)	
10-480-489-0001	Insurance Recoveries	253	-	40	40	-	-	
	<i>Kraus Restitution</i>							
10-480-489-0002	Pauline Haass Farm / Rent	-	-	-	-	-	-	
10-480-489-0003	FD Community Room Rentals	300	-	-	300	300	300	
10-480-489-0004	Recycling Dividends	49,679	52,000	58,548	58,548	49,766	(2,234)	
10-480-489-0005	Cyber Insurance Recoveries	-	-	-	117,384	-	-	
10-480-489-0007	Prior Year Voided Check Revenue	-	-	7,926	7,926	-	-	
10-480-489-0700	Sale of Recycled Material	61	-	-	-	-	-	
10-480-489-4101	Septage Credits	665	900	1,321	1,600	1,000	100	
10-480-489-4102	Sewer Capacity Charge	-	-	-	-	-	-	
Total Miscellaneous Revenues		100,208	58,900	134,439	267,949	81,066	22,166	37.63%
OTHER FINANCING SOURCES								
PROCEEDS FROM LONG-TERM LOANS								
10-490-491-0000	Proceeds from Long Term-Loans	-	-	-	-	-	-	
10-490-491-0001	Borrowing General Gov't	-	-	-	-	-	-	
10-490-491-0002	Borrowing Fire	-	-	-	-	-	-	
10-490-491-0003	Borrowing Police	-	-	-	-	-	-	
10-490-491-0004	Borrowing Highway	-	-	-	-	-	-	
10-490-491-0005	Borrowing Parks	-	-	-	-	-	-	
10-490-491-0010	Proceeds from Capital Lease	-	-	-	-	-	-	
10-490-491-1500	Proceeds of Refinance Bonds	-	-	-	-	-	-	
Total Proceeds of Long-Term Loans		0	0	0	0	0	-	#DIV/0!

GENERAL FUND REVENUES

GL ACCOUNT		2017 YEAR END PER AUDIT	2018 APPROVED BUDGET	2018 8 MONTH ACTUAL	2018 ESTIMATED YEAR END	2019 ADOPTED BUDGET		
TRANSFERS FROM OTHER FUNDS								
10-490-492-0000	Transfer from Park Fund	-	-	-	-	-	-	
10-490-492-1000	Transfer from General Fund	-	-	-	-	-	-	
10-490-492-2000	Transfer from Special Revenue Fund	-	-	-	-	-	-	
10-490-492-3000	Transfer from Debt Service Fund	-	-	-	-	-	-	
10-490-492-4000	Transfer from Cap Projects Fund	-	-	-	-	-	-	
10-490-492-9001	Transfer from Building Fund	-	-	-	-	-	-	
10-490-492-9002	Transfer from Library Fund	22,682	-			-	-	
10-490-492-9003	Transfer from Memorial Fund	-	-	-	-	-	-	
Total Transfers from Other Funds		22,682	0	0	0	0	-	#DIV/0!
SURPLUS APPLIED / USE OF FUND BALANCE								
10-490-493-1000	Assigned Fund Balance Applied	-	-	-	-	-	-	
10-490-493-2000	Unassigned Fund Balance Applied	-	-	-	-	-	-	
Total Use of Fund Balance		0	0	0	0	0	-	#DIV/0!
Total Other Financing Sources		22,682	0	0	0	0	-	#DIV/0!
TOTAL REVENUES		5,041,288	5,034,250	4,826,142	5,339,670	5,228,019	193,769	3.85%

GENERAL FUND EXPENDITURES

G/L	ACCOUNT	2017 YEAR END PER AUDIT	2018 APPROVED BUDGET	2018 8 MONTH ACTUAL	2018 ESTIMATED YEAR END	2019 ADOPTED BUDGET		
	TOWN BOARD							
10-511-510-1100	Salaries <i>Chairman - 726.94/mo; Sups - 4 @438.58/mo</i>	25,441	29,775	19,850	29,775	29,775	0	
10-511-520-2100	Social Security	1,946	2,278	1,518	2,278	2,278	(0)	
10-511-530-7750	Dues/Fees/Subscriptions <i>WTA, LWM & W.C. Public Directories</i>	-	-	1,221	1,221	1,275	1,275	
10-511-530-7700	Training/Seminars/Conventions <i>WTA & BOA Seminars</i>	310	400	10	10	400	-	
10-511-530-7800	Mileage	-	-	-	-	-	-	
	Total Town Board	27,697	32,453	22,599	33,284	33,728	1,275	3.93%
	ADMINISTRATOR							
10-512-510-1100	Salary <i>Portion of SW wages & benefits allocated in SW Fund</i>	81,838	81,177	70,872	94,496	76,500	(4,677)	
10-512-510-1500	Insurance Opt Out	2,477	2,600	1,135	1,135	-	(2,600)	
10-512-520-2100	Social Security	6,441	6,210	5,500	7,229	5,852	(358)	
10-512-520-2200	Retirement	5,400	5,520	3,892	6,426	5,011	(509)	
10-512-520-2300	Group Insurance	94	-	-	2,700	5,793	5,793	
10-512-520-2400	Dental Insurance	363	1,118	154	370	391	(727)	
10-512-530-3700	Dues/Fees/Subscriptions <i>WMCA (65); WCMA (263); ICMA(200), IIMC (160), Notary (20)</i>	950	1,000	906	1,000	700	(300)	
10-512-530-4000	Misc Expenses <i>Monthly Phone Reimbursement (40); Bus Cards (20)</i>	872	252	176	500	600	348	
10-512-530-7700	Training/Seminars/Conventions <i>UWGB, WCMA, ICMA or IIMC Hotel, Registration, Parking & Meals</i>	856	1,500	449	1,500	2,250	750	
10-512-530-7800	Mileage	460	600	396	600	600	-	
	Total Administrator	99,808	99,977	83,480	115,956	97,697	(2,280)	-2.28%
	CLERK & RECEPTION							
10-519-510-1100	Salary <i>Clerk & Reception - Storm Water wages allocation in SW Fund</i>	-	-	-	-	80,801	80,801	
10-519-520-2100	Social Security <i>Clerk & Reception - Storm Water wages allocation in SW Fund</i>	-	-	-	-	6,181	6,181	
10-519-520-2200	Retirement <i>Clerk & Reception - Storm Water wages allocation in SW Fund</i>	-	-	-	-	5,292	5,292	
10-519-520-2300	Group Insurance <i>Clerk & Reception</i>	-	-	-	-	5,474	5,474	
10-519-520-2400	Dental Insurance <i>Clerk & Reception</i>	-	-	-	-	1,563	1,563	
10-519-530-3700	Dues/Fees/Subscriptions <i>WMCA (65), IIMC (160), Notary (40)</i>	-	-	-	85	300	300	
10-519-530-4000	Dog License Mailing	-	-	-	-	1,000	1,000	
10-519-530-5000	Operator's License Background Checks <i>Applicant pays \$7 per background check</i>	-	-	616	630	630	630	
10-519-530-7700	Training/Seminars/Conventions <i>UWGB (\$1k), WMCA (\$500), Regis, Hotel, Parking & Meals WMCA District V Training Sessions, WCTC Workshops</i>	-	-	10	100	3,700	3,700	

GENERAL FUND EXPENDITURES								
G/L		2017	2018	2018	2018	2019		
ACCOUNT		YEAR END	APPROVED	8 MONTH	ESTIMATED	ADOPTED		
		PER AUDIT	BUDGET	ACTUAL	YEAR END	BUDGET		
10-519-530-7800	Mileage		-	-	250	600	600	
	Total Clerk & Reception	-	-	626	1,065	105,542	105,542	#DIV/0!
	ELECTIONS							
10-513-510-1100	Salaries	5,432	16,694	12,712	18,512	10,697	(5,997)	
	<i>Election Inspectors - paid through AP</i>							
10-513-530-3100	Supplies	1,833	1,065	1,517	1,750	4,639	3,574	
	<i>Ballots, AB Envelopes, Supplies & Food</i>							
10-513-530-3400	Postage	-	-	-	-	600	600	
10-513-530-4400	Contracted Services	-	-	975	975	975	975	
	<i>ES&S Machine Maintenance & Software Updates</i>							
10-513-530-5400	Equipment Maintenance	983	975					
								<i>see above account</i>
10-513-530-5500	Equipment Purchase/Sinking Fund	-	-					<i>only used to save money for new election machines</i>
10-513-530-7800	Mileage-Elections	157	250	-	250	250	-	
	Total Elections	8,405	18,984	15,204	21,487	17,161	(1,823)	-9.60%

GENERAL FUND EXPENDITURES

G/L	ACCOUNT	2017 YEAR END PER AUDIT	2018 APPROVED BUDGET	2018 8 MONTH ACTUAL	2018 ESTIMATED YEAR END	2019 ADOPTED BUDGET		
	TREASURER & DEPUTY TREASURER							
10-514-510-1100	Salaries <i>Treasurer & Deputy Treasurer (Less Treasurer Storm Water)</i>	28,246	31,622	21,278	31,917	71,351	39,729	
10-514-510-1200	Overtime, OT Social Security & OT WRS <i>Deputy Treasurer</i>	-	-	-	-	4,568	4,568	
10-514-520-2100	Social Security <i>Treasurer & Deputy Treasurer (Less Treasurer Storm Water)</i>	2,161	2,419	1,628	2,442	5,458	3,039	
10-514-520-2200	Retirement <i>Treasurer & Deputy Treasurer (Less Treasurer Storm Water)</i>	1,312	2,150	645	2,170	4,673	2,523	
10-514-520-2300	Group Insurance <i>Deputy Treasurer Only</i>	-	-	-	-	9,435	9,435	
10-514-520-2400	Dental Insurance <i>Deputy Treasurer Only</i>	-	-	-	-	435	435	
10-514-530-3100	Supplies <i>Tax Collection, Envelopes, Banyon Help</i>	221	600	120	600	1,000	400	
10-514-530-3700	Dues/Fees/Subscriptions <i>MTAW, Bank, NSF & Wire Xfer Fees</i>	983	500	662	993	1,100	600	
10-514-530-4200	Audit & Accounting Fees <i>Baker Tilly</i>	15,400	18,566	20,250	20,250	14,950	(3,616)	
10-514-530-4400	Contracted Services <i>Tax Bill Mailing Printer (print, stuff, mail, postage); Check signer for tax time</i>	719	2,000	1,703	2,000	5,750	3,750	
10-514-530-5400	Equipment Maintenance	440	500	-	-	-	(500)	
10-514-530-7700	Training/Seminars/Conventions <i>MTAW, UWGB CTI & Acctg Seminars</i>	-	1,200	1,029	1,200	1,200	-	
10-514-530-7800	Mileage	225	400	206	400	400	-	
	Total Treasurer & Deputy Treasurer	49,707	59,957	47,521	61,972	120,320	60,363	100.68%
	ASSESSOR							
10-515-530-4400	Contracted Services	32,100	32,100	21,400	32,100	32,100	-	
10-515-530-4410	Assessment of Manufacturing Property	2,503	1,250	-	1,250	1,250	-	
10-515-530-7800	Mileage	-	-	-	-	-	-	
	Total Assessor	34,603	33,350	21,400	33,350	33,350	-	0.00%
	TOWN HALL							
10-516-530-3100	Supplies	2,602	1,000	1,874	6,000	6,000	5,000	
10-516-530-4400	Contracted Services <i>Acctg Software Allocation & Hosting, Sec Sys Monitor, Culligan, Cleaners, Rugs, PSN Yearly Security, W.C. Quarterly Tax Billing (7000) Website (5300), Ehlers</i>	6,251	7,020	13,939	25,812	24,885	17,865	
10-516-530-5210	Building Maintenance	725	1,000	2,569	3,000	1,000	-	
10-516-530-5400	Equipment Maintenance	74	500	89	500	500	-	
10-516-530-7100	Heat	683	1,200	742	1,113	1,200	-	
10-516-530-7150	Electricity	3,382	5,400	2,618	3,927	5,400	-	
10-516-530-7200	Telephone	591	540	216	324	350	(190)	
N/A	Capital Projects Levied for	-	-	-	-	14,900	14,900	
	Total Town Hall	14,308	16,660	22,047	40,676	54,235	37,575	225.54%

GENERAL FUND EXPENDITURES							
G/L		2017	2018	2018	2018	2019	
ACCOUNT		YEAR END	APPROVED	8 MONTH	ESTIMATED	ADOPTED	
		PER AUDIT	BUDGET	ACTUAL	YEAR END	BUDGET	
	GENERAL GOVERNMENT						
10-518-510-1100	Salaries	120,319	127,826	72,056	110,000		(127,826)
10-518-510-1200	Overtime (Reception / Deputy Treas)	2,010	4,000	413	4,000		(4,000)
10-518-510-1500	Insurance Opt Out	5,504	8,700	3,282	8,700		(8,700)
10-518-520-2100	Social Security	9,452	10,085	5,593	8,390		(10,085)
10-518-520-2200	Retirement	8,317	8,964	4,775	7,163		(8,964)
10-518-520-2300	Group insurance	15,854	22,408	10,952	22,408		(22,408)
10-518-520-2400	Dental insurance	1,755	2,236	1,192	2,236		(2,236)
10-518-530-3100	Supplies	4,199	5,000	-	-		(5,000)
10-518-530-3200	Good and Welfare	2,991	3,750	94	3,750	3,750	-
10-518-530-3400	Postage	12,932	12,000	1,856	12,000	12,978	978
	<i>Regular (8000); Newsletter (3800)</i>						-
	<i>Tax Bill Receipt Mailings (800)</i>						-
10-518-530-3500	Newsletter Printing	5,835	5,000	1,660	5,000	5,000	-
10-518-530-3600	Publishing - Legal Notices	2,505	2,200	1,488	2,232	2,266	66
	<i>All Notices, PH, Election, Liquor, etc.</i>						-
10-518-530-3700	Data Processing	5,128	12,000	-	-		(12,000)
10-518-530-3800	IT Services	2,849	2,800	3,294	5,000		(2,800)
	<i>Managed Service Plan (950/mo) + Remote Software (605)</i>					11,405	11,405
	<i>OneClick Antivirus - 87/month & Dialtone - 179/month</i>					3,408	3,408
	<i>OneClick Cloud Backup Upgrade - 3500 (one time)</i>					3,500	3,500
	<i>OneClick Cloud Backup Monthly - 70/month</i>					840	840
	<i>iVenue Email Hosting - Switching to Google (4200/yr)</i>					4,200	4,200
	<i>MyFax (120/yr)</i>					120	120

