

**Minutes of the Town Board Meeting
Town of Lisbon, Town Hall
Monday, December 10, 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: Dan Green, Town Clerk and Gina Gresch, Town Administrator.

Comments from citizens present. None.

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

- i. November 26, 2018 Town Board
- ii. Cancel the Monday, December 24, 2018 Town Board meeting due to the holiday
- iii. Operator's Licenses

Motion by Supervisor Gamiño to approve the Consent Agenda. Seconded by Supervisor Moonen. Motion carried, 5-0.

Approval of Bills.

Motion by Supervisor Plotecher to approve the December 7, 2018 check register as presented. Seconded by Supervisor Beal. Motion carried, 5-0.

Announcements/Correspondence - Listing of upcoming meeting dates & times.

- Meeting Schedule
- Email from resident complimenting Advanced Disposal's refuse/recycling service
- 2018 Treasurer's Property Tax Collection Letter
- Waukesha County Sheriff's Department Press Release - Burglaries to Residences in the Village of Sussex and Town of Lisbon

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

Parks Department – Supervisor Gamiño read the report from Parks Director John Greiten. Supervisor Gamiño highlighted the removing of 5 large ash trees and 3 Box elder trees in Community Park. Staff also is performing snow removal operations as needed, working on cleaning and reorganizing the parks maintenance shops and correcting leaking problems with the ice rink.

Public Works Department– Supervisor Moonen read the DPW report from Director Joe DeStefano. Supervisor Moonen highlighted that staff has been out 5 times throughout the month for snow plowing and de-icing operations.

Building Inspector – Administrator Gresch gave an update from the building inspector and where the Town is with permits. The Town is down 47 total permits overall but up 3 home permits. The Board stated they would like this report quarterly.

Town Administrator – The Clerk's Office will be sending out a survey to residents and posting on the website as to what they would like to see in an updated newsletter. The Town Board discussed options for quarterly, semi-annual and yearly newsletters as well as online one page newsletters more frequently.

Tax collection has begun at Town Hall and hours have been posted on the website and on Facebook. We have not received word from Waukesha County that taxes have been mailed or are available online but we are still on track for bills being mailed December 10.

Bills have not yet been mailed but available online. 2018 wrap up, looking forward to 2019. Responding well to changes. Appreciate the support. Newsletter twice a year. Mark, monthly newsletter on a single sheet and one annual year in review. Printed on regular paper.

The Town Board and Town staff accomplished a lot in 2018 and are thankful for the Town Board's support of those improvements. We have a number of projects coming up in 2019 we are working on in the Clerk's Office. The AV Equipment upgrade, personnel manual, Engineering RFP, Accounts Payable Purchasing Card Program, scanning large format maps to the server to complete digital tax key files, and of course continuing to improve our processes with the new accounting software. All Town Hall staff went to training on the software for a few days over the last few weeks and everyone is impressed with it and we again, thank the Town Board for approving the purchase.

Town Clerk - AVI Systems came into Town Hall on Thursday and will be sending a quote that will be ready by the next Town Board meeting for the AV Equipment upgrade.

Supervisor's Reports.

Supervisor Beal – Sanitary District meeting tomorrow, December 11.

New Business.

Discussion and necessary action on the 2019-2020 Vierbicher contract.

This contract was reviewed and compared to last year's, the only difference is we are getting 25 more hours at a discounted rate (75 total). The Town will be utilizing these hours for Planner appointments. Administrator Gresch outlined some minor rate changes as well. It was noted that the contract is from 2019 through 2021.

Motion by Chairman Osterman to approve the 2019-2021 Vierbicher contract. Seconded by Supervisor Moonen. Motion carried, 5-0.

Discussion and necessary action on the Lannon Intermunicipal Agreement.

Chairman Osterman asked to postpone this item. There are some last minute updates that need to be addressed.

Motion by Chairman Osterman to postpone the Lannon Intermunicipal Agreement to the next meeting. Seconded by Supervisor Beal. Motion carried, 5-0.

Discussion and necessary action on the Lannon Interceptor Capacity Agreement.

Motion by Chairman Osterman to postpone the Lannon Interceptor Capacity Agreement. Seconded by Supervisor Beal. Motion carried, 5-0.

Adjournment.

Motion by Supervisor Gamiño to adjourn the Monday, December 10, 2018 Town Board of Supervisors meeting at 6:49 PM. Seconded by Supervisor Beal. Motion carried, 5-0.

Respectfully submitted,

Dan Green
Town Clerk