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

**Agenda  
Town Board Meeting  
Town of Lisbon, Town Hall  
Monday, February 11, 2019  
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. 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.
- 5. Approval of Bills.**
- 6. Announcements/Correspondence.**
  - 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
- 7. Department Reports - Presentation of activity statistics and recently attended meetings.**
  - Administrator
  - Fire Department
  - Park Department
  - Public Works Department
- 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.**

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

**10. New Business.**

- A. Discussion and necessary action on Ordinance 01-19, Ordinance Approving the Detachment of the Grass Property Pursuant to Agreement with the Village of Sussex.
- B. Discussion and necessary action on Ordinance 02-19, Ordinance Approving the Detachment of the Halquist Property Pursuant to Agreement with the Village of Merton.
- C. Discussion and necessary action on the 2019 Port-O-Let contract for the parks and compost site temporary restroom facility needs.
- D. Discussion and necessary action on 2018 Public Works Department Capital Budget Carry-Over Items.
- E. Discussion and necessary action on the Lannon Interceptor Capacity Agreement.
- F. Discussion and necessary action on contract w/Richfield for liquor license sale, subject to the Village of Richfield's approval of the license.

**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.



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# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:** Consent Agenda Items

**PREPARED BY:** Gina C. Gresch, Administrator

**REPORT DATE:** Thursday, February 7, 2019

**RECOMMENDATION:**

Approval of the Consent Agenda items.

**EXPLANATION:**

**i. Town Board Meeting Minutes**

- January 28, 2019

**ii. Operator's License**

- Dawn M. Kaul - Shooters Pub & Grill.

**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.**

- This is an ordinance update, more of a housekeeping item. The Wisconsin State Historical Society updated their records retention manual from the 1980's and recommends municipalities adopt it. The ordinance was written by the League of Wisconsin Municipalities. The state adopted schedule is attached. This ordinance repeals and recreates the section of the Town Code related to retention schedules.

**iv. Barnwood Conservancy Letter of Credit Reduction.**

- Town Engineer Mitch Leisses of Kunkel Engineering has reviewed the developer's request and recommends approval of the reduction.

I recommend approval of all of the Consent Agenda items.

**Minutes of the Town Board Meeting  
Town of Lisbon, Town Hall  
January 28, 2019  
6:30 p.m.**

Chairman Osterman called the Town Board meeting to order at 6:45 PM.

**Roll Call:** Present: Chairman Osterman, Supervisors Gamiño, Moonen and Beal. Also present: Gina Gresch, Town Administrator. Supervisor Plotecher was excused.

**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 14, 2019 Town Board minutes
- ii. 2019 Lisbon Community Festival Beer Contract
- iii. 2019 Lisbon Community Festival Food Truck Revised Contract
- iv. Refrigerant Depot Appliance Drop-Off Community Event Agreement

*Motion by Supervisor Beal to approve the Consent Agenda. Seconded by Supervisor Moonen. Motion carried, 4-0.*

**Approval of Bills.**

*Motion by Supervisor Beal to approve the January 25, 2019 check register as presented. Seconded by Supervisor Moonen. Motion carried, 4-0.*

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

- Email from resident complimenting DPW Snowplowing Operations
- Meeting Schedule
- April 13, 2019 Tire Round-Up & Appliance Drop-Off Flyer

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

These were postponed until the next meeting.

**Supervisor's Reports.**

**No report.**

**New Business.**

**Discussion and necessary action on the requests from MLG/PF Twin Pines LLC, for Twin Pine Farms Subdivision Phase II-B:**

- 1. Developer's Agreement and related exhibits, subject to staff review and approval.**

*Motion by Chairman Osterman to approve the Developer's Agreement and related exhibits, subject to the Town Attorney's review and the Town Chairman's review and approval. Seconded by Supervisor Beal. Motion carried, 4-0.*

- 2. Payment of a fee in lieu of installing a fire suppression tank pursuant to Section 8.14 of Chapter 12, Land Division and Development Ordinance and Section 34.26 of Chapter 34, Fire Department Ordinance, and the Town Engineer and Fire Chief's recommendation for**

**\$16,550.**

*Motion by Chairman Osterman to approve the payment of a fee in lieu of installing a fire suppression tank pursuant to Section 8.14 of Chapter 12, Land Division and Development Ordinance and Section 34.26 of Chapter 34, Fire Department Ordinance, for \$16,550 as recommended by the Town Engineer and Fire Chief. Seconded by Supervisor Beal. Motion carried, 4-0.*

**Discussion and necessary action for the 2019 Compost Site Grinding Bid.**

Joe DeStefano updated the board on the compost site grinding bid from Waukesha Landscape Supply LLC.

*Motion by Supervisor Moonen to approve the bid from Waukesha Landscape Supply LLC for a single year of grinding for 2019 for the not to exceed amount of \$6,500. Seconded by Supervisor Beal. Motion carried, 4-0*

**Discussion and necessary action on the 2018 Capital Budget Carry-Over Items.**

*Motion by Chairman Osterman to approve the 2018 Capital Budget Carry-Over items including the Waukesha County Digital Paging project for \$1,670.00, the Waukesha County Hwy. intersection KF/JK preemption for \$5,000.00, and the Joint Lisbon & Pewaukee training center phase I for \$1,318.29. Seconded by Supervisor Moonen. Motion carried, 4-0.*

*Motion by Supervisor Beal to approve the carryover 2018 Capital Budget for the Town Hall and Park Department. Seconded by Supervisor Moonen. Motion carried, 4-0.*

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

*Motion by Chairman Osterman to postpone the audio/visual upgrade project until the next Town Board meeting. Seconded by Supervisor Moonen. Motion carried, 4-0*

**Discussion and necessary action on the proposal for an Actuarial Valuation of Other Post-Employment Benefits by Key Benefit Concepts, LLC.**

Administrator Gresch explained that we need to hire an actuary go through benefit costs for potential personnel who may be retiring in the next year. The State requires this calculation be done by an actuary firm in which the auditors will place this as a liability on our financial statement. Supervisor Gamiño asked if this price was the standard price. Ms. Gresch explained that our auditors recommended this company and they do work with other municipalities.