GENERAL FUND EXPENDITURES

G/L		2017	2018	2018	2018	2019		
ACCOUNT		YEAR END	APPROVED	8 MONTH	ESTIMATED	ADOPTED		
		PER AUDIT	BUDGET	ACTUAL	YEAR END	BUDGET		
	GENERAL GOVERNMENT (cont'd...)							
10-518-530-3900	Unemployment Insurance	631	5,000	611	917	2,500	(2,500)	
10-518-530-4000	Equip Leases	967	1,300	3,453	5,919	6,000	4,700	
	<i>Postage & Copy Machine</i>							
10-518-530-4100	Dues/Fees/Subscriptions	1,526	1,800	722	1,238	1,750	(50)	
	<i>Adobe, MJS, Sam's Club, LWM Mag, DOR Regis</i>							
10-518-530-4110	Legal Fees - General	65,358	60,000	38,551	66,087	70,000	10,000	
10-518-530-4120	Municipal Court	8,374	9,000	7,046	12,079	14,579	5,579	
	<i>Attorney & New Building Lease</i>							
10-518-530-4130	Legal Fees - Personnel	3,952	9,000	20,094	25,000	10,000	1,000	
10-518-530-4200	Contingency Fund	175,650	-	-	-	-	-	
10-518-530-4400	Contracted Services	9,291	-	-	-	-	-	
10-518-530-4600	Internet / Server	2,760	2,800	2,085	3,128	3,500	700	
	<i>Spectrum</i>							
10-518-530-5400	Equipment Maintenance	81	-	70	70	-	-	
10-518-530-5500	Surety Expenses	-	-	-	-	-	-	
10-518-530-5600	Storm Water Engineering	-	-	-	-	-	-	
10-518-530-5600	Stormwater ERUs Town Property	6,199	6,576	-	-	-	(6,576)	
10-518-530-5700	Land Acquisition/Development - Lieds / Haass Property	17,707	-	40,685	50,000	-	-	
10-518-530-7300	Property and Liability	53,919	56,615	39,767	39,767	37,517	(19,098)	
	<i>Cyber Liability Insurance</i>					1,675	1,675	
	<i>Commercial Crime</i>					535	535	
10-518-530-7350	Cyber Insurance Losses	-	-	88,265	117,384	-	-	
10-518-530-7400	Employee Bonds	450	500	450	500	500	-	
10-518-530-7500	Workers Compensation Insurance	73,489	64,056	48,247	48,247	47,437	(16,619)	
10-518-530-7600	Cost of Borrowing (51930-)	-	-	-	-	-	-	
10-518-530-7700	Training/Seminars/Conventions	728	800	-	-	-	(800)	
10-518-530-7800	Mileage-Gen Govt	141	100	-	-	-	(100)	
10-518-530-7900	Cell Phones	-	2,052	-	-	-	(2,052)	
10-518-530-9100	Tax Refunds/Write-Offs	-	-	-	-	-	-	
10-518-530-9150	Judgments & Losses	-	-	-	-	-	-	
10-518-530-9200	Bad Debt Write-Offs	12,894	10,000	-	-	10,000	-	
	<i>For invoices past statute of limitations for trying to collect</i>							
10-518-530-9300	Collection Fees	329	2,000	66	500	500	(1,500)	
	<i>For invoices sent to collection</i>							
	Total General Government	634,096	458,567	396,767	561,713	253,960	(204,608)	-44.62%

GENERAL FUND EXPENDITURES							
G/L		2017	2018	2018	2018	2019	
ACCOUNT		YEAR END	APPROVED	8 MONTH	ESTIMATED	ADOPTED	
		PER AUDIT	BUDGET	ACTUAL	YEAR END	BUDGET	
	PLANNING & ZONING						
10-563-510-1100	Plan Commission Salaries	1,238	2,040	850	1,457	1,500	(540)
10-563-520-2100	Social Security	95	156	65	111	115	(41)
10-563-530-3100	Supplies - Recording Fees & Large Format Doc Scanning	240	-	270	500	1,500	1,500
need new acct #	Zoning Hub **NEW REQUEST**	-	-	-	-	4,465	4,465
	Legal Fees						
10-563-530-4120	Reimbursable	473	3,250	4,438	7,608	10,000	6,750
10-563-530-4110	Non-Reimbursable	(287)	3,250	6,540	11,211	15,000	11,750
	Planning Consultant						
10-563-530-4200	Reimbursable	5,262	32,500	18,022	30,895	30,000	(2,500)
10-563-530-4300	Non-Reimbursable	28,848	40,000	29,537	50,635	30,000	(10,000)
	Engineering Consultant						
10-563-530-4350	Reimbursable		was included in	4,185	7,174	5,000	5,000
10-563-530-4375	Non-Reimbursable		planning prior to 2018	16,377	28,075	5,000	5,000
	County Planner						
10-563-530-4400	Reimbursable	14,046	5,250	827	1,418	5,250	-
10-563-530-4410	Non-Reimbursable	30	500	2,121	3,636	2,000	1,500
10-563-530-4500	Board of Appeals - <i>Paid through AP</i>	150	400	125	400	400	-
	Total Planning & Zoning	50,095	87,346	83,357	143,121	110,230	22,884 26.20%
	TOTAL ADMINISTRATIVE	918,719	807,294	693,001	1,012,624	826,222	18,927 2.34%
	POLICE & FIRE COMMISSION						
10-520-510-1100	Police & Fire Commission Salaries	225	408	175	425	625	217
10-520-520-2100	Social Security	-	31	-	-	-	(31)
10-520-530-3100	Supplies	-	50	-	50	50	-
10-520-530-3120	Background Checks	-	250	-	250	250	-
10-520-530-4110	Legal Fees	-	1,000	-	1,000	1,000	-
	Total Police & Fire Commission	225	1,739	175	1,725	1,925	186 10.70%
	POLICE DEPARTMENT						
10-521-530-4400	Contracted Services - WCDS	705,852	716,337	525,249	700,337	707,651	(8,686)
10-521-530-4405	Overtime	-		12,415	21,283	20,000	20,000
10-521-530-4406	Transcription	-		2,993	10,500	10,500	10,500
10-521-530-4407	Housing	-		943	2,500	2,500	2,500
10-521-530-4410	Sussex - Ticket Processing	2,994	10,000	3,143	5,388	8,750	(1,250)
need new acct #	Promotional Materials for National Night Out	-	-	-	-	1,000	1,000
	Total Police Department	708,846	726,337	544,743	740,008	750,401	24,064 3.31%

GENERAL FUND EXPENDITURES

G/L	2017	2018	2018	2018	2019		
ACCOUNT	YEAR END	APPROVED	8 MONTH	ESTIMATED	ADOPTED		
	PER AUDIT	BUDGET	ACTUAL	YEAR END	BUDGET		
FIRE DEPARTMENT							
10-522-510-1100	Salaries - Fire Dept	475,147	544,408	324,284	544,408	593,086	48,677
10-522-510-1200	Comp Time Paid FD	303	-	910	1,400	1,400	1,400
10-522-510-1500	Insurance Opt Out - Fire Dept.	10,235	8,400	7,368	5,412	11,400	3,000
10-522-510-1800	Bark River Salaries	10,537	12,000	6,750	12,000	16,320	4,320
10-522-520-2100	Social Security	37,255	41,647	25,528	41,647	46,620	4,972
10-522-520-2200	Retirement - WRS	31,066	56,007	24,357	41,755	43,585	(12,421)
10-522-520-2250	Length of Service Payment / VFIS	15,695	-	17,012	17,012	19,000	19,000
10-522-520-2300	Group Insurance	16,243	30,700	11,563	19,822	30,149	(551)
10-522-520-2400	Dental Insurance	2,724	1,961	1,644	2,466	6,169	4,207
10-522-530-3100	Supplies	4,448	5,000	5,432	6,000	6,000	1,000
10-522-530-3100	Bark River Supplies & Materials	2,000	2,082	-	2,082	2,000	(82)
	<i>Scheduling Software, Training Materials & Equipment</i>						
10-522-530-3140	Inspection & Public Education	-	500	34	500	500	-
10-522-530-3200	Good and Welfare	4,766	5,500	5,230	5,500	5,500	-
10-522-530-3700	Gas, Oil and Grease	8,314	12,500	7,409	12,701	13,000	500
10-522-530-3810	Uniforms	4,120	4,400	565	4,400	7,400	3,000
10-522-530-4100	Dues and Subscriptions	511	600	650	650	650	50
	<i>WSFCA (190), WCFA (200), Publications (200), Interest & Fees</i>						
10-522-530-4400	Contracted Services/Renewals	16,301	22,152	16,273	24,410	25,250	3,098
	<i>Testing, Copier, Cable, Alarm Monitoring ,</i>						
	<i>Trunk Radio, FD Portion of Accounting Software Upgrade</i>						
10-522-530-4600	Internet	1,214	1,500	-	-	-	(1,500)
10-522-530-5200	Building Maintenance	4,629	5,000	558	5,000	5,000	-
10-522-530-5410	Equipment Maintenance	8,634	10,000	2,206	10,000	10,000	-
10-522-530-5420	Radio Maintenance	709	1,500	1,014	1,500	1,500	-
10-522-530-5430	Pagers	1,434	4,000	3,830	3,830	4,000	-
10-522-530-5500	Vehicle Maintenance	15,817	18,750	13,930	18,750	18,750	-
10-522-530-7100	Heat	4,531	12,000	6,021	12,000	12,000	-
10-522-530-7150	Electricity	13,645	20,000	10,551	20,000	18,000	(2,000)
10-522-530-7200	Telephone	1,473	920	713	1,070	1,100	180
10-522-530-7250	Sewer Flow (Sussex)	437	500	315	500	500	-
10-522-530-7260	Sewer Maintenance	13,526	8,100	1,375	8,100	6,000	(2,100)
10-522-530-7700	Training/Seminars/Conventions	36,601	35,000	19,384	35,000	35,000	-
10-522-530-7800	Mileage	-	250	136	250	250	-
10-522-530-4300	Sinking Fund for 3 Fire Engines and 3 Ambulances	-	109,242	109,242	109,242	111,427	2,185
N/A	Capital Projects Levied for		0		0	0	-
Total Fire Department		742,315	974,620	624,284	967,407	1,051,556	76,935 7.89%
AMBULANCE							
10-523-530-3700	Ambulance - Gas, Oil & Grease	7,046	12,500	4,196	7,193	9,000	(3,500)
10-523-530-3850	Oxygen	1,425	1,600	1,200	1,600	1,600	-
10-523-530-3860	Medical supplies	19,292	20,000	7,459	20,000	20,000	-
10-523-530-4400	Contracted Svcs - Ambulance Billing	22,157	22,000	18,055	27,083	25,800	3,800
10-523-530-4600	Ambulance-Data Comm Internet	2,296	3,000	2,240	3,360	3,500	500
10-523-530-5500	Ambulance Maintenance	3,406	6,250	7,273	9,000	7,000	750
Total Ambulance		55,622	65,350	40,423	68,236	66,900	1,550 2.37%

