

**Minutes of the Town Board Meeting
Town of Lisbon, Town Hall
Monday, February 11, 2019
6:30 p.m.**

Chairman Osterman called the Town Board meeting to order at 6:33 PM.

Roll Call: Present: Chairman Osterman, Supervisors Gamiño, Moonen, Plotecher and Beal. Also present: Gina Gresch, Town Administrator. Absent was Town Clerk Dan Green.

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. January 28, 2019 minutes.
- ii. Operator's Licenses
- iii. Ordinance 03-19, Ordinance Repealing and Recreating Section 2.10(G)(1), (2) & (3) Of the Town of Lisbon Municipal Code, Relating to Adopting the Wisconsin Municipal Records Schedule for the Town of Lisbon, Waukesha County, Wisconsin
- iv. Barnwood Conservancy Letter of Credit Reduction Request #2.

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

Approval of Bills.

Motion by Supervisor Plotecher to approve the February 8, 2019 check register as presented. Seconded by Supervisor Moonen. Motion carried, 5-0.

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

- Meeting Schedule
- Lake Country Municipal Court Annual Report
- Lisbon Demographic Overview
- Letter from Fire Chief regarding DPW & Park Director structure fire assistance.
- Washington County Comprehensive Plan Update Public Hearing Notice

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

Town Administrator – The open Deputy Clerk position was posted on the Town's website and Facebook page on Wednesday, February 6, and on the Wisconsin Municipal Clerk's Association website Thursday, February 7. Resumes and cover letters are due Friday, February 22. I'll be reviewing submissions as they come in. Our goal is to conduct interviews the week of February 25 and a recommendation to the Town Board for the March 11 meeting. We hope to have someone starting before the end of March.

Fire Department – Chairman Osterman reviewed the Fire Department reports, statistics meetings attended, special activities and events.

Park Department – Park Director John Greiten gave a report to the board on park staff duties and what he has been working on. His report included seasonal maintenance on park equipment, removal of trees, managing the ice rink, solar light repair, making bird house kits for Winterfest and safety training programs in January. Mr.

Greiten also reviewed projects he was working on including playground equipment for Lisbon Oaks Park, working on the 2019 Stewardship grant for Lake Five Road, and various meetings he attended.

Public Works Department – Supervisor Moonen reviewed the report from DPW Director Joe DeStefano which included a review of projects his staff was working on and a list of meetings he attended. Staff was out 10 times throughout the month for snow plowing and de-icing and 4 times to take care of drifting. Mr. DeStefano’s report also included pre-treating roads with salt brine, washing and maintaining equipment, filling pot holes and disposing of Christmas trees

Supervisor’s Reports.

Supervisor Beal – At the last Sanitary District meeting they have signed the Interceptor agreement and will be reviewing increasing costs as to recover expenses.

Supervisor Moonen – We had one complaint about snow plowing which Joe Distefano was able to resolve.

Unfinished Business.

Discussion and necessary action on the audio/visual upgrade project quotes.

Administrator Gresch updated the board on the quotes we received for this project. Both her and the Clerk, Dan Green have worked with Mike Miles in the past, Ms. Gresch in multiple communities and agree he does great work and comes in at a much lower cost than AVI. Supervisor Gamiño questioned if the equipment quoted was comparable to what AVI proposed. Ms. Gresch explained that AVI acts as the middleman as Mike Miles orders directly and installs directly. In order for AVI to come in close to Mike Miles quote would have required removing the projector and other essential items.

Ms. Gresch explained to the board that the new system would allow video streaming on our website as well as on YouTube. She also explained where the new equipment will go including the projector, projector screen and speakers.

Motion by Supervisor Gamiño to approve contracting with Miles Pro Audio Visual for the Town of Lisbon Audio Visual Upgrade for a not to exceed cost of \$9,973. Seconded Supervisor Beal. Motion carried, 5-0.

New Business.

Discussion and necessary action on Ordinance 01-19, Ordinance Approving the Detachment of the Grass Property Pursuant to Agreement with the Village of Sussex.

Motion by Chairman Osterman to approve Ordinance 01-19, Ordinance Approving the Detachment of the Grass Property Pursuant to Agreement with the Village of Sussex. Seconded by Supervisor Beal. Motion carried, 5-0.

Discussion and necessary action on Ordinance 02-19, Ordinance Approving the Detachment of the Halquist Property Pursuant to Agreement with the Village of Merton.

Motion by Supervisor Beal to approve Ordinance 02-19, Ordinance Approving the Detachment of the Halquist Property Pursuant to Agreement with the Village of Merton. Seconded by Supervisor Plotecher. Motion carried, 5-0.

Discussion and necessary action on the 2019 Port-O-Let contract for the parks and compost site temporary restroom facility needs.

Parks Superintendent Greiten received 3 quotes from 3 separate port o let companies for the town's 2019 seasonal restroom facility needs. These units are placed throughout the park system and compost site. The three quotes were from Arnolds Environmental Services (\$748 per month), Port-o-John (\$680 per month and \$1,553.00 for Heritage Weekend) and Number One Portables (\$670 per month). Mr. Greiten recommended the Town contract with Number One Portables at a cost of \$670 per month. The town had some issues with Port-o-John last year. Supervisor Beal asked if there is a separate contract for the Community Festival which John explained they are still looking into. If they do decide to use port-o-lets it will come through as a separate contract.

Motion by Supervisor Gamiño to approve the 2019 Seasonal Port-o-let contract with Number One Portables at a cost of \$670.00 per month. Seconded by Supervisor Moonen. Motion carried, 5-0.

Discussion and necessary action on 2018 Public Works Department Capital Budget Carry-Over Items.

Ms. Gresch explained these are similar to the carry-over items that were approved last meeting. The carry-over amount is \$13,344 which will be used for remodeling the lunchroom and offices (i.e., flooring & painting) done in-house.

Motion by Supervisor Moonen to approve 2018 Public Works Department Capital Budget Carry-Over request in the amount of \$13,344. Seconded by Supervisor Beal. Motion carried, 5-0.

Discussion and necessary action on the Lannon Interceptor Capacity Agreement.

Chairman Osterman explained the Town purchased 100,000 gallons and 28,000 are going to the high school and two intermediate schools. The Town and Attorney Hammes are working on if the school needs to purchase capacity from the Town.

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

Discussion and necessary action on contract w/Richfield for liquor license sale, subject to the Village of Richfield's approval of the license.

Administrator Gresch explained that the Village of Richfield is out of "Class B" Liquor and Beer licenses. They need a license for Basse's Taste of Country. This is a similar agreement that Attorney Hammes drafted for Brookfield. This will be contingent on Richfield approving the license. Ms. Gresch explained the Town should not sell more reserve licenses at this time as they do not know what will happen with the Lied's property. She also explained the Town may gain more reserve licenses depending on the result of the 2020 Census (if we increase in population by 500 we gain 1 reserve license). Ms. Gresch explained some of the improvement the Town may want to consider doing with the money acquired.

Motion by Supervisor Moonen to approve the Liquor License Transfer Agreement with the Village of Richfield for a cost of \$25,000 contingent on the Village of Richfield approving the license to the applicant. Seconded by Supervisor Gamiño. Motion carried, 5-0.

Adjournment.

Motion by Supervisor Gamiño to adjourn the Monday, February 11, 2019 Town Board of Supervisors meeting at 7:07 PM. Seconded by Supervisor Beal. Motion carried, 5-0.

Respectfully submitted,

Dan Green, WCMC
Town Clerk