*Motion by Supervisor Moonen to approve the proposal by Key Benefits Concepts, LLC for the 2019 evaluation of post-employment benefits for an amount not to exceed \$3,865.00. Seconded by Supervisor Beal. Motion carried, 4-0*

**Discussion and necessary action on the Intermunicipal Agreement Between the Village of Lannon, the Village of Sussex, the Town of Lisbon, Lisbon Sanitary District #1 and the Village of Menomonee Falls**

*Motion by Chairman Osterman to approve the Intermunicipal Agreement between the Village of Lannon, the Village of Sussex, the Town of Lisbon, Lisbon Sanitary District #1 and the Village of Menomonee Falls for the Lannon Interceptor agreement. Seconded by Supervisor Moonen. Motion carried, 4-0*

**Adjournment.**

*Motion by Supervisor Beal to adjourn the Monday, January 28, 2019 Town Board of Supervisors meeting at 7:04 PM. Seconded by Supervisor Moonen. Motion carried, 4-0.*

Respectfully submitted,

Dan Green, WCMC  
Town Clerk

STATE OF WISCONSIN

TOWN OF LISBON

WAUKESHA COUNTY

## Ord. 03-19

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**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**

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

**SECTION 1:** Section 2.10(g)(1), (2) & (3) of the Town of Lisbon Code are hereby repealed and created as follows:

**SECTION 2.10(g) – Retention of Public Records**

- (a) **General Records Schedule Adopted.** The Town of Lisbon hereby adopts, by reference, the Wisconsin Municipal Records Schedule (hereinafter, "Records Schedule"), pertaining to the retention and destruction of public records, and approved by the State of Wisconsin Public Records Board (hereinafter, "Records Board") on August 27, 2018. A copy of the Records Schedule will be kept on file in the Town Clerk's office located at W234N8676 Woodside Road and made available for public viewing during regular office hours, Monday through Friday, 8:30am to 4:30pm.
- (b) **Other Records.** In the event the Town of Lisbon creates a record not contemplated by the Records Schedule, the Town may, subject to the Records Board's prior approval, either adopt an applicable records retention schedule set forth by the Records Board, if available, or create its own retention schedule pertaining to the record.
- (c) **Repeal.** All ordinances, or portions thereof, and resolutions, or portions thereof, in conflict with any portion of the Records Schedule are hereby repealed. Any approved Town retention schedule, or portion thereof, for any record not contemplated by the Records Schedule shall remain in full force and effect.

**SECTION 2:** All ordinances or parts of ordinances conflicting with or contravening the provisions of this ordinance are hereby repealed.

**SECTION 3:** 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 11<sup>th</sup> day of February, 2019.

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: \_\_\_\_\_  
Dan Green, WCMC  
Town Clerk



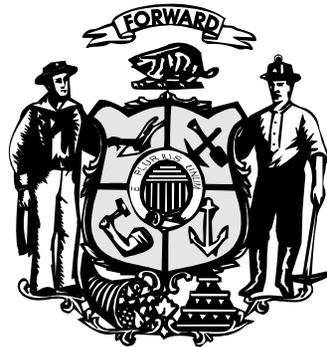
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# General Records Schedule

## *Wisconsin Municipal* and Related Records

Approved by the Public Records Board:

***August 27, 2018***



Expiration: August 27, 2028

For use by all units of Wisconsin Government at the Municipal level

# Wisconsin Municipal Records Schedule

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## Introduction:

Records are a basic tool of transacting business on behalf of all local government units. They are the foundation for government accountability. Records management is regulated by Wisconsin state law, and accordingly, the Wisconsin Municipal Records Schedule (WMRS), upon adoption, provides legal authorization to dispose of records on a regularly scheduled basis. The schedule serves as a mechanism for consistent retention and disposition of similar types of records across all municipal governments and provides assurance of accountability to the public.

The schedule was developed following guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitates cost-effective management of records commonly found in municipal governments.

Wisconsin Statute § 19.21(1) defines public records as “all property and things received from the officer’s predecessor or other persons and required by law to be filed, deposited, or kept in the officer’s office, or which are in the lawful possession or control of the officer or the officer’s deputies.” Records are defined by Wisconsin Statute § 19.32(2) as “any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by an authority.” Public records are also defined as being “all books, papers, maps, photographs, films, recordings, optical discs, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business” (Wis. Stat. § 16.61(2)(b)).

### I. Applicability:

This record schedule is available for adoption by all Wisconsin municipal governments. Most municipalities do not create or receive all of the records listed within the WMRS. The inclusion of a schedule in the WMRS does not mean that a local government is responsible for creating those records. Rather, it provides guidance for records that are actually created or received by your particular unit.