GENERAL FUND EXPENDITURES							
G/L		2017	2018	2018	2018	2019	
ACCOUNT		YEAR END	APPROVED	8 MONTH	ESTIMATED	ADOPTED	
		PER AUDIT	BUDGET	ACTUAL	YEAR END	BUDGET	
	BUILDING INSPECTION						
10-524-530-3100	Supplies <i>State Stamps (1668), Acctg Software (1917); Permit Cards (250)</i>	285	1,000	1,668	1,668	3,767	2,767
10-524-530-4400	Contracted Services <i>Bldg Inspection Portion of Accounting Software Upgrade</i>	180,831	142,000	157,672	272,212	146,250	4,250
10-524-530-4500	Meeting/Enforcement Issues	1,672	2,000	524	524	2,000	-
	Total Building Inspection	182,788	145,000	159,864	274,404	152,017	7,017 4.84%
	Total Protection of Persons & Property	1,689,796	1,913,046	1,369,489	2,051,779	2,022,799	109,752 5.74%
	HIGHWAY DEPARTMENT						
10-533-510-1100	Salaries <i>1 - PWD; 1 - PWF; 1 - Park Laborer; 3 - DPW Laborers</i>	337,611	319,989	218,354	327,531	331,102	11,113
10-533-510-1150	Part-Time Summer Worker	-	6,659	incl above	6,659	10,000	3,341
10-533-510-1200	Overtime	17,030	29,122	28,118	29,122	29,704	582
10-533-510-1500	Part-Time Plow Driver Salary	11,076	15,918	1,810	15,918	16,236	318
10-533-520-2100	Social Security	26,670	28,434	18,616	29,786	25,329	(3,105)
10-533-520-2200	Retirement	22,898	23,740	15,667	23,501	21,687	(2,052)
10-533-520-2300	Group Insurance <i>Includes Opt-Out Payments</i>	57,790	92,430	45,001	57,247	55,707	(36,724)
10-533-520-2350	Retirement Health Insurance Payout <i>Randy Steffan</i>	-	-	10,255	10,255	12,409	12,409
10-533-520-2400	Dental Insurance	4,633	5,872	3,043	5,217	6,272	400
10-533-530-3100	Supplies <i>Cleaning, shop & office</i>	7,218	7,000	4,520	7,000	7,000	-
10-533-530-3150	Shop Tools	3,922	4,000	3,072	4,000	4,000	-
10-533-530-3510	In-House Striping	4,470	18,000	13,510	18,000	18,000	-
10-533-530-3540	Signs	8,968	10,000	3,844	10,000	10,000	-
10-533-530-3550	Gravel <i>Shouldering & Misc. Projects</i>	2,151	4,000	6,164	9,246	8,000	4,000
10-533-530-3570	Paving In-House <i>Asphalt & Related Supplies</i>	14,370	20,000	1,083	5,000	20,000	-
10-533-530-3580	Crackfilling & Road Maintenance	155,311	100,000	-	90,000	100,000	-
10-533-530-3630	Uniforms/Mats	4,433	5,500	2,915	4,997	6,000	500
10-533-530-3700	Gas, Oil, Grease	30,519	65,000	35,650	61,114	65,000	-
10-533-530-4100	Dues/Fees/Subscriptions <i>WCPWA (140), APWA (200), Diesel Laptops Annual Renewal (1200)</i>	180	200	371	371	1,571	1,371
10-533-530-4400	Contracted Services <i>Deer Pickup, Fire Extinguisher Maintenance, Acctg Software Upgrade Holding Tank Pumping</i>	1,681	1,000	2,138	6,193	7,000	6,000
							-

GENERAL FUND EXPENDITURES

G/L	2017	2018	2018	2018	2019		
ACCOUNT	YEAR END	APPROVED	8 MONTH	ESTIMATED	ADOPTED		
	PER AUDIT	BUDGET	ACTUAL	YEAR END	BUDGET		
HIGHWAY DEPARTMENT (cont'd...)							
10-533-530-4450	Drug and Alcohol Testing	-	500	300	500	500	-
10-533-530-5200	Building Maintenance	2,970	3,000	861	3,000	3,000	-
10-533-530-5410	Equipment Maintenance	14,351	14,000	12,090	14,000	14,000	-
10-533-530-5420	Equipment Rental	610	1,000	-	500	1,000	-
10-533-530-5430	Radio Maintenance	673	1,000	335	500	1,000	-
10-533-530-5500	Vehicle Maintenance	32,635	25,000	13,830	23,709	25,000	-
10-533-530-7100	Heat	3,414	8,000	4,523	7,754	7,986	(14)
10-533-530-7150	Electricity	3,619	6,000	3,602	6,175	6,360	360
10-533-530-7200	Telephone	934	550	394	675	696	146
	<i>Spectrum & US Cellular</i>						-
10-533-530-7700	Training/Seminars/Conventions	1,055	2,000	360	2,000	2,000	-
10-533-530-4300	Sinking Funds	-					-
	<i>Paving Roads</i>		57,228	-	57,228	124,400	67,172
	<i>1/4 of New Plow Truck</i>		51,408	-	51,408	52,500	1,092
	<i>Salt Shed</i>		50,000	-	50,000	50,000	-
10-542-530-3520	Sand	-	-	-			-
10-542-530-3530	Salt	89,076	150,000	74,378	150,000	150,000	-
10-542-530-4400	Contracted Services	-	-	-			-
10-542-530-5410	Snow Plowing - Merton	-	-	-			-
10-542-530-7100	Street Lights/Equipment	-	-	-			-
10-542-530-7120	Street Lights Electricity	24,905	27,900	15,780	27,051	27,900	-
N/A	For Use of Capital Expenditures		154,141	-	154,141	128,100	(26,041)
Total Highway Department		885,173	1,308,591	540,584	1,269,797	1,349,460	40,869 3.12%
HEALTH & SANITATION							
10-546-530-4810	Contracted Services - Refuse Collection	748,397	817,759	568,192	817,759	837,250	19,491
10-546-530-4820	Hazardous Waste Program	1,336	1,000	667	1,000	1,000	-
10-546-530-7860	Recycling- Tires	-	200	-	200	200	-
10-546-530-7870	Recycling-Oil	2,633	1,236	279	478	500	(736)
Total Refuse Collection		752,366	820,195	569,138	819,437	838,950	18,755 2.29%
ANIMAL CONTROL							
10-562-530-4400	Waukesha County Humane Officer	8,800	4,400	-	4,400	4,400	-
10-562-530-4500	Gypsy Moth	-	-	-	-	-	-
Total Animal Control		8,800	4,400	-	4,400	4,400	- 0.00%
Total Health & Sanitation		761,388	824,595	569,138	823,837	843,350	18,755 2.27%

GENERAL FUND EXPENDITURES

G/L		2017	2018	2018	2018	2019		
ACCOUNT		YEAR END	APPROVED	8 MONTH	ESTIMATED	ADOPTED		
		PER AUDIT	BUDGET	ACTUAL	YEAR END	BUDGET		
	PARKS							
10-552-510-1100	Director Salary	79,939	76,372	61,742	76,372	77,899	1,528	
10-552-510-1200	Overtime	248	-	42	-	-	-	
10-552-510-1500	Insurance Opt Out - Parks	3,364	3,300	2,158	3,300	3,300	0	
10-552-510-1800	Seasonal Salaries	5,288	19,635	-	15,250	19,074	(561)	
10-552-520-2100	Social Security	6,585	7,344	4,753	7,009	7,418	74	
10-552-520-2200	Retirement	5,092	5,193	3,350	5,743	5,102	(91)	
10-552-520-2300	Group Insurance	10,082	9,719	6,407	9,611	10,471	752	
10-552-520-2400	Dental Insurance	-	-	-	-	-	-	
10-552-530-3120	Supplies - Turf Management	3,056	4,000	1,343	3,500	4,000	-	
10-552-530-3130	Supplies - Sport/Play Facilities	4,371	5,000	1,456	5,000	5,000	-	
10-552-530-3140	Supplies - General Operating	2,574	3,000	2,812	3,400	4,000	1,000	
10-552-530-3150	Park Signage	526	1,000	342	800	1,000	-	
10-552-530-3160	Park Beautification / Playground Supplies	1,153	3,750	945	3,700	1,750	(2,000)	
10-552-530-3170	Sand, Gravel & Wood Chips	13	2,500	-	2,500	4,500	2,000	
10-552-530-3180	Shop Tools	1,340	1,000	199	1,000	1,000	-	
10-552-530-3700	Gas, Oil, Grease	4,959	9,000	3,961	6,790	9,000	-	
10-552-530-4100	Dues and Subscriptions	258	325	353	400	400	75	
	<i>WPRA (160) NRPA (200)</i>							
10-552-530-4400	Contracted Services	6,588	6,200	5,061	8,117	8,317	2,117	
	<i>Park Portion of Accounting Software Upgrade</i>							
10-552-530-5200	Facility Maintenance	3,217	2,400	3,877	3,900	2,600	200	
10-552-530-5410	Equipment Maintenance	4,185	4,000	4,960	5,000	4,000	-	
10-552-530-5420	Equipment Rental	-	800	-	800	800	-	
10-552-530-5500	Vehicle Maintenance	1,660	2,500	1,048	2,500	2,750	250	
10-552-530-7100	Heat	1,024	2,100	1,279	1,919	2,531	431	
10-552-530-7150	Electricity	2,910	3,200	2,247	3,371	3,625	425	
10-552-530-7200	Telephone	907	170	564	921	1,150	980	
10-552-530-7700	Training/Seminars/Conventions	826	1,500	454	1,500	1,500	-	
10-552-530-7800	Mileage	132	150	-	150	150	-	
N/A	For Use of Capital Expenditures		-			-	-	
	Total Parks	150,297	174,159	109,353	172,552	181,339	7,180	4.12%

GENERAL FUND EXPENDITURES								
G/L		2017	2018	2018	2018	2019		
ACCOUNT		YEAR END	APPROVED	8 MONTH	ESTIMATED	ADOPTED		
		PER AUDIT	BUDGET	ACTUAL	YEAR END	BUDGET		
	RECREATION							
10-553-530-3810	Adopt-A-Highway	-	350	-	-	350	-	-
10-553-530-3860	Merton Athletic Assn	2,500	2,500	2,500	2,500	2,500	-	-
10-553-530-3870	Donated Special Projects	1,094	-	-	-	-	-	-
10-553-530-3880	Special Events	1,207	2,000	1,566	2,000	2,000	-	-
	<i>Easter Egg Hunt & Winterfest</i>							
10-553-530-3885	WPRA Ticket Sales	3,095	-	-	-	-	-	-
	Total Recreation	7,946	4,850	4,066	4,500	4,850	-	0.00%
	Total Leisure & Activities	158,243	179,009	113,419	177,052	186,189	7,180	4.01%
	TRANSFER							
10-518-530-4300	Sinking Fund Payment (Future Equipment Purchase)	-	-	-	-	-	-	-
10-518-520-2500	Sinking Fund Payment (Sick Time Payout Funding)	-	-	-	-	-	-	-
10-580-581-1200	Debt Service Cap Lease Payment	3,159	1,716	3,159	3,159	-	(1,716)	-
10-590-570-4000	Transfer to Cap Projects Funds	569,469	-	422,019	-	-	-	-
10-590-570-5000	Transfer to Debt Service Fund	-	-	-	150,000	-	-	-
	Total Transfer	572,628	1,716	425,178	153,159	-	(1,716)	-100.00%
	TOTAL EXPENDITURES	4,985,946	5,034,251	3,710,809	5,488,248	5,228,019	193,768	3.85%

CAPITAL PLAN 2019

FIRE DEPARTMENT CAPITAL IMPROVEMENT PROJECTS		2019	REVENUE SOURCE	2019 FINAL GF Sinking Funds	2019 FINAL GF LEVY
Personnel, Stations, Apparatus & Equipment					
Building Improvements					
Ph II Training Center (Richard Jung Station)	\$	10,000	GF Levy	\$	10,000
Infrastructure - carryover from 2018 Digital automated paging	\$	1,670	CP - Carryforward FB		
Proposed North-East/Central Station					
Totals	\$	11,670		\$ -	\$ 10,000
Equipment					
Ambulance	\$	-			
Utility Vehicles - '91 Grass Rig	\$	61,000			
Utility Vehicles - Replace Chief's vehicle/ preowned used Pewaukee Truck	\$	24,000	GF Levy	\$	24,000
Engines/Ladder Trucks (Pay for share in Hartland Ladder Truck)	\$	10,000	GF Levy	\$	10,000
Hose & Nozzels (Replacement - 2nd half)	\$	6,750	GF Levy	\$	6,750
Computers	\$	3,000	GF Levy	\$	3,000
Turn-Out Gear (5 sets of gear - replacement schedule)	\$	12,000	GF Levy	\$	12,000
2 Lead Defibrillator (3 Monitors)					
Sinking Fund for 3 Fire Engines and 3 Ambulances	\$	111,427	Sinking Fund	\$ 111,427	
Totals	\$	228,177		\$ 111,427	\$ 55,750
Total Fire Department		\$		\$ 111,427	\$ 65,750

CAPITAL PLAN 2019

PUBLIC WORKS DEPARTMENT CAPITAL IMPROVEMENT PROJECTS			2019	REVENUE SOURCE	2019 FINAL GF Sinking Funds	2019 FINAL GF LEVY
Building Improvements						
New Salt Shed	\$	50,000		Sinking Fund	\$ 50,000	
2 New Man Doors on DPW Building	\$	5,200		GF Levy		\$ 5,200
1 New Garage Doors on DPW Building	\$	5,900				
Block up old Police Man Door	\$	2,700				
Add Exhaust Fan in Back Shop for Wash Bay	\$	15,000				
Office / Bathroom / Lunchroom Remodel						
DPW/Fire Station Re-Paint						
Total Building Improvements	\$	78,800			\$ 50,000	\$ 5,200
Equipment						
Road Paving Sinking Fund	\$	250,000		Sinking Fund	\$ 124,400	
1/4 Truck - 5 Yard Dump w/ Plow & Wing - Sinking Fund	\$	52,500		Sinking Fund	\$ 52,500	
Mini-Excavator	\$	75,000				
Truck #4 - Sand Blast Box and Re-Piant	\$	4,500		GF Levy		\$ 4,500
Stump Grinder Attachment for Excavator	\$	10,000		GF Levy		\$ 12,500
Tack Wagon	\$	16,000				
Wheel Loader						
Hot Box Asphalt Wagon						
Truck - Tandem Dump w/ Plow & Wing - Sinking Fund						
Roadside Mower w/ Side & Rear Flail						
Paver						
Wheeled Excavator						
Total Equipment	\$	408,000			\$ 176,900	\$ 17,000
					\$ -	\$ -
Total Public Works Department		\$	486,800		\$ 226,900	\$ 22,200
ADMINISTRATION / TOWN HALL CAPITAL IMPROVEMENT PROJECTS			2019	REVENUE SOURCE	2019 FINAL GF Sinking Funds	2019 FINAL GF LEVY
Various						
Redo Brick on Chimney	\$	4,800		GF Levy		\$ 4,800
ePoll Books for Elections						
Laserfiche						
Waukesha County Sheriff's Department License Plate Readers	\$	14,900		GF Levy		\$ 14,900
Total Various Improvements	\$	19,700			\$ -	\$ 19,700
Total Administration			19,700		-	19,700