Records retention guidelines apply regardless of record format. Records covered by the WMRS may be retained in electronic, paper, or other formats. The schedule applies to all records: born digital (including those created or transmitted via e-mail), data contained in database systems, tapes/cartridges and other types of electronic records and information systems maintained by agencies. Municipalities must also meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

## II. Purpose:

Record schedules are intended to be used by records creators as a tool to SIMPLIFY their records management responsibilities, not to make them more complex. It is the intention of the WMRS to streamline municipal records management by:

- Providing clear and uniform guidance for the retention and disposition of records common to most municipal governments;
- Eliminating the need for individual municipalities to develop and obtain Wisconsin Public Records Board approval of records retention/disposition schedules;
- Facilitating uniformity in the retention and disposition of records across all municipalities; and
- Promoting the cost-effective management of municipal records.

## III. Implementation:

The WMRS is a schedule that municipalities MAY adopt to manage their records. Municipalities ARE NOT required to adopt the schedule for use. The WMRS does not replace the ability of municipalities to create and adopt records schedules through the creation of ordinances. See Additional Options below for more information.

### To adopt the Schedule:

- Submit the [Notification of General Schedules Adoption](#) (PRB-002) form to:  
State Archivist  
Wisconsin Historical Society  
816 State St.  
Madison, WI 53706
- The Wisconsin Public Records Board (PRB) will acknowledge your Notification of Adoption by returning a signed copy of the adoption to the municipality.
- After confirmation of PRB approval, municipalities should enact an ordinance adopting the WMRS as their official schedule.

Municipalities are expected to supersede any previously approved, unique, ordinances which cover records included in the adopted Municipal Schedule. Retain any approved schedules in existing ordinances for records that ARE NOT covered by the Municipal Schedule.

### Additional Options:

Wis. Stat. § 19.21(4) provides municipalities with the authority to schedule the retention of public records by creating ordinances. Municipalities that choose not to adopt the WMRS are encouraged to use the retention periods provided in the WMRS when creating their own schedules. Any municipality that decides to draft their own schedule must submit that schedule for approval to

the PRB before adopting it as an ordinance. Upon PRB approval, the schedule can be adopted for use by enacting an ordinance. Municipalities may also adopt other [General Records Schedules](#) provided by the PRB.

Municipalities also have the option of adopting separate Records Disposition Authorizations (RDAs) for records that are created specifically by that unit of government. Consult the PRB for more information about the RDA creation process.

#### IV. Using the Schedule:

The WMRS is arranged in five different sections covering the record series created by municipal governments. Some sections are broken down into subsections to provide easier reference. The following is an example of the format used in each section and an explanation of the information found in each column.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Subsection</b>				

- **Record Series Title** – Descriptive title of the record series. This is a basic title, not necessarily universally used by all municipalities.
- **Series Description** – Brief overview of the records that are included in the record series.
  - If a specific statute or legal source defines a retention period for the records it is identified in this field.
- **Retention** – Indicates the minimum time period a record series must be maintained and a description of what initiates the start of the retention clock.
  - **Creation:** Is used when the creation of the record initiates the retention time period. (*Example:* If a RDA existed for ABC Annual Reports, the event might be written as *Creation+ 3 years* meaning an ABC Annual Report must be retained for three years after it is created.)
  - **Fiscal:** Is used if the retention time period is initiated by the end of a fiscal year. (*Example:* RDAs that exist for annual budgets might be written as *Fiscal+ 6 years* meaning a budget would have to be retained for six years after the end of that fiscal year.)
  - **Event:** Is used if a specific event other than Creation or Fiscal initiates the retention time period. (*Example:* A RDA that exists for a housing relocation program has the event written as *Event+ 5 years; Event=Approval Letter for Relocation Plan*". In this scenario, it means all records associated with this RDA have to be retained for five years after the official letter was sent by the state to approve the relocation plan.)

- **Permanent:** Is used if the records need to be maintained permanently by the creating municipality. See the [Guidelines for the Permanent Retention of Records](#).
- General references on retention periods for municipal records are found in Wis. Stat. § 19.21(4)(b), Wis. Stat. § 19.21(6), or Wis. Stat. § 19.21(8).
- **Confidential** – Indicates whether or not records contain information that is required by statute to be kept confidential. See Section V of this guide for more information on confidential records.
- **WHS Notification** – Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. This field indicates if notification to the Wisconsin Historical Society is required before records can be destroyed. Column will either state NOTIFY or WAIVED.
  - **Waived:** The Wisconsin Historical Society has determined the record series has low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records without notification once they reach their required retention period.
  - **Notify:** You are required to send written notification to the Wisconsin Historical Society before destruction. Please contact the Wisconsin Historical Society with questions on how to properly notify on the destruction of public records.
  - **N/A:** indicates that the retention is permanent.

### Final Disposition:

Municipal records, which have met the retention time outlined in the WMRS, have only two dispositions: Destroy or transfer to the Wisconsin Historical Society. Records that are held beyond their retention period but are not destroyed are still subject to all public records laws.

- **Destruction:** Records identified as “waived” in this schedule may be destroyed without notifying the Wisconsin Historical Society. Local units should dispose of all public records in a manner that ensures they are completely destroyed.
  - If records contain confidential information, or “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5) including, but not limited to names, addresses, social security numbers, and banking information it must be destroyed confidentially. This means that these records must be disposed of in a way that renders them unreadable and unable to be reconstructed. Typically, this can be achieved by cross cut shredding or pulping. Many organizations disposing of confidential information choose to hire a vendor to handle the process.
  - **Note on records older than 75 years:** the waived designation does not apply. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.
- **Transfer:** Records identified as “notify” must be offered, in writing, to the Wisconsin Historical Society. Per Wis. Stat. § 19.23(2), the Wisconsin Historical Society assumes title control and public records responsibility of all transferred records. Obsolete municipal records may not be transferred to local historical societies or other repositories because the statutes do not specify other institutions can hold title to public records. Only the records creators and the Wisconsin Historical Society are identified in statutes as being official holders of title.

- Permanent: Records identified as “permanent” have been identified as containing significant historical information and long term business value. Therefore municipalities are responsible for ensuring the long-term preservation of these records. The Wisconsin Historical Society will, in certain circumstances, accept “permanent” records for transfer if the municipality is unable to maintain these records.

Records that have passed their retention period should not be destroyed if any of the following conditions apply:

- Records are required for financial or performance audits either currently underway or known to be planned.
- Records are subject to a “legal hold” because they may be relevant to an existing, pending, or anticipated legal proceeding.
- A related open records request has been received and not completed, or statutorily required time periods have expired.

#### V. Confidential Records and Personally Identifiable Information (PII)

##### Confidential Records:

Some records series may contain confidential or restricted access records. The WMRS identifies any record series containing information required by Wisconsin Statute, administrative rule, or other legal authority to be kept confidential or protected from public access. The confidential column is marked “yes” if ANY records in the series may contain confidential information.

Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law.

When an individual or an individual’s representative makes an open records request for records containing personally identifiable information about that individual, there is no balancing test, but the disclosure exceptions under Wis. Stat. §19.35(1)(am), must be considered. Wis. Stat. §19.35(1)(am) exceptions include:

- endangering an individual’s life or safety;
- endangering the security of a prison, including the security of the population or staff;
- identifying a confidential informant; and
- records collected or maintained in connection with complaints, investigations, or other circumstances that may lead to various administrative or court proceedings.

It is strongly recommended that local governments consult with legal counsel when responding to an open records request. Additional resources on open records requests can be found by visiting the Wisconsin Department of Justice, [Office of Open Government’s website](#).

Personally Identifiable Information (PII):

Wisconsin law defines Personally Identifiable Information (PII) as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5)). The municipal unit is responsible for evaluating their record series to determine if PII is included. The inclusion of PII does not automatically restrict records, nor does it make them confidential. The confidential column is only marked “yes” in cases where specific statutes restrict access.

**VI. Additional Schedules:**

Municipal governments should be aware that there are additional schedules that apply to public records. All Wisconsin municipalities have the option of adopting any of the General Records Schedules that have been approved by the PRB. These schedules may cover additional record series not found in the WMRS. In some cases, the WMRS points to the General Schedules for covering some specific records series (such as personnel records). The complete list of approved general records schedules can be found on the [Public Records Board website](#).

Municipalities should also be aware that there are two separate General Records Schedules for the following:

- [Wisconsin School Districts](#)
- [Wisconsin Public Libraries and Library Systems](#)

In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in [“Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities.”](#)

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in SCR 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

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## Administrative Records

### Requirements Specific to Administrative Records

The Administrative Records section is organized by the following subsections:

- Administration (general)
- Common Council/Village Board/Town Board
- Emergency Planning
- Human Resources/Personnel
- Legal
- Licenses and Permits
- Municipal Land Ownership
- Municipal Vehicles
- Payroll
- Real Property Titles

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Administrative Records General Schedule](#)
- [Fleet and Aircraft Management Records](#)
- [Human Resources and Related General Schedule](#)
- [Payroll & Related General Schedule](#)

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in Supreme Court Rule 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Administration Records (general)</b>				
Appointment Files	Materials documenting appointments and nominations to boards, task forces, councils, or other bodies. May include applications; cover sheets, letters of recommendation, resumes, and correspondence.	Event+2 years; Event=End of term	No	Notify
Appointment Files (not selected)	Unsuccessful appointments and nominations to boards, task forces, councils, or other bodies.	Event+1 year; Event=Position filled	No	Waive
Committee Records and Minutes (Excluding Common Council and Zoning Board)	Records of committees, boards, councils, and commissions, other than Common Council. Includes meeting minutes, agenda packets, reports, and resolutions. See Common Council section for retention of Common Council Minutes. See schedule for Zoning Board Records in Public Works Section.	Creation+7 years	No	Notify
Complaints (External)	File related to complaints regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements.	Event+2 years; Event=Complaint resolution, dismissal or end of litigation	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Contracts and Agreements	Any contracts or agreements to which the municipality is a party.	Event+6; Event=End date or cancellation of contract	No	Waive
Correspondence (Senior Level or Elected Official)	Business-related correspondence (paper and electronic) of senior level staff and elected officials.	Event+6 months; Event=Separation from position/end of term  Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Notify
Correspondence (General Staff)	Business-related correspondence (paper and electronic) of non-appointed general staff.	Event+1 year; Event=Creation or receipt  Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Waive

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Grants	Records relating to grant-funded projects where the agency is the grant recipient or issuer, including the application process, the receipt and expenditure of grant funds, or denial.	Event+4 years; Event=Date of final report or notification of denial	No	Waive
House Number and Address Change File	Provides official control and reference source for city addresses.	Permanent	No	N/A
Internal Policies and Procedures	Established departmental policies and procedures. Note: May also be called administrative practices or directives or executive directives.	Event+7 years; Event=Date the policy/procedure is superseded or made obsolete	No	Waive
Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	Agreements between government units. Sometimes define agreements between a large government unit's separate divisions or bureaus.	Event+4 years; Event=Ending date of the MOU or SLA.	No	Waive
Notice of Removal of Human Corpse	Form for the removal of a human corpse if death occurs in a hospital, nursing home, or under hospice care at any location.	Event+2 months; Event=Date of death	No	Waive