CAPITAL PLAN 2019

PARK DEPARTMENT CAPITAL IMPROVEMENT PROJECTS	2019	REVENUE SOURCE	2019 FINAL GF Sinking Funds	2019 FINAL GF LEVY
Building Improvements				
60 Gal Flammable Fuel Locker	\$ 1,000	GF Levy	\$	1,000
Paint Shop buildings floors , walls and ceiling Year 2020				
Replace Restroom Facilities Community Park Year 2021				
Paint Park Maintenance Building Outside Year 2021				
Replace Town Hall Open Air Shelter Year 2022				
Build Band Stand Open Shelter Community Park 2020				
Total Building Improvements	\$ 1,000		\$ -	\$ 1,000
Equipment				
Replace 2011 Toro GroundMaster 11 Ft Mower Year 2019	\$ 66,000			
STHL Back Pack Blower 2019	\$ 675	GF Levy	\$	675
Replace One Ton Chevy Dump Year 2020				
Replace Dirt shredder Year 2020				
Sod Cutter Year 2021				
Augers for drill attachments Year 2022				
Over/ Slit Seeder Attachmemnt Year 2022				
Large leaf/turf sweeper Year 2023				
Tree Spade Attachment Year 2023				
Trailer 4x4 Boom Lift Bucket Year 2023				
Replace 2008 John Deere 4720 Tractor/Loader in 2022				
Total Equipment	\$ 66,675		\$ -	\$ 675
Site Improvement				
Pave pathway 1/2 mile along Lake Five Road * 2019	\$ 73,000	GF Levy	\$	33,675
New electrical outlet Lower parking lot	\$ 2,000			
Replacement of Playground Equip LCP 2022,LCP 2023				
Note: * means waiting for contactors estimated cost				
Total Site Improvements	\$ 75,000		\$ -	\$ 33,675
CDBG Funds				
Site Acquisitions				
Community Park DNR Grants				
Total Community Park DNR Grants	\$ -		\$ -	\$ -
Total Parks	\$ 142,675		\$ -	\$ 35,350
TOTAL ALL DEPARTMENTS	\$ 889,022		\$ 338,327	\$ 143,000
			\$	14,900

Capital Fund Summary of Revenues & Expenditures

Source	Summary of Revenues				
	2017 Actual	2018 Budget	2018 6 Mo. Actuals	2018 Est. YE	2019 Budget
Property Tax Revenue	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-
Other Revenue	80,735	51,408	90,091	99,291	62,436
Borrowing	-	-	-	-	-
Transfers In	614,109	508,427	457,019	457,019	481,327
Use of Fund Balance	-	-	-	-	-
Total Revenue	<u>694,844</u>	<u>559,835</u>	<u>547,110</u>	<u>556,310</u>	<u>543,763</u>

Department	Summary of Expenditures				
	2017 Actual	2018 Budget	2018 6 Mo. Actuals	2018 Est. YE	2019 Budget
General Government	31,357	-	11,231	24,016	19,700
Fire	65,378	30,641	17,685	17,685	65,750
Highway	3,233,426	99,000	1,251,481	1,251,481	22,200
Parks	5,198	59,500	24,072	24,072	35,350
Land Acquisition	-	-	-	-	-
Loan Expenses	-	-	-	-	-
To be Determined	-	-	-	-	-
Total Capital Equipment Expenditures	<u>3,335,360</u>	<u>189,141</u>	<u>1,304,469</u>	<u>1,317,254</u>	<u>143,000</u>
Total Revenues over Expenditures	<u>\$ (2,640,516)</u>	<u>\$ 370,694</u>	<u>\$ (757,359)</u>	<u>\$ (760,944)</u>	<u>\$ 400,763</u>
	<u>\$ 5,179,494</u>			<u>\$ 2,538,978</u>	<u>\$ 1,778,035</u>
	<u>\$ 2,538,978</u>			<u>\$ 1,778,035</u>	<u>\$ 2,178,798</u>

COMPOST SITE FUND

		2017	2018	2018	2018	2019		
G/L		YEAR END	APPROVED	9 MONTH	ESTIMATED	ADOPTED		
ACCOUNT		PER AUDIT	BUDGET	ACTUAL	YEAR END	BUDGET		
REVENUES								
	INTERGOVERNMENTAL							
	Village of Merton	7,320	6,500	6,401	8,437	9,638	3,138	
35-430-431-1102	<i>Wages</i>			2,981	3,937	5,138		
35-440-449-2003	<i>Passes</i>			3,420	4,500	4,500		
	Town of Merton	12,980	12,100	9,100	13,437	14,638	2,538	
35-430-431-1103	<i>Wages</i>			2,981	3,937	5,138		
35-440-449-2003	<i>Passes</i>			9,100	9,500	9,500		
35-440-449-2003	Town of Lisbon Passes	15,378	15,000	15,613	16,000	16,200	1,200	
	TOTAL REVENUES	35,678	33,600	31,114	37,874	40,477	6,877	20.47%
EXPENSES								
35-561-510-1100	Salaries	12,210	11,422	8,751	11,422	14,320	2,898	
35-561-520-2100	Social Security	934	874	669	874	1,095	221	
10-561-520-2200	Retirement - Highway Dept						-	
35-561-530-3100	Supplies	545	500	1,962	2,417	2,417	1,917	
	<i>Compost Portion of Accounting Software Upgrade</i>	-	-					
35-561-530-3700	Gas/Oil/Grease	1,165	1,300	911	1,822	1,300	-	
35-561-530-4400	Contracted Services - Grinder	16,104	16,200	11,140	16,200	16,200	-	
35-561-530-7200	Telephone	159	155	220	300	300	145	
	TOTAL EXPENSES	31,117	30,451	23,653	33,035	35,632	5,181	17.02%
	NET COMPOST	4,561	3,149	7,461	4,840	4,845	1,696	53.84%

Debt Service Fund

		2017 YEAR END PER AUDIT	2018 APPROVED BUDGET	2018 6 MONTH ACTUAL	2018 ESTIMATED YEAR END	2019 ADOPTED BUDGET		REASON WHY UP / DOWN
REVENUES:								
80-410-411-1000	General Property Taxes	1,351,120	1,429,585	1,150,586	1,429,585	1,488,180	58,595	4.1%
80-430-431-1200	Merton Inter-Governmental Revenue	-	-	-	-	-	-	#DIV/0!
80-460-461-1000	Public Charges for Services	-	-	-	-	-	-	#DIV/0!
80-480-481-1000	Commerical Revenue-interest	-	-	-	-	-	-	#DIV/0!
10-490-492-1000	Transfer from General Fund	-	-	-	150,000	360,000	360,000	#DIV/0!
80-490-492-3000	Transfer from Debt Service	-	450,000	-	-	-	(450,000)	-100.0%
80-490-492-3001	Transfer from Debt Service Fund-Sewer	-	-	-	-	-	-	#DIV/0!
80-490-492-9002	Transfer from Library Fund	-	-	-	-	-	-	#DIV/0!
80-490-492-9001	Merton Payment	-	-	-	-	-	-	#DIV/0!
Proceeds from Borrowing								
80-490-491-1000		-	-	-	-	-	-	#DIV/0!
Debt Issuance Premium								
80-490-491-2000		-	-	-	-	-	-	#DIV/0!
Restricted Fund Balance Applied								
80-490-493-3000		-	48,024	-	-	-	(48,024)	-100.0%
TOTAL REVENUES		1,351,120	1,927,609	1,150,586	1,579,585	1,848,180	(79,429)	(0)
EXPENDITURES:								
Debt Retirement:								
Principal:								
80-580-581-1000	General Government	1,111,392	732,523	551,398	732,523	660,675	(71,848)	-9.8%
80-580-581-1100	Shared Dispatched	-	-	-	-	-	-	#DIV/0!
80-580-581-3000	Street and Highways	-	800,000	800,000	800,000	825,000	25,000	3.1%
80-580-581-6000	Sussex WWT Plant	-	-	-	-	-	-	#DIV/0!
80-580-581-6001	Sussex WWT Plant 2008	97,237	99,714	99,714	99,714	102,254	2,540	2.5%
80-580-581-7000	Lannon Interceptor	-	-	-	-	-	-	#DIV/0!
80-580-581-8000	Library	-	-	-	-	-	-	#DIV/0!
80-580-581-9000	County Trunk System	2,913	2,913	2,913	2,913	2,913	-	0.0%
80-580-581-9001	Maple Ave/Good Hope Reconstruct	-	-	-	-	-	-	#DIV/0!
Total Principal		1,211,542	1,635,151	1,454,026	1,635,151	1,590,842	(44,309)	-2.7%

Debt Service Fund

		2017	2018	2018	2018	2019		REASON
		YEAR END	APPROVED	6 MONTH	ESTIMATED	ADOPTED		WHY
		PER AUDIT	BUDGET	ACTUAL	YEAR END	BUDGET		UP / DOWN
Interest:							-	
80-580-582-1000	General Government	112,341	112,014	86,620	112,014	95,715	(16,298)	-14.6%
80-580-582-2000	Fire Department	-	-	-	-	-	-	#DIV/0!
80-580-582-3000	Street and Highways	185,380	153,200	80,600	153,200	136,950	(16,250)	-10.6%
80-580-582-4000	Police Department	-	-	-	-	-	-	#DIV/0!
80-580-582-5000	Park Department	-	-	-	-	-	-	#DIV/0!
80-580-582-6000	Sussex WWT Plant	-	-	-	-	-	-	#DIV/0!
80-580-582-6001	Sussex WWT Plant 2008	29,753	27,245	14,257	27,245	24,673	(2,572)	-9.4%
80-580-582-7000	Lannon Interceptor	-	-	-	-	-	-	#DIV/0!
80-580-582-8000	Library	-	-	-	-	-	-	#DIV/0!
80-580-582-9000	County Trunk Radio	-	-	-	-	-	-	#DIV/0!
80-580-582-9001	Maple Ave/Good Hope Reconstruct	-	-	-	-	-	-	#DIV/0!
	Total Interest	327,474	292,459	181,478	292,459	257,338	(35,121)	-12.0%
							-	
80-580-583-2000	Debt Issuance Discount	-	-	-	-	-	-	#DIV/0!
							-	
TOTAL PRINCIPAL AND INTEREST		1,539,016	1,927,609	1,635,503	1,927,609	1,848,180	(79,429)	-4.1%
	Transfers Out:							
	Transfer out	-	-	-	-	-	-	#DIV/0!
	Transfer to Capital Projects for Plainview Road	-	-	-	-	-	-	#DIV/0!
REVENUES OVER EXPENSES		(187,896)	-	(484,917)	(348,024)	-		#DIV/0!
Beg FB	BEGINNING FUND BALANCE	554,636			366,740			
End FB	ENDING FUND BALANCE	366,740			18,716			

STORM WATER UTILITY FUND

		2017	2018	2018	2018	2019		
		YEAR END	APPROVED	8 MONTH	ESTIMATED	ADOPTED		
		PER AUDIT	BUDGET	ACTUAL	YEAR END	BUDGET		
Revenues								
90-430-432-1000	State Grants	174,583	-	3,055	3,055	-	-	
90-440-443-1003	Culvert Inspections (50% to GF)	3,375	3,375	2,250	4,500	3,000	(375)	
90-460-463-1000	SW User Fees Tax Roll	230,000	226,955	223,855	223,855	228,877	1,922	
*need new acct #	Site Plan Review	-	6,000	-	-	6,000	-	
Stormwater Utility Revenue		407,958	236,330	229,160	231,410	237,877	1,547	0.65%
Total Stormwater Operating Revenue		230,000	226,955	223,855	223,855	228,877	1,922	1%
Expenses								
90-512-510-1100	Administrator Salary	8,843	8,670	6,588	8,670	8,500	(170)	
90-512-510-1500	Insurance Opt Out	-	-	131	131	-	-	
90-512-520-2100	Social Security	676	663	513	663	650	(13)	
90-512-520-2200	Retirement	601	590	304	590	557	(33)	
*need new acct #	Group Insurance					644	644	
*need new acct #	Dental Insurance					43	43	
90-519-510-1100	Clerk & Receptionist Salary	-	-	-	-	7,098	7,098	
90-519-520-2100	Social Security	-	-	-	-	543	543	
90-519-520-2100	Retirement	-	-	-	-	465	465	
90-519-520-2300	Group Insurance					608	608	
90-519-520-2400	Dental Insurance					105	105	
90-514-510-1100	Treasurer Salary	-	-	-	-	3,550	3,550	
90-514-520-2100	Social Security	-	-	-	-	272	272	
90-514-520-2200	Retirement	-	-	-	-	233	233	
90-518-530-2000	Informative/Education Programs	3,500	3,700	2,710	3,500	3,500	(200)	
	<i>MS4 SW Permit, HHW Fee, SW Edu Fees</i>						-	
90-518-530-3100	Gen Admin Supplies	-	-	1,917	1,917	1,917	1,917	
	<i>SW Portion of Accounting Software Upgrade</i>						-	
90-518-530-3700	Gen Admin Fee	1,500	1,500	1,000	1,000	1,000	(500)	
	<i>NR216 Environmental Fee to DNR</i>						-	
90-533-510-1100	Highway Salaries	38,221	28,627	15,865	24,254	29,040	412	
90-533-510-1200	Overtime	-	-	1,123	1,915	2,222	2,222	
90-533-520-2100	Social Security	2,924	2,190	1,207	1,860	1,902	(288)	
90-533-520-2200	Retirement	2,599	1,947	1,140	1,757	4,030	2,083	
90.533.520.2300	Group Insurance					332	332	
90.533.520.2400	Dental Insurance					332	332	
90-533-530-3100	Supplies / Grass Seed	700	3,000	9,808	1,400	3,000	-	
90-533-530-5410	Equipment Maintenance	54,600	54,600	54,600	54,600	54,600	-	
90-533-530-5420	Equipment Rental	-	1,000	2,580	4,000	5,000	4,000	
90-533-530-6200	Matting/Overseeding	-	2,000	-	1,000	2,000	-	
90-533-530-6300	Sand/Topsoil	100	3,000	332	1,000	3,000	-	

STORM WATER UTILITY FUND

		2017	2018	2018	2018	2019		
		YEAR END	APPROVED	8 MONTH	ESTIMATED	ADOPTED		
90-533-530-6400	Gravel	6,000	6,000	2,902	6,000	6,000	-	
90-533-530-6600	Culverts	30,000	25,000	11,437	15,000	25,000	-	
90-533-530-6700	Asphalt / Concrete	-	4,000	729	4,000	4,000	-	
90-533-530-7000	Depreciation	8,200	8,200	-	8,200	8,200	-	
90-533-570-8000	SW Utility Development (Capital Outlay)	-	-	-	-	1,714	1,714	
90-533-570-8100	Engineering Projects (Capital Outlay)	-	-	-	-	-	-	
90-563-530-4300	Planning Consultant	-	-	-	-	-	-	
90-563-530-4400	SW Engineering Consultant	45,000	10,300	22,748	34,122	39,000	28,700	
	<i>Reimbursable (\$6k same as rev)</i>						-	
	<i>Non-Reimbursable (\$39k)</i>						-	
90-563-530-4410	Enforcement of Site Runoff	-	-	-	-	-	-	
90-563-530-4420	Support-Haz Spills Response	-	-	-	-	-	-	
90-563-530-4430	Illicit Connect/Discharge Program	-	-	-	-	-	-	
	TDML (Total Max Daily Loading Administer)						-	
	HAZ MIT GRANT-Land Purchase (cap)						-	
	HAZ MIT GRANT-Other Costs (exp)						-	
	Total Stormwater Operating Expenses	203,464	164,987	137,634	175,579	219,055	54,068	32.77%
Transfers In/(Out)								
90-590-592-1000	Transfer Out							
90-590-592-4000	Transfer to Cap Project	(12,200)	(100,000)	-	(100,000)			
	Increase/(Decrease) in Equity	192,294	(28,657)	91,526	(44,169)	18,822	(52,521)	
	Surplus Applied	192,294	(28,657)			18,822		
	Total Net Position-Beginning							
	Total Net Position-Ending							



RECEIVED

By Gina Gresch at 12:39 pm, Sep 10, 2018

W234 N8676 WOODSIDE RD.
LISBON, WI 53089-1545
TEL: (262) 246-6100

Plan Commission Application

Application Type and Fee (check all that apply)

*Application fees are non-refundable. Fees cover costs associated with public notification, postage, copies, and document recording, however applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs and studies.

- Commercial**
**All commercial projects including any change of occupancy, change of use, or construction/alteration must be submitted to the Lisbon Fire Department as well for review and inspections.*
- Residential** – Home-Based Bus. / In-Law Unit

- Accessory Building Waiver: \$100 (Size/Location/Architectural Review)
- After the Fact Application: Double Fees
- Certified Survey Map: \$200 + \$10 Per lot
 - Dedication Fee (Per lot): \$2,658 (Paid upon receipt of signed CSM)
- Conditional Use Permit: \$350
 - Amendment / Original
 - Major Grading Permit
- Deed Restriction: \$100
- Developer's Agreement: \$250
- Groundwater Separation Waiver: \$100
- Land Use Amendment: \$300
- Conceptual: \$100
- Plat Review:
 - Final - \$200
 - Preliminary - \$500
- Re-Submittal: \$200
- Rezone: \$350
- Sign Permit Application: \$30 + Sign Fees (See Adopted Fee Schedule)
- Site Plan/Plan of Operation:
 - Amendment: \$250
 - Original: \$500
 - Temporary: \$125
- Special Meeting: \$600
- Waivers/Modification from Land Division and Development Ordinance: \$200

Property Information

N 56 W 27476 CTH K (LISBON RD)	LISBON, WI	53089-4510
Property Address	City	Zip
LSBT0264998	5 ac	A-10
Tax Key/Parcel ID #	Lot Size	Current Zoning

Property Owner

Jeff stolz

Name / Company Name

jeff stolz Digitally signed by jeff stolz
Date: 2018.09.05 20:11:15 -04'00'

Signature

BOWEN GLOBAL INVESTMENTS INC

Address

633 S 4TH ST STE 7 NV 89101-6631

City State Zip

LAS VEGAS

Phone E-mail Address

Applicant

Jeff stolz

Name

c/o Conor Leedom

Company

Axley Brynelson, LLP

Address

N20W22961 Watertown Rd wi 53186

City State Zip

Waukesha, CLeedom@axley.com

Phone E-Mail Address

A complete application along with the appropriate fees shall be submitted by the deadline stated on the meeting schedule. In order for an application to be considered complete, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required. *The Town of Lisbon reserves the right not to accept an application that is deemed incomplete.*



November 8, 2018

Town of Lisbon
Plan Commission
W234 N8676 Woodside Road
Lisbon, WI 53089-1545

RE: Stolz Shady Maple Farm Certified Survey Map and Rezone Review

Introduction

This letter reviews the Certified Survey Map (CSM) and rezone application submitted by Jeff Stolz (Applicant) on October 23, 2018 for the property located at N56 W27476 Lisbon Road in the Town. The property in question is approximately 115 acres and is currently zoned A-10 (Agricultural), with a C-1 (Conservancy Wetland) area in the northeast corner of the parcel. The Applicant is seeking to split off a 5.44 acre portion in the southwestern corner of the parcel along Lisbon Road from the other 109.5 acres of farm field. The 5.44 acre portion that is the subject of this application currently contains an existing house, barn, and several outbuildings. In addition to the land division, the Applicant is seeking to rezone the 5.44 acre property from A-10 to A-5.

Pertinent details with respect to this application, the Town of Lisbon Ordinances, and the Wisconsin Statutes are included below.

Rezone

The Applicant's submittal materials did not indicate what zoning district they are seeking for the property in question. Correspondence between the Town and the Applicant indicates the Applicant is seeking to rezone the property to A-5 (Mini-Farm). A statement indicating this understanding on behalf of the Town is enclosed along with this review letter. After reviewing A-5 requirements under the Zoning Code, we have the following comments related to the Applicant's proposal:

- The proposed rezone must be consistent with the Town of Lisbon Community Development Plan Future Land Use Map, which calls for the area to be low-density residential (LDR) with a minimum lot size of 20,000 square feet and maximum density of 1.4 acres per dwelling unit. The rezoning to the A-5 district is appropriate, because the property still could rezoning and further divide the land in the future.
- A-5 Districts permit limited agriculture and farm uses including raising of crops, orchards, horticulture, floriculture and other uses under Section 14(b)1 of the Zoning Code.
- A-5 Districts permit stables, barns, or poultry houses as an accessory use on lots at least 5 acres in size, provided that no outbuilding housing farm animals is closer than 50 feet to a lot line. The CSM shows two existing sheds less than 30 feet from the western boundary of the property. Correspondence between the Town and the Applicant indicates intention to use the property for certain agricultural uses along with residence. The Applicant shall confirm that these existing

November 8, 2018

Page 2 of 3

sheds will not be used to house livestock, poultry, or other animals.

- Regarding any new construction, the A-5 Districts require a minimum offset of 30 feet. Additionally, A-5 Districts limit the height of Forty five (45) feet maximum if a two story and fully exposed on at least one side of the building. Thirty-five (35) feet maximum if a one story with or without an exposure, or a two story with no exposure.

The issues outlined above are meant to guide you in discussions about issues you think need to be addressed in order to approve this proposal.

Therefore, we recommend Plan Commission approval of the rezoning from A-10 to A-5 based on the rezoning exhibit submitted in the application. Town Planner recommends approving the rezoning to coincide with any CSM approvals.

CSM

- Section 6.01 of Chapter 12 states that all minor land divisions require a CSM prepared by a registered land surveyor, and shall comply with the design standards and improvement requirements set forth in Sections 7.00 and 8.00, and Addendum A of the Town Code.
- Section §6.02 of Chapter 12 states that maps shall show information required by Sections 4.01, 4.02, and 5.02 of Chapter 12 along with all existing buildings and structures, drives, streams and watercourses, drainage ditches, drainage easements, marshes, wooded areas, railroad tracks, and other pertinent features. After reviewing for compliance with these requirements, we have the following comments:
 - The CSM does not show the existing driveway accessing the property from Lisbon Road. The Applicant shall amend the CSM to show this feature per the requirement of Ordinance §6.02 of Chapter 12.
 - A street-level photo of the property appears to show a drainage ditch and culvert at the southern edge of the parcel fronting Lisbon Road. The Applicant shall amend the CSM to mark these features per the requirements of Ordinance §6.02 of Chapter 12.
 - Ordinance §4.02(f) requires land dividers to show the type, width, and elevation of any existing street pavements immediately adjacent to the land division. The Applicant omitted this information for Lisbon Road, located directly south of the site.
 - Ordinance §4.02(b) requires land dividers to show the existing and proposed contours not exceeding intervals of 2 feet for the land to be subdivided and adjoining land as may be necessary. The Applicant did not show this information, and shall either amend the CSM to show it or seek a waiver for this requirement under Ordinance §2.05 of Chapter 12 of the Town Code.
 - Ordinance §4.02(k) requires Applicants to show any land dedicated to the public. The CSM shows a 33 foot wide strip of land along the southern edge of the lot marked "Dedicated to the Public for Road Purposes." This should be confirmed with Waukesha County for the proper dimensions and verification sent to the Town for review.

Other Land Division Checklist items that need to be addressed include:

- Note on the CSM requiring soil testing for all new basements.

November 8, 2018
Page 3 of 3

- Septic system and soil borings to be reviewed by Waukesha County Environmental Health.
- Note on the CSM stating Highway K is identified on the Waukesha County Park and Open Space Acquisition Plan for County Proposed Trail.
- Note on the CSM that no additional access points to Highway K without the approval of Waukesha County.
- Illustration of all structures within 50' of the CSM boundary (neighboring property to the west).
- Two foot contours need to be included on the face of the CSM.

These items should be address prior to approval by the Town Board. The Plan Commission may condition the approval subject to the issues and conditions listed above.

The issues outlined above are meant to guide you in your discussions over whether to approve this proposal. This letter is subject to change upon review of any additional application materials submitted to the Town between the drafting of this letter and the Public Hearing. I will be in attendance at the November 8 Plan Commission meeting to answer any questions.

Sincerely,

Daniel Lindstrom, AICP
Town Planner

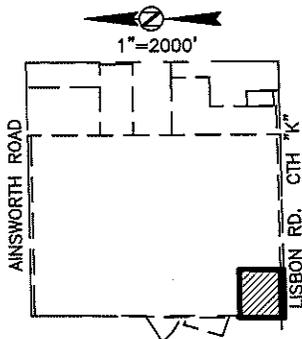
AP

Enclosures: Statement on Rezone

CERTIFIED SURVEY MAP NO.

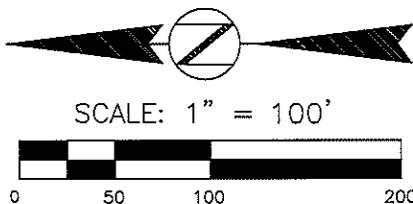
BEING A PART OF SW. 1/4 OF THE SE. 1/4 AND SE. 1/4 OF THE SW. 1/4 OF SECTION 30, T.8N., R.19E.,
TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN.

LOCATION MAP



SE. 1/4 & SW. 1/4
SEC. 30-T8N-R19E

BEARINGS ARE REFERENCED TO THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE (NAD 1927) GRID NORTH ON THE WEST LINE OF THE SE 1/4 OF SECTION 30-T8N-R19E AS N00°02'52"E.