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Oath of Office	Elected or appointed municipal officers may be required to take, and file in writing, an official oath within ten days after receiving notice of election or appointment.	Event+5 years; Event=End of term	No	Waive
Open Records Requests and Responses	Records relating to regular and reformulated, repetitious, systematic or continuing requests by individuals, groups or organizations for access to general information under the provisions of the Wis. Stats. §§ 19.35-19.37.	Event+3 years; Event=Response provided	No	Waive
Organizational Chart	Repository of the official organizational structure of offices.	Event; Event=Superseded	No	Waive
Organizational Planning	Includes division and unit strategic business and operational planning files such as, but not limited to, final plan and significant work papers.	Event+7 years; Event=Completion of plan	No	Notify
Petitions	Petitions submitted to municipalities for improvements or changes to existing municipal services/structures.	Event+7 years; Event=Petition approved or denied	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Press/News Releases	Information about municipality programs and events.	Creation+3 years	No	Notify
Proclamations	Proclamations issued by the mayor, commissioner, or elected executive on behalf of the municipality.	Event+1 year; Event=End of elected representative's final term	No	Notify
Reports (Annual)	Annual reports produced by all departments and programs.	Event+7 years; Event=Date of issue	No	Notify
Reports (Monthly)	Monthly reports of divisions/committees.	Creation+3 years	No	Waive
Subject Files (Senior Level or Elected Official)	Subject files (paper and electronic) of senior level staff such as department heads and elected officials.	Event+6 months; Event=Separation from position/end of term	No	Notify

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Common Council/Village Board/Town Board</b>				
Affidavits of Publication	Records providing proof of publication for legal notices as required by law. (Note: See Wis. Stat. § 985.12 for more information on proof of publication).	Event+7 years; Event=Date of publication	No	Waive
Audio Tapes	Recordings of meetings used to produce minutes. Authority provided by Wis. Stat. § 19.21(7).	Event+90 days; Event=Date the minutes have been approved and published	No	Waive
Minutes (Common Council)	Official minutes of the Common Council/Village Board/Town Board.	Permanent	No	N/A
Ordinances	Official ordinances and any ordinance books kept by municipalities.	Permanent	No	N/A
Resolutions	Official records pertaining to resolutions passed by municipalities.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Emergency Planning<sup>1</sup></b>				
Continuity of Government Operational Plan and Documentation	Agency official plan and documentation of the Continuity of Operations Plan/Continuity of government plan.	Event; Event=superseded by revised plan	No	Waive
Critical Incident Management Plans	Critical incident management plans, local site security plans, local emergency action plans, life safety, and other similar documents.	Event+3 years; Event=superseded by revised plan	No	Waive
Disaster Recovery Records	Records created during the disaster recovery process.	Event+3 years; Event=Date recovery effort is complete <sup>2</sup>	No	Waive
<b>Human Resources/Personnel</b>				
Grievance Case File	Records of grievances filed by employees.	Event+7 years; Event=Date grievance is closed	Yes <sup>3</sup>	Waive

<sup>1</sup> No specific statutes restrict the records in this series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to release.

<sup>2</sup> Note: When Federal Grant money is involved, the retention is 3 years from the date of the final Financial Services Report.

<sup>3</sup> No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Personnel Files	Documents employee personnel actions during the employment of the employee. Applies to ALL employees.	Event+7 years; Event=End of employment/service	No <sup>4</sup>	Waive
<b>Legal</b>				
Attorney Opinions	Municipal attorney opinions given to answer specific questions regarding the interpretation and application of statutes and ordinances, or other legal matters.	Permanent	No <sup>5</sup>	N/A
Case Files	Files include, but are not limited to, pleadings and legal arguments, evidence, research, orders, legal summons and subpoenas issued. <sup>6</sup>	Event+7 years; Event=Close of case	No <sup>7</sup>	Notify on historically significant cases only <sup>8</sup>

<sup>4</sup> No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

<sup>5</sup> Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

<sup>6</sup> Records may contain the client file with information pertaining to expenses, attorney notes, medical records, government agency filings, discovery such as requests for production of documents, deposition transcripts, and evidence.

<sup>7</sup> Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

<sup>8</sup> Historically significant case files include those that have established legal precedents; cases that received widespread attention from the public and news media; and cases recognized for their uniqueness. Examples of such cases include, but are not limited to, major civil rights cases, major labor relations cases, major environmental cases, cases dealing tribal governments and treaty rights, major cases with constitutional implications, and cases related to major prosecutions of public officials.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Licenses and Permits</b>				
License Applications	Includes license applications (approved and unapproved) and license stubs. Includes all non-alcohol related licenses including, but not limited to, non-intoxicating beverages, soda water beverages, food handling and sales, mobile home park licenses, restaurant, retail dairy products, pet, and animals. Also includes permits for the excavation of streets by private utility companies.	Creation+3 years	No	Waived
Liquor and Beer Licenses	Includes license applications (approved and unapproved) and license stubs. Authority provided by Wis. Stat. § 125.04(3)(i).	Creation+4 years	No	Waived
Permits	Permits for public space usage. Includes, but not limited to, burning, street usage, and parking permits. NOTE: See Public Works Section for retention of building permits.	Creation+5 years	No	Waived
Permits (septic tanks)	Permit for a septic tank. The permit records the location and ownership of the tank.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Municipal Land Ownership</b>				
Land Titles, Conveyances and Easements	Documentation for municipal owned land. Also includes any legal rights granted to others that relate to municipal owned land.	Permanent	No	N/A
Sales of Facilities and/or Land (Case Files)	Includes appraisals and related valuations. Projects where a municipality plans or actually sells either facilities and/or land assets.	Event+6 years; Event=date of the completion of the transaction	No	Waived
<b>Municipal Vehicles</b>				
Motor Vehicle Control and Assignment Records	Documentation of agency motor vehicle assignments to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs.	Event+1 year; Event=date the vehicle is disposed	No	Waived
Motor Vehicle and Heavy Equipment Maintenance Records	Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists.	Event+1 year; Event=date the vehicle is disposed	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Vehicle Use Agreements	Agreements between individuals and municipalities required before driving a municipal owned vehicle.	Event+1 year; Event=termination of agreement or employment	No	Waived
Vehicle Inspection Reports	Inspections of municipal vehicles.	Event+1 years; Event=date the vehicle is disposed	No	Waive
<b>Payroll<sup>9</sup></b>				
Employee Payroll & Benefit File	Includes various documents that are maintained throughout the employee's term of employment.	Event+7 years; Event=Employee retirement, transfer or termination	No	Waived
Monthly and Quarterly Payroll Reports	Includes, but is not limited to, quarterly report of federal income tax withheld; quarterly report, payroll summary; state's quarterly report of wages paid, and monthly memorandum report.	Event+5 years; Event=Report Issued (provided record has been audited)	No	Waived