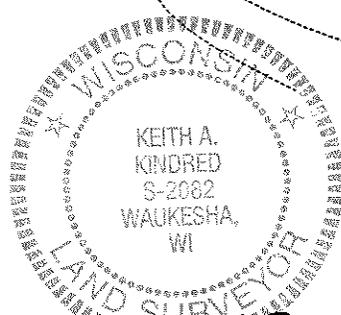
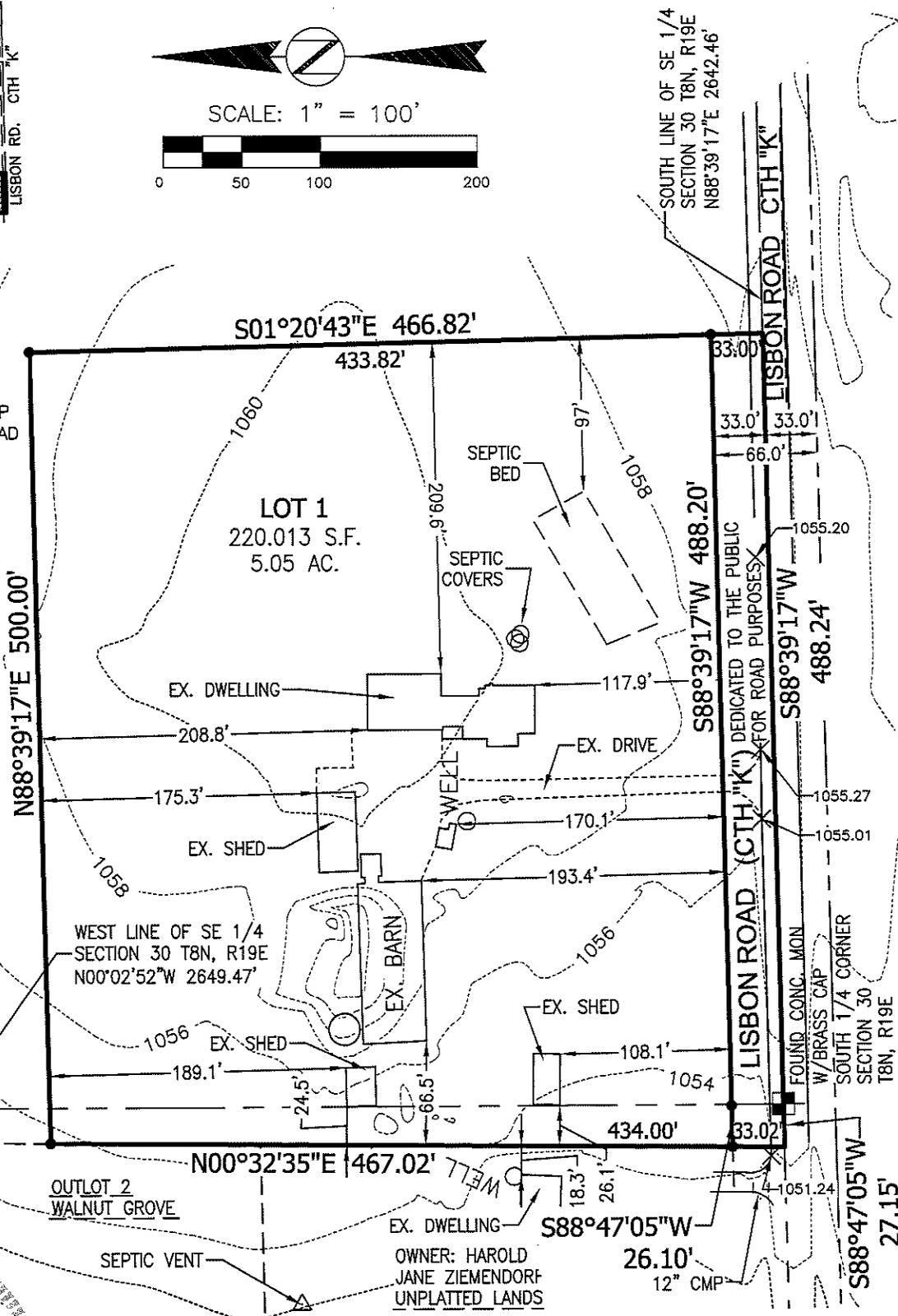


SURVEY FOR:
JEFF STOLZ
BOWEN GLOBAL INVESTMENTS, INC.
C/O AXLEY BRYNELSON LLP
N20W22961 WATERTOWN ROAD
WAUKESHA, WI 53186
(262) 409-2286

SURVEYOR:
KEITH A. KINDRED,
PLS S-2082
SEH, INC.
501 MAPLE AVE.
DELAFIELD, WI 53018
(414) 949-8919

OWNER: BOWEN GLOBAL INVESTMENTS INC.
UNPLATTED LANDS

FOUND CONC. MON
W/BRASS CAP
CENTER
SECTION 30
T8N, R19E



Keith A. Kindred

NOTES:

1. SOIL TESTING IS NECESSARY FOR ANY NEW BASEMENTS.
2. CTH "K" IS IDENTIFIED ON THE WAUKESHA COUNTY PARK AND OPEN SPACE ACQUISITION PLAN FOR A COUNTY PROPOSED TRAIL.
3. ADDITIONAL ACCESS POINTS TO CTH "K" REQUIRES APPROVAL BY WAUKESHA COUNTY.

LEGEND

- CONC. MON. W/ BRASS CAP FND.
- 1" IRON PIPE FOUND (UNLESS OTHERWISE STATED)
- — 11/16" REBAR SET, 18" LONG, WT. = 1.13 LBS./LIN. FT.



PHONE: 414.949.8962
501 MAPLE AVENUE
DELAFIELD, WI 53018-9351
www.sehinc.com

DATED 10TH DAY OF SEPTEMBER 2018
REVISED 12TH DAY OF NOVEMBER 2018

PROJECT NO. STOLJ #146706

THIS INSTRUMENT DRAFTED BY DAPHNE WILLIAMS

SHEET 1 OF 6

CERTIFIED SURVEY MAP NO. _____

BEING A PART OF SW. 1/4 OF THE SE. 1/4 AND SE. 1/4 OF THE SW. 1/4 OF SECTION 30, T.8N., R.19E.,
TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, Keith A. Kindred, Registered Land Surveyor hereby certify;

That I have surveyed, divided and mapped a part of the Southwest 1/4 of the Southeast 1/4 and the Southeast 1/4 of the Southwest 1/4 of Section 30, Town 8 North, Range 19 East, Town of Lisbon, Waukesha County, Wisconsin, more particularly described as follows:

Beginning at the South 1/4 corner of Section 30; thence S88°47'05"W along the South line of the Southwest 1/4 of Section 30 a distance of 27.15 feet; thence N00°32'35"E, 467.02 feet; thence N88°39'17"E, 500.00 feet; thence S01°20'43"E, 466.82 feet to the South line of the Southeast 1/4 of Section 30; thence S88°39'17"W along said South line 488.24 feet to the point of beginning.

Said lands contain 237,003 Sq.Ft. or 5.44 Acres.

That I have made such survey, land division and Certified Survey Map by the direction of Bowen Global Investments, Inc., owner of said lands.

That such survey is a correct representation of all the exterior boundaries of the lands surveyed and the division thereof made.

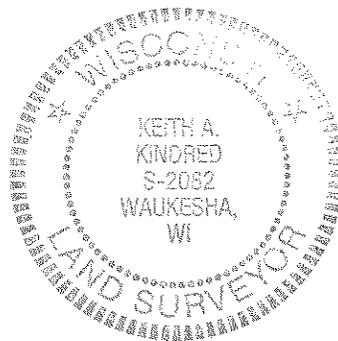
That I have fully complied with the provisions of Chapter 236 of the Wisconsin State Statutes and the subdivision regulations of the Town of Lisbon, Village of Merton and Waukesha County in surveying, dividing and mapping the same.

Dated this 10th day of September, 2018.

Revised this 12th day of November, 2018.



Keith A Kindred, RLS 2082



PHONE: 414.949.8962
501 MAPLE AVENUE
DELAFIELD, WI 53018-9351
www.sehinc.com

CERTIFIED SURVEY MAP NO. _____

BEING A PART OF SW. 1/4 OF THE SE. 1/4 AND SE. 1/4 OF THE SW. 1/4 OF SECTION 30, T.8N., R.19E.,
TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN.

OWNER'S CERTIFICATE OF DEDICATION:

As owners, Bowen Global Investments, Inc. does hereby certify that we caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented on the Certified Survey Map. We also certify that this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

- 1) TOWN OF LISBON
- 2) VILLAGE OF MERTON

Date: _____ Signed: _____
Jeff Stolz, President

STATE OF _____)
_____ COUNTY) SS

Personally came before me this _____ day of _____, 20_____, the above named Jeff Stolz, to me known to be the same persons who executed the foregoing instrument and acknowledged the same.

Notary Public

County, Wisconsin
My Commission Expires _____



Keith A. Kindred

DATED 10TH DAY OF SEPTEMBER 2018
REVISED 12TH DAY OF NOVEMBER 2018



CERTIFIED SURVEY MAP NO. _____

BEING A PART OF SW. 1/4 OF THE SE. 1/4 AND SE. 1/4 OF THE SW. 1/4 OF SECTION 30, T.8N., R.19E.,
TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN.

CONSENT OF CORPORATE MORTGAGEE:

_____, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping and dedication of the land described on this Certified Survey Map, and does hereby consent to the above certificate of _____, Owner.

IN WITNESS WHEREOF, said _____ has caused these presents to be signed by _____, its _____, and countersigned by _____, its _____ at _____, and its corporate seal to be hereunto affixed this _____ day of _____, 20 _____.

_____	_____
Name	Title
_____	_____
Name	Title

STATE OF _____)
_____ COUNTY) SS

Personally came before me this _____ day of _____, 20_____, the above named _____ and _____ to me known to be the same persons who executed the foregoing instrument and acknowledged the same.

Notary Public
_____ County, Wisconsin
My Commission Expires _____



Keith A. Kindred

DATED 10TH DAY OF SEPTEMBER 2018
REVISED 12TH DAY OF NOVEMBER 2018



CERTIFIED SURVEY MAP NO. _____

BEING A PART OF SW. 1/4 OF THE SE. 1/4 AND SE. 1/4 OF THE SW. 1/4 OF SECTION 30, T.8N., R.19E.,
TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN.

TOWN BOARD APPROVAL CERTIFICATE:

Resolved that the Certified Survey Map, in the Town of Lisbon, is hereby approved by the Town Board.

All conditions have been met as of the _____ day of _____, 20____.

Date: _____ Signed _____
Joseph Osterman, Town Chairman

I hereby certify that the foregoing is true and correct copy of a resolution adopted by the Town Board of the Town of Lisbon.

Date: _____ Signed _____
Gina Gresch, Town Clerk

PLAN COMMISSION APPROVAL CERTIFICATE:

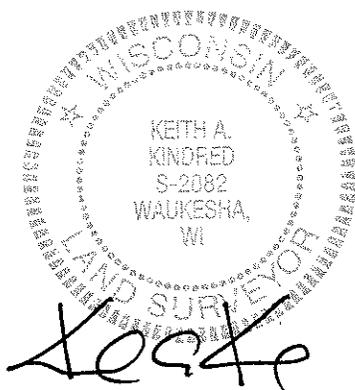
APPROVED, that the Certified Survey Map, in the Town of Lisbon, is hereby approved by the Plan Commission.

Approved as of the _____ day of _____, 20____.

Date: _____ Signed _____
Joseph Osterman, Chairman

I hereby certify that the foregoing is true and correct copy of a resolution adopted by the Plan Commission of the Town of Lisbon.

Date: _____ Signed _____
Jane Stadler, Secretary



DATED 10TH DAY OF SEPTEMBER 2018
REVISED 12TH DAY OF NOVEMBER 2018



CERTIFIED SURVEY MAP NO. _____

BEING A PART OF SW. 1/4 OF THE SE. 1/4 AND SE. 1/4 OF THE SW. 1/4 OF SECTION 30, T.8N., R.19E.,
TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN.

EXTRATERRITORIAL VILLAGE BOARD APPROVAL CERTIFICATE:

Resolved that the Certified Survey Map, in the Town of Lisbon, is hereby approved by the Village Board of the Village of Merton.

All conditions have been met as of the _____ day of _____, 20____.

Date: _____ Signed _____
Ron Reinowski, Village President

I hereby certify that the foregoing is true and correct copy of a resolution adopted by the Village Board of the Village of Merton.

Date: _____ Signed _____
Tom Nelson, Administrator, Clerk -Treasurer

EXTRATERRITORIAL PLAN COMMISSION APPROVAL CERTIFICATE:

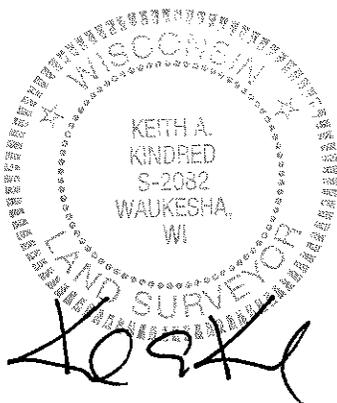
APPROVED, that the Certified Survey Map, in the Town of Lisbon, is hereby approved by the Village of Merton Plan Commission.

Approved as of the _____ day of _____, 20____.

Date: _____ Signed _____
Ron Reinowski, Village President

I hereby certify that the foregoing is true and correct copy of a resolution adopted by the Plan Commission of the Village of Merton.

Date: _____ Signed _____
Tom Nelson, Administrator, Clerk-Treasurer



DATED 10TH DAY OF SEPTEMBER 2018
REVISED 12TH DAY OF NOVEMBER 2018



James W. Hammes

SUITE 200
1601 EAST RACINE AVENUE
POST OFFICE BOX 558
WAUKESHA, WISCONSIN 53187-0558
TELEPHONE (262) 542-4278
FACSIMILE (262) 542-4270
E-MAIL jwh@cmhlaw.com
www.cmhlaw.com

November 19, 2018

VIA EMAIL

ggresch@townoflisbonwi.com

Gina Gresch
Town Clerk
Town of Lisbon
W234 N8676 Woodside Road
Sussex, WI 53089

Re: Conditional Use Permit Ordinance

Dear Gina:

Attached you will find a clean and redline copy of Ordinance 10-18 which incorporates the changes which we discussed last week with Sandy Scherer.

The Town Board should approve the Ordinance, as modified, and the approved Ordinance should then be forwarded to the County for review and approval.

Very truly yours,

s/ James W. Hammes

James W. Hammes

JWH:alk
Enclosure

STATE OF WISCONSIN

TOWN OF LISBON

WAUKESHA COUNTY

Ord. 10-18

AN ORDINANCE ~~AMENDING-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

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

SECTION 1: Chapter 11, Sections 4(a) through (g) are repealed and Section 4(a) through (l) are hereby created to read as follows:

SECTION 4 CONDITIONAL USES

(a) **Approval Required**

Certain uses and situations which are of a special nature, or are so dependent upon actual contemporary circumstances as to make impractical the predetermination of permissibility or the detailing in this ordinance of the specific standards, regulations, or conditions which would permit such determination in each individual conditional use type, subject to the requirements hereinafter specified for each conditional use type, the approval of the Town Board, unless otherwise designated herein, and subject to any conditions as deemed appropriate in the approval process.

(b) **Definitions** in this subsection:

1. **Conditional Use** means a use allowed under a Conditional Use Permit, special exception, or other special zoning permission issued by a Town, but does not include a variance.
2. **Substantial Evidence** means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a Conditional Use Permit and that a reasonable person would accept in support of a conclusion.

(c) **Application**

Application for Conditional Use Permits may be made by an individual property owner or group of owners or by a municipality, lake management district, sanitary district, or similar agency on behalf of a larger property area where said proposal may benefit a larger group or entire community. Application shall be made to the Town Clerk and shall include:

1. A plat of survey (preferably a topographic survey), or an accurate map of the property drawn to a scale of not less than two hundred (200) feet to one (1) inch, and properly dimensioned showing: all lands within ~~500~~ three hundred (300) feet of the subject property; the land in question; its legal description and location;

location and use of existing buildings, sanitary systems, and private water supplies on such land; the ordinary high water mark of any navigable waters within one hundred (100) feet of the boundaries of the land in question; the location and use of any proposed buildings; sanitary systems and private water supplies on such land and within one hundred (100) feet of the land in question. Contact the Town Hall as to the number of copies required.

2. Names and complete mailing addresses, including zip codes, of the owners of all properties within ~~five~~ hundred (500~~300~~) feet of any part of the land included in the proposed change. When the project is to include a larger area and number of property owners and the applicant is the municipality or other governmental agency representing a large number of properties, the necessity of including names and addresses for the owners of land within ~~five~~ hundred (500~~300~~) feet of the project area is not required although there must be a listing of all properties directly included by the project. Notice of hearing will only be required to be sent to the community, DNR, and other agencies of government as set forth elsewhere in this ordinance, and the notice shall be published in the newspaper as a class 3 type notice.
3. Site Plans and Plan of Operation as required by Sub. Sec. (d) of this Ordinance.
4. A fee, as established and periodically modified by the Town under Section 37 (b) 5 shall accompany each application, except those submitted by a governmental body or agency. Such fee shall be paid by cash, check, or money order to the Town of Lisbon to defray the cost of official notification and positing of the public hearing. Costs incurred by the Town of Lisbon in obtaining legal, planning, engineering, and/or other technical and professional advice in connection with the review of conditional use applications and preparation of conditions to be imposed on such uses in accordance with Ordinance 1.14, shall also be charged to the applicant.
5. Where necessary, to comply with the Waukesha County Shoreland and Floodland Protection Ordinance, and certain regulations established by the Wisconsin Statutes and the federal government, applications will be required to be submitted to the Waukesha County Department of Parks and Land Use - Planning and Zoning Division, the ~~state~~State of Wisconsin Department of Natural Resources, and the U.S. Army Corps of Engineers.

(d) **Site Plan and Plan of Operation**

1. **Purpose, Scope and Intent.** ~~For the purpose of~~ For the purpose of protecting and promoting the public health, safety, convenience, prosperity, aesthetics, and general welfare of the community, and for promoting compatible development, stability of property values, and to prevent impairment or depreciation of property values, issuance of a conditional use shall require the submittal, review and approval of a Site Plan and Plan of Operation.

The Town Plan Commission shall review and recommend to the Town Board, and the Town Board shall approve, ~~conditional~~conditionally approve or reject the Site Plan and Plan of Operation as a part of the review process undertaken when reviewing the application for issuance of a Conditional Use Permit. The ~~Town~~Town's review shall include but not be limited to review of the site, existing and proposed structures, ~~detail~~detailed architectural plans, neighboring uses,

utilization of landscaping and open space, parking areas, driveway locations, loading and unloading in the case of commercial and industrial uses, highway access, traffic generation and circulation, lighting, drainage, sewerage and water systems and the proposed operation.

The Town Plan Commission may recommend changes to any proposed Site Plan and Plan of Operation, and the Town Board may approve amendments to the submitted Site Plan and Plan of Operation provided that the Town Board determines that amendments to the Site Plan and Plan of Operation are necessary to conform with the purpose and intent of this Ordinance ~~promoting, and comply with the Town's adopted Comprehensive Development Plan, and any other adopted plan or ordinance utilized by the Town to promote the~~ health, safety and general welfare of the citizens by preserving and enhancing the Town's natural environment, facilitating the creation of an attractive and harmonious community, protecting and enhancing property values, and encouraging the appropriate use and orderly development of land.

2. **Site Plan.** The Site Plan shall include the following information:
 - A. Site Plan drawn to a recognized engineering scale not to exceed 1" = 60 feet.
 - B. Name of project noted.
 - C. Applicants name and address.
 - D. Total number of parking spaces and layout, including driveways and access to adjacent public roads or rights of way.
 - E. The type, size, and location of all structures with all building dimensions and distances from property lines shown.
 - F. Other information as requested by the Town.

3. **Plan of Operation.** The proposed Plan of Operation relating to any conditional use shall include the following information:
 - A. The proposed use of the land and/or structures.
 - B. Activities to occur both inside and outside all principal and accessory structures.
 - C. The frequency and duration of all activities.
 - D. The number of employees of any commercial or industrial enterprise.
 - E. The estimated number of occupants of a residential use.
 - F. The number, size and type of all vehicles associated with the use.
 - G. Plans for compliance with the performance standards set forth in this Ordinance.
 - H. The season, days and hours of operation.
 - I. The expected starting and completion dates of construction.
 - J. The proposed phasing of the project, if appropriate.
 - K. Other information as requested by the Town.

(e) **Plan Commission Review**

The Town Plan Commission shall hold a public hearing, and shall publish notice of said hearing once each week for two (2) consecutive weeks in a newspaper of general circulation in the area of the proposed conditional use. The notice of the public hearing shall contain the purpose, time and place of the meeting. Notice of the public hearing shall be given by regular mail to the owners of all lands within five hundred (500) feet of any part of the land included in such conditional use at least seven (7) days before such public hearing.

The Town Plan Commission shall review the site, the size and location of existing and proposed structures, architectural plans, neighboring uses, parking areas, driveway locations, highway access, traffic generation and circulation, drainage, sewerage and water systems, and the proposed site plan and plan of operation. Conditions such as, but not limited to, landscaping, architectural design, dates, sureties, lighting, fencing, planting screens, operational control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, increased yardssetbacks and offsets, natural resource features, or parking requirements may be recommended by the Town Plan Commission; provided however, that any condition recommended by the Plan Commission must be related to the purpose of the Ordinance and be based upon substantial evidence.

(f) **Final Determination and basis for Approval or Denial**

The Town Board may, after receiving the recommendation of the Plan Commission, approve issuance of a Conditional Use Permit for conditional uses if any applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in this Ordinance, and any additional provisions required by the Town Board, provided however, that any condition required by the Town Board must be related to the purpose of the Ordinance and based on substantial evidence.

The decision of the Town Board to approve or deny a Conditional Use Permit must be supported by substantial evidence, and the Town shall notify the applicant, in writing, of any decision to approve or deny issuance of the Conditional Use Permit.

(g) **Issuance of Conditional Use Permit**

Upon approval of a Conditional Use Permit, the Town shall issue a Conditional Use Permit in recordable form: which shall be recorded by the Town in the Waukesha County Register of Deeds and upon such recording, the Conditional Use shall become effective. Any requirement or condition required for issuance of the Conditional Use Permit must be reasonable, and to the extent practical, measurable and may include conditions such as the permits duration, transfer or removal. The Conditional Use Permit shall not be issued unless or until the applicant demonstrates that the applications and all requirements and conditions established by the Town Board relating to the Conditional Use Permit are or will be satisfied, both of which must be supported by substantial evidence.

(h) **Compliance**

Conditional Use Permit, once issued, shall remain in effect as long as the conditions upon which the permit were issued are followed, or upon the expiration of a term noted in the Conditional Use Permit. Issuance of any Conditional Use Permit shall be contingent upon compliance with all other provisions of this Ordinance, such as, but not limited to, lot width and area, yardssetbacks, offsets, height, parking, loading, traffic, signage, and highway access requirements.

(i) **Existing Permits**

All uses existing at the effective date of this Ordinance which would be classified as a conditional use in the district concerned if they were to be established after the effective date of this Ordinance, and are legally operated under the terms and conditions of their Conditional Use Permits, are hereby declared to be conforming conditional uses to the extent of their existing operation. Any proposed change in the existing operation shall be subject to the conditional use procedures as if such use were being established anew.

(j) **Amendments**

Changes subsequent to the initial issuance of a Conditional Use Permit which would result in a need to change the initial conditions shall require an amendment to the Conditional Use Permit. Enlargement of a conditional use shall be considered an amendment. The procedure and standard governing issuance of a Conditional Use Permit shall be followed when consideredconsidering any amendment to an existing Conditional Use Permit.

(k) **Termination or Expiration of Conditional Use Status**

Any Conditional Use Permit shall terminate upon occurrence of any of the following events:

1. The conditional use authorized by the Conditional Use Permit did not commence within twelve (12) months after issuance of the Conditional Use Permit.
2. The conditional use authorized by the Conditional Use Permit has been discontinued for a period of twelve (12) consecutive months.
3. The term of any Conditional Use Permit shall have expired.

(l) **Revocation of Conditional Use Permit**

Should a permit applicant, his heirs or assigns, fail to comply with the conditions of the permit issued by the Town or should the use, or characteristics of the use be changed without prior approval by the Town, the Conditional Use Permit may be revoked. The procedure for revocation of a Conditional Use Permit shall follow the same application procedure required when grantingconsidering a new Conditional Use Permit. The holder of the Conditional User Permit shall be provided notice of any reason or reasons that will be considered by the Town as a basis for revoking the Conditional Use Permit, a Public Hearing shall be conducted by the Plan Commission, and the holder of the Conditional Use Permit shall have an opportunity to appear before the Town Plan Commission and present evidence and testimony opposing any recommendation to revoke the Conditional Use Permit. The Town Board shall review any recommendation of the Plan

Commission to revoke the Conditional Use Permit, and the Town Board may, after reviewing that recommendation, revoke the Conditional Use Permit provided that there exists substantial evidence to support the revocation of the Permit. Any decision of the Town Board to revoke the Conditional Use Permit shall be reduced to writing and provided to the holder of the Conditional Use Permit. The revocation of the Conditional Use Permit shall likewise be recorded in the Waukesha County Register of Deeds to be effective.

SECTION 2: Chapter 11, Section 4(h) Conditional Uses Permitted is renumbered as Section 4(m), and all references in the Zoning Code to this Section are renumbered accordingly.

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 _____ day of _____, 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: _____
Daniel Green, WCMC
Town Clerk



STATE OF WISCONSIN

TOWN OF LISBON

WAUKESHA COUNTY

Ord. 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**

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

SECTION 1: Chapter 11, Sections 4(a) through (g) are repealed and Section 4(a) through (l) are hereby created to read as follows:

SECTION 4 CONDITIONAL USES

(a) **Approval Required**

Certain uses and situations which are of a special nature, or are so dependent upon actual contemporary circumstances as to make impractical the predetermination of permissibility or the detailing in this ordinance of the specific standards, regulations, or conditions which would permit such determination in each individual conditional use type, subject to the requirements hereinafter specified for each conditional use type, the approval of the Town Board, unless otherwise designated herein, and subject to any conditions as deemed appropriate in the approval process.

(b) **Definitions** in this subsection:

1. **Conditional Use** means a use allowed under a Conditional Use Permit, special exception, or other special zoning permission issued by a Town, but does not include a variance.
2. **Substantial Evidence** means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a Conditional Use Permit and that a reasonable person would accept in support of a conclusion.

(c) **Application**

Application for Conditional Use Permits may be made by an individual property owner or group of owners or by a municipality, lake management district, sanitary district, or similar agency on behalf of a larger property area where said proposal may benefit a larger group or entire community. Application shall be made to the Town Clerk and shall include:

1. A plat of survey (preferably a topographic survey), or an accurate map of the property drawn to a scale of not less than two hundred (200) feet to one (1) inch, and properly dimensioned showing: all lands within three hundred (300) feet of the subject property; the land in question; its legal description and location; location and use of existing buildings, sanitary systems, and private water supplies on such land; the ordinary high water mark of any navigable waters within one hundred (100) feet of the boundaries of the land in question; the location and use

of any proposed buildings; sanitary systems and private water supplies on such land and within one hundred (100) feet of the land in question. Contact the Town Hall as to the number of copies required.