<sup>9</sup> No specific statutes restrict this record series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of information.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. Referred to on questions of back pay and income taxes.	Creation+4 years	No	Waived
<b>Real Property Titles</b>				
Title Documentation	Records documenting the title of land owned by the municipality including the abstract and certificate of title, opinions of title, and title insurance policies.	Permanent	No	N/A

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## Cemetery Records

### Requirements Specific to Cemetery Records

Municipalities and towns are required to assume ownership of abandoned private cemeteries. Cemeteries are considered abandoned if the cemetery association or other organization that once cared for the cemetery no longer exists and no legal owner can be found (Wis. Stat. § 157.115(1)).

- The municipality or town must care for the cemetery to the same standards as other municipal or town cemeteries.
- Six or more residents of your town or municipality may petition the circuit court to require that the town or municipality assume ownership or move any graves to another location.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Annual Report and Documentation	Includes the annual report to the cemetery board and the records needed to prepare the report. Authority provided by Wis. Stat. § 157.62(4).	Permanent	No	N/A
Care Funds	An accounting of amounts deposited in, amounts withdrawn from, other income accruing to, and the balance at the end of the reporting period of care funds of the cemetery, including the funds in Wis. Stat. § 157.11(9g)(a), Wis. Stat. § 157.12(3), and Wis. Stat. § 157.125. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Permanent	Yes Confidential per Wis. Stat. § 157.62(2)(c)	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Contract for Sale	Copy of each contract for the sale of a cemetery lot, mausoleum space, or cemetery merchandise. Authority provided by Wis. Stat. § 157.62(4).	Event=3 years; Event=After all of the obligations of the contract have been fulfilled	No	Waive
Grave Registration Records	Records that describe who is buried, the date of death, interment and location of the remains.	Permanent	No	N/A
Preneed Trust Funds	An accounting of amounts deposited in, amounts withdrawn from, income accruing to, and the balance at the close of the reporting period of any preneed trust funds of the cemetery. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Event+15 years; Event=Date of the deposit or withdrawal	Yes Confidential per Wis. Stat. § 157.62(2)(c)	Waive
Reburial of Human Remains	Includes records confirming an attempt to notify individuals specified in Wis. Stat. 157.112(3)(b)1.-4. when none of the individuals specified are available. Authority provided by Wis. Stat. § 157.112(3m).	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Report for Final Disposition	Report for final disposition completed by the funeral director or other person preparing the body for burial or other final disposition. The reports are filed with the local register, but may also be filed with the cemetery to serve as a record of interment. Authority provided by Wis. Stat. § 135.06(1)(a)(1).	Permanent	No	N/A

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## Community Development/Public Services

### Requirements Specific to Community Development/Public Services

The Community Development/Public Services section is organized by the following subsections:

- Housing Program
- Outreach
- Parks
- Public Transportation
- Sanitation

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Municipalities that have records pertaining to Public Health should use the County General Schedule to create ordinances to schedule those records.

The retention of public transportation surveillance recordings is covered by the schedule for [surveillance recordings](#) listed under the subsection Maintenance and Operations in the Public Works section.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
<b>Housing Program</b>				
Program Files	Correspondence, breakdown of projects, HUD regulations, and supporting files.	Event+7 years; Event=Audit	No	Notify
<b>Outreach</b>				
Public Program Files	Outreach programs for municipality sponsored programs.	Event+7 years; Event=Superseded or end of program, whichever is first	No	Notify
<b>Parks</b>				
Park Master Plan	Master plans for parks and park systems. May include maps, drawings, photographs, and reports.	Superseded	No	Notify
Program Files	Records relating to programs, events, and activities.	Creation+3 years	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Reservation Requests, Rental Agreements, Use Permits, and Contracts	Permits, agreements, and contracts for the use of parks, shelters, and facilities.	Event+3 years; Event=Date of reservation	No	Waived
Supervisors Daily Report of Work Completed	Summarizes progress made on a particular job, noting the time required, employees assigned and vehicles used.	Creation+2 years	No	Waived
<b>Public Transportation</b>				
Accessible Boarding Reports	Reports documenting the accessibility of vehicles.	Creation+5 years	No	Waive
Americans with Disabilities Act (ADA) Customer Eligibility Files	Files determining the eligibility of customers for ADA transit programs.	Event+6 years; Event=Termination of service or participation by customer	Yes Patient health information may be protected by Wis. Stat. § 146.82	Waive
Bus Route Schedules and Timetables	Documentation of transit schedules, timetables, routes, and route history.	Event+3 years; Event=Superseded	No	Waive