2. Names and complete mailing addresses, including zip codes, of the owners of all properties within three hundred (300) feet of any part of the land included in the proposed change. When the project is to include a larger area and number of property owners and the applicant is the municipality or other governmental agency representing a large number of properties, the necessity of including names and addresses for the owners of land within three hundred (300) feet of the project area is not required although there must be a listing of all properties directly included by the project. Notice of hearing will only be required to be sent to the community, DNR, and other agencies of government as set forth elsewhere in this ordinance, and the notice shall be published in the newspaper as a class 3 type notice.
3. Site Plans and Plan of Operation as required by Sub. Sec. (d) of this Ordinance.
4. A fee, as established and periodically modified by the Town under Section 37 (b) 5 shall accompany each application, except those submitted by a governmental body or agency. Such fee shall be paid by cash, check, or money order to the Town of Lisbon to defray the cost of official notification and positing of the public hearing. Costs incurred by the Town of Lisbon in obtaining legal, planning, engineering, and/or other technical and professional advice in connection with the review of conditional use applications and preparation of conditions to be imposed on such uses in accordance with Ordinance 1.14, shall also be charged to the applicant.
5. Where necessary, to comply with the Waukesha County Shoreland and Floodland Protection Ordinance, and certain regulations established by the Wisconsin Statutes and the federal government, applications will be required to be submitted to the Waukesha County Department of Parks and Land Use - Planning and Zoning Division, the State if Wisconsin Department of Natural Resources, and the U.S. Army Corps of Engineers.

(d) **Site Plan and Plan of Operation**

1. **Purpose, Scope and Intent.** For the purpose of protecting and promoting the public health, safety, convenience, prosperity, aesthetics, and general welfare of the community, and for promoting compatible development, stability of property values, and to prevent impairment or depreciation of property values, issuance of a conditional use shall require the submittal, review and approval of a Site Plan and Plan of Operation.

The Town Plan Commission shall review and recommend to the Town Board, and the Town Board shall approve, conditionally approve or reject the Site Plan and Plan of Operation as a part of the review process undertaken when reviewing the application for issuance of a Conditional Use Permit. The Town's review shall include but not be limited to review of the site, existing and proposed structures, detailed architectural plans, neighboring uses, utilization of landscaping and open space, parking areas, driveway locations, loading and unloading in the case of commercial and industrial uses, highway access, traffic generation and circulation, lighting, drainage, sewerage and water systems and the proposed operation.

The Town Plan Commission may recommend changes to any proposed Site Plan and Plan of Operation, and the Town Board may approve amendments to the submitted Site Plan and Plan of Operation provided that the Town Board determines that amendments to the Site Plan and Plan of Operation are necessary to conform with the purpose and intent of this Ordinance, and comply with the Town's adopted Comprehensive Development Plan, and any other adopted plan or ordinance utilized by the Town to promote the health, safety and general welfare of the citizens by preserving and enhancing the Town's natural environment, facilitating the creation of an attractive and harmonious community, protecting and enhancing property values, and encouraging the appropriate use and orderly development of land.

2. **Site Plan.** The Site Plan shall include the following information:
 - A. Site Plan drawn to a recognized engineering scale not to exceed 1" = 60 feet.
 - B. Name of project noted.
 - C. Applicants name and address.
 - D. Total number of parking spaces and layout, including driveways and access to adjacent public roads or rights of way.
 - E. The type, size, and location of all structures with all building dimensions and distances from property lines shown.
 - F. Other information as requested by the Town.
3. **Plan of Operation.** The proposed Plan of Operation relating to any conditional use shall include the following information:
 - A. The proposed use of the land and/or structures.
 - B. Activities to occur both inside and outside all principal and accessory structures.
 - C. The frequency and duration of all activities.
 - D. The number of employees of any commercial or industrial enterprise.
 - E. The estimated number of occupants of a residential use.
 - F. The number, size and type of all vehicles associated with the use.
 - G. Plans for compliance with the performance standards set forth in this Ordinance.
 - H. The season, days and hours of operation.
 - I. The expected starting and completion dates of construction.
 - J. The proposed phasing of the project, if appropriate.
 - K. Other information as requested by the Town.

(e) **Plan Commission Review**

The Town Plan Commission shall hold a public hearing, and shall publish notice of said hearing once each week for two (2) consecutive weeks in a newspaper of general circulation in the area of the proposed conditional use. The notice of the public hearing shall contain the purpose, time and place of the meeting. Notice of the public hearing shall be given by regular mail to the owners of all lands within five hundred (500) feet of any part of the land included in such conditional use at least seven (7) days before such public hearing.

The Town Plan Commission shall review the site, the size and location of existing and proposed structures, architectural plans, neighboring uses, parking areas, driveway locations, highway access, traffic generation and circulation, drainage, sewerage and water systems, and the proposed site plan and plan of operation. Conditions such as, but not limited to, landscaping, architectural design, dates, sureties, lighting, fencing, planting screens, operational control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, increased setbacks and offsets, natural resource features, or parking requirements may be recommended by the Town Plan Commission; provided however, that any condition recommended by the Plan Commission must be related to the purpose of the Ordinance and be based upon substantial evidence.

(f) **Final Determination and basis for Approval or Denial**

The Town Board may, after receiving the recommendation of the Plan Commission, approve issuance of a Conditional Use Permit for conditional uses if any applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in this Ordinance, and any additional provisions required by the Town Board, provided however, that any condition required by the Town Board must be related to the purpose of the Ordinance and based on substantial evidence.

The decision of the Town Board to approve or deny a Conditional Use Permit must be supported by substantial evidence, and the Town shall notify the applicant, in writing, of any decision to approve or deny issuance of the Conditional Use Permit.

(g) **Issuance of Conditional Use Permit**

Upon approval of a Conditional Use Permit, the Town shall issue a Conditional Use Permit in recordable form which shall be recorded by the Town in the Waukesha County Register of Deeds and upon such recording, the Conditional Use shall become effective. Any requirement or condition required for issuance of the Conditional Use Permit must be reasonable, and to the extent practical, measurable and may include conditions such as the permits duration, transfer or removal. The Conditional Use Permit shall not be issued unless or until the applicant demonstrates that the applications and all requirements and conditions established by the Town Board relating to the Conditional Use Permit are or will be satisfied, both of which must be supported by substantial evidence.

(h) **Compliance**

Conditional Use Permit, once issued, shall remain in effect as long as the conditions upon which the permit were issued are followed, or upon the expiration of a term noted in the Conditional Use Permit. Issuance of any Conditional Use Permit shall be contingent upon compliance with all other provisions of this Ordinance, such as, but not

limited to, lot width and area, setbacks, offsets, height, parking, loading, traffic, signage, and highway access requirements.

(i) **Existing Permits**

All uses existing at the effective date of this Ordinance which would be classified as a conditional use in the district concerned if they were to be established after the effective date of this Ordinance, and are legally operated under the terms and conditions of their Conditional Use Permits, are hereby declared to be conforming conditional uses to the extent of their existing operation. Any proposed change in the existing operation shall be subject to the conditional use procedures as if such use were being established anew.

(j) **Amendments**

Changes subsequent to the initial issuance of a Conditional Use Permit which would result in a need to change the initial conditions shall require an amendment to the Conditional Use Permit. Enlargement of a conditional use shall be considered an amendment. The procedure and standard governing issuance of a Conditional Use Permit shall be followed when considering any amendment to an existing Conditional Use Permit.

(k) **Termination or Expiration of Conditional Use Status**

Any Conditional Use Permit shall terminate upon occurrence of any of the following events:

1. The conditional use authorized by the Conditional Use Permit did not commence within twelve (12) months after issuance of the Conditional Use Permit.
2. The conditional use authorized by the Conditional Use Permit has been discontinued for a period of twelve (12) consecutive months.
3. The term of any Conditional Use Permit shall have expired.

(l) **Revocation of Conditional Use Permit**

Should a permit applicant, his heirs or assigns, fail to comply with the conditions of the permit issued by the Town or should the use, or characteristics of the use be changed without prior approval by the Town, the Conditional Use Permit may be revoked. The procedure for revocation of a Conditional Use Permit shall follow the same application procedure required when considering a new Conditional Use Permit. The holder of the Conditional User Permit shall be provided notice of any reason or reasons that will be considered by the Town as a basis for revoking the Conditional Use Permit, a Public Hearing shall be conducted by the Plan Commission, and the holder of the Conditional Use Permit shall have an opportunity to appear before the Town Plan Commission and present evidence and testimony opposing any recommendation to revoke the Conditional Use Permit. The Town Board shall review any recommendation of the Plan Commission to revoke the Conditional Use Permit, and the Town Board may, after reviewing that recommendation, revoke the Conditional Use Permit provided that there exists substantial evidence to support the revocation of the Permit.

Any decision of the Town Board to revoke the Conditional Use Permit shall be reduced to writing and provided to the holder of the Conditional Use Permit. The revocation of the Conditional Use Permit shall likewise be recorded in the Waukesha County Register of Deeds to be effective.

SECTION 2: Chapter 11, Section 4(h) Conditional Uses Permitted is renumbered as Section 4(m), and all references in the Zoning Code to this Section are renumbered accordingly.

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.

RE-ADOPTED by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 26th day of November, 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: _____
Daniel Green, WCMC
Town Clerk





000160

REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Town Board

ITEM DESCRIPTION: Advanced Life Support Agreement between the Town of Lisbon Fire Department and Richfield Volunteer Fire Company

PREPARED BY: Doug Brahm, Fire Chief

REPORT DATE: Wednesday, November 21, 2018

RECOMMENDATION:

Approve the Advanced Life Support Agreement between the Town of Lisbon Fire Department and Richfield Volunteer Fire Company

EXPLANATION:

This agreement is to enable Life Quest Billing to invoice the patient with a single bill and then split the revenues accordingly between Lisbon and Richfield FD (RVFD). Attorney Kevin Clark has reviewed the agreement. He and I recommend approval.

ADVANCED LIFE SUPPORT AGREEMENT

THIS ADVANCED LIFE SUPPORT AGREEMENT ("Agreement") is made this _____ day of _____, 2018, by and between the Town of Lisbon Fire Department ("Lisbon Fire Department") and Richfield Volunteer Fire Company, Inc. ("Richfield Fire Company").

WHEREAS, the Lisbon Fire Department and Richfield Fire Company desire to demonstrate their commitment to providing the best possible care to their patients by entering into this Agreement;

WHEREAS, the Lisbon Fire Department has granted a license to certain Richfield Fire Company members to operate under Lisbon Fire Department's paramedics license from time to time;

WHEREAS, Lisbon Fire Department agrees to provide Richfield Fire Company with advanced life support intercept service when the Richfield Fire Department requests such service. When such response is requested and provided the billing procedures outlined within this Agreement will be followed.

NOW, THEREFORE, in consideration of the mutual covenants and agreements that follow, and other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties agree as follows:

1. When Lisbon Fire Department provides advanced life support services ("ALS") while Richfield Fire Company transports the patient in a Richfield Fire Company ambulance and a Lisbon Fire Department member rides along with the transport:

(a) Richfield Fire Company shall be responsible for the billing and collection associated with the ALS services provided by Lisbon Fire Department as required by the Centers for Medicare & Medicaid Services ("CMS") regulations.

(b) Richfield Fire Company shall pay Lisbon Fire Department fifty percent (50%) of the funds received from all payer sources, and any secondary billings with regard to ALS transports.

(c) It is understood that Lisbon Fire Department Medicare Provider No. 0080028 shall only be used when Lisbon Fire Department is involved in a Richfield Fire Company transport.

(d) Richfield Fire Company accepts responsibility to accurately track reimbursements for ALS intercepts, in which they provide transport so as to adhere to the guidelines set forth in this billing agreement.

2. Responses that involve Lisbon Fire Department being called to scene, but no ALS skills are rendered, or a Lisbon ALS member does not ride along for the transport, or ALS skills are performed by a Richfield Fire Company member on the scene without notifying Lisbon Fire Department:

(a) Richfield Fire Company shall be responsible for the billing and collection associated with the ALS service provided by Lisbon Fire Department as required by CMS regulations.

(b) Richfield Fire Company shall pay Lisbon Fire Department fifteen percent (15%) of the funds received from all payer sources, and any secondary billings with regard to advanced life support transports.

(c) It is understood that Lisbon Fire Department Medicare Provider No. 0080028 shall only be used when Lisbon Fire Department is involved in a Richfield Fire Company transport.

3. Responses that do not involve ALS level care:

(a) Richfield Fire Company shall be responsible for the billing and collection associated with its service in accordance with their on-scene care billing policy with no revenue sharing.

4. Responses that involve Lisbon Fire Department being requested as a mutual aid ambulance and Lisbon Fire Department provides the primary care and transports the patient:

(a) Lisbon Fire Department shall be responsible for the billing and collection associated with its service in accordance with their on-scene care billing policy with no revenue sharing.

5. The Recitals above shall be incorporated into this Agreement as if fully set forth herein.

6. This Agreement may be terminated by either party upon thirty (30) days written notice to the other party.

[This section intentionally left blank]

(Signatures on next page)

Dated this ____ day of _____, 2018.

Town of Lisbon

Signature

Print Name

Town Chairman

Title

Dated this ____ day of _____, 2018.

Richfield Volunteer Fire Company, Inc.

Signature

Print Name

Title

Dated this ____ day of _____, 2018.

Lisbon Fire Department

Signature

Print Name

Lisbon Fire Chief

Title