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>Waive/Notify</b>
Dispatch Files	Boarding and alighting, extra board weekly projections and assignments, daily work schedules, and bid mark-ups.	Creation+7 years	No	Waive
Fare Information Files	Research, background, studies, and other materials used to determine fares.	Creation+7 years	No	Waive
Operation Reports	Daily, weekly, or other periodic reports summarizing transit system operations and ridership and lost and found reports.	Creation+3 years	No	Waive
Operator Assignment Records	Documentation of assignment of individual operators to routes and shifts.	Creation+3 years	No	Waive
<b>Sanitation</b>				
Composting Regulations	Documents pertaining to the disposal of yard waste.	Event+7 years; Event=superseded	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Curbside Recycling Program	Documentation of the curbside recycling program including policies, procedures, and administration of the program.	Event+7 years; Event=superseded	No	Waive
Drop Off Site/Recycling Yard Waste	Site operation files and records.	Creation+7 years	No	Waive
Household Hazardous Waste Collection Center	Records related to the collection and disposal of paints, corrosives, flammables, toxics, used motor oil, and car/truck batteries.	Creation+30 years	No	Waive
Landfill/Garbage Dump Sites	Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, and inspection reports.	Permanent	No	N/A

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## Election Records

### Requirements Specific to Election Records

Additional information regarding election records is available through the Wisconsin Election Commission. Municipalities are encouraged to review the [Election Administration Manual](#) available on the Wisconsin Elections Commission Website for more in-depth information about managing election related records. Retention times in this section that are not specifically stated in Wisconsin Statutes are taken from the *Election Administration Manual*.

- Federal Election records must be maintained for 22 months as specified in Wis. Stat. § 7.23(1)(f).
- Recounts or Pending Litigation are subject to a longer retention pending litigation or recounts as specified in Wis. Stat. § 7.23(2).
- All other material not described below are identified by Wis. Stat. § 7.23(1)(k) as having a retention period of 90 days after the election.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
<b>Ballots and Equipment</b>				
Applications for Absentee Ballots (Federal Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election <sup>10</sup>	No	Waived

<sup>10</sup> All materials and documentation associated with a federal election must be retained at least 22 months after the election. Federal elections include those for the office of President of the U.S., U.S. Senator, and U.S. House of Representatives (Wis. Stat. § 7.23(1)(f)).

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Applications for Absentee Ballots (State, County, Local Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(k).	Event+90 days; Event=Election	No	Waived
Ballots (Federal Elections)	Federal election ballots. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election	No	Waived
Ballots (State, County, Local Elections)	State, county, local offices. Authority provided by Wis. Stat. § 7.23(1)(h).	Event+30 days; Event=Election	No	Waived
Ballots (Unused and related Materials)	Only applies to unused ballots and materials. Authority provided by Wis. Stat. § 7.23(1)(a).	Event+3 business days; Event=Completion of all election canvasses <sup>11</sup>	No	Waived

<sup>11</sup> Materials must be retained in event a petition for recount has been filed.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Detachable Recording Units	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+21 days; Event=Election <sup>12</sup>	No	Waived
Detachable Recording Units (Primary Elections)	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+14 days; Event=Election <sup>13</sup>	No	Waived
<b>Campaign</b>				
Campaign Finance Reports	Financial disclosure reports filed by candidates during election campaigns. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=date of receipt	No	Waived

<sup>12</sup> Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

<sup>13</sup> Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Campaign Registration Statements	Statements filed by candidates for public office. Includes Notification of Non-candidacy for reelection forms. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=termination issued by the registrant	No	Waived
<b>Reports and Lists</b>				
Official Canvassers Statements	Prepared statement showing the results of each election. Authority provided by Wis. Stat. § 7.23(1)(i).	Event+10 years; Event=election	No	Waived
Election Notices	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event+1 year; Event=Election	No	Waived
Election Notices (Federal Elections)	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event=22 months; Event=Election	No	Waived
Election Voting and Registration Statistics Reports	Reports filed by municipal clerks on registration, voting, and absentee voting. Authority provided by Wis. Stat. §§ 6.275-6.276.	Event+22 months; Event=Election	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Ineligible Elector Registrations	Elector registrations deemed ineligible for voting. Status and reasons for ineligibility should be noted. Authority provided by Wis. Stat. § 7.23(1)(c).	Event+4 years; Event=When deemed ineligible	No	Waived
Poll (Voter) Lists	List compiled by election officials on election day showing the names and addresses of electors who actually cast votes in an election defined in Wis. Stat. § 5.02(14). Authority provided by Wis. Stat. § 7.23(1)(e).	Event+22 months; Event=Election	No	Waived

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## Finance Records

### Requirements Specific to Finance Records

The Finance section is organized by the following subsections:

- Budget
- Fiscal
- Purchasing

Municipalities are encouraged to adopt the following general schedules in instances where this schedule does not adequately provide coverage for all types of records that could be created:

- [Budget and Related General Record Schedule](#)
- [Fiscal & Accounting Related Records General Schedule](#)
- [Purchasing & Procurement General Schedule](#)

**Note:** Records in this series may contain confidential or restricted information. Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law. Please consult [Section V: Confidential Records and Personally Identifiable Information \(PII\)](#) of the Introduction for more information on this topic.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
<b>Budget</b>				
Approved Annual Operating Budget	Records related to establishing the base level agency annual operating budget each fiscal year.	Fiscal+6 years	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Audit Reports	Reports that evaluate the financial holdings of the municipality.	Event+3 years; Event=Final report issued	No	Waived
Budget Documents/ Development	Records include final budget requests (forms or their equivalents), justifications/analysis, policy papers, related correspondence, and requests for information.	Fiscal+6 years	No	Waived
Final Budget Submittal	The final budget document for the municipality.	Fiscal+6 years	No	Waived
<b>Municipal Borrowing</b>				
Bond Records	All records associated with municipal bonds. Also includes the bond register, bond payment register, and any certificates of destruction when the bond agent has been authorized to destroy cancelled bonds, coupons, and promissory notes.	Event+7 years; Event=Bond issue expires or following payment of all outstanding matured bonds/notes/coupons, whichever is later	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
<b>Payments and Receipts</b>				
Bank Statements/ Reconciliations	Statements received from institutions holding the municipality's funds.	Creation+7 years	No	Waived
Cashbook	Overall record accounting for receipts and disbursements, usually for fiscal or calendar year.	Event+7 years; Event=Audit	No	Waived
Collection & Disbursement Reports	Reports showing the amounts collected, amounts retained by county/local government, and portion sent to state.	Event+3 years; Event=Transaction date	No	Waived
Credit Card Receipts or Information Received from Sales	Credit card receipts and related documentation associated with credit card transactions.	Event+3 years; Event=Transaction date	No	Waived
Financial support records	Records used in reconciling bank statements and verifying expenditures. Includes, but not limited to, credit/debit notices, cash reconciliations, and deposit stubs.	Event+1 year; Event=Audit	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Issued Checks	Checks issued by the municipality that are outstanding or have been cleared by the bank.	Creation+7 years	No	Waived
<b>Purchasing</b>				
Contract and Request for Bid /Proposal File	Records pertaining to the procurement of all commodities and services which may require a contract. This includes both successful and unsuccessful bids.	Event+6 years; Event=End date of resulting contract or cancellation date of contract or bid/proposal	Yes <sup>14</sup> Some information may qualify for Trade Secret protection per Wis. Stat. § 19.36(5).	Waived
Vendor Performance Files	Documentation of vendors and contractors who fail to meet the terms and specifications of purchasing contracts.	Event+6 years; Event=End of contract	No	Waived

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<sup>14</sup> Some information may qualify for other legal protection such as copyright, patent, trademark or licensing. It is possible some vendors may identify information as confidential that is not actually protected by law.

## Public Works

### Requirements Specific to Public Works

Records in the Public Works section are arranged under the following subsections:

- Building Inspection
- Engineering
- Maintenance and Operations
- Planning and Zoning
- Utilities

The Public Works section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Facilities Management and Related Records](#)

Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility as 2 years. In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in "[Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities.](#)"

Schedules specific to Police/First Responder records are not included in the WMRS. Consult the County General Schedule for records schedules for similar records which can be used as a basis for the creation of schedules and/or ordinances.

Surveillance recording schedule applies to municipally operated security footage for public buildings, street cameras, and public transportation. The schedule **does not apply** to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

Municipalities should have adequate and clear procedures in place that explain the proper handling and destruction of surveillance recordings. Clear communication with appropriate municipal personnel will help to ensure that the record is not destroyed prematurely and public requests and/or any legal or program needs are met in a timely manner.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
<b>Building Inspections</b>				
Building Inspection Records	Summary of inspection history of a particular property. Records include original building permit, site plans, certificate of occupancy, conditional use documents, comprehensive design reviews, and violations for both residential and commercial structures. Also includes inspection of plumbing, electrical, ventilation, heating, and air conditioning.	Event+1 year; Event=Life of building	No	Waived
Building Plan Review and Inspection	Conditionally approved building plans, calculations, and correspondence. Authority provided by Wis. Admin. Code § SPS 361.60(5)(f)1.b.  Note: applies to certified municipalities only (see Wis. Admin. Code § SPS 361.60(2)). <sup>15</sup>	Event+4 years; Event=Construction completed	No	Waived

<sup>15</sup> Note: Refer to Wis. Admin. Code § SPS 361.60(5) for detailed information on the specific types of buildings that first class, second class, and other municipalities are authorized by the Department of Safety and Professional Services to review. Prior to applying this schedule, the Municipality must review and take the steps outlined in Wis. Admin. Code § SPS 361.60.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Plans: Residential 1 and 2 Family Dwellings	Includes architectural, design specs, structural and utility plans submitted for inspection review. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)2.	Event+4 years; Event=Construction completed	No	Waived
Building Inspection: Residential 1 and 2 Family Dwellings	Applications forms, correction orders, correspondence and inspection records. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)3.	Event+ 7 years; Event=Construction completed	No	Waived
Code Compliance Inspection Reports	Reports completed during field investigations to determine if buildings and system installations comply with the specifications of appropriate codes.	Permanent	No	N/A
<b>Engineering</b>				
Airport Improvement Petition File	Material submitted to the Department of Transportation when a municipality wants to make an improvement to the airport. Records may include public hearing records, briefs, reports and recommendations, and correspondence.	Event+7; Event=p petition submitted to DOT	No	Waived
Airport Master Plan	The Airport Master Plan provides information about the condition of the airport and projects development for the next 20 years.	Event+20 years; Event=new plan issued	No	Notify

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Construction Plans: Final As-Built Projects	Final as-built plans and original drawings for public for buildings, streets, sewers, sidewalks, etc.	Event; Event=life of structure	No	Waived
Construction Plans: Final As-Built Projects (Historically Significant)	Use for historically significant projects.	Event; Event=life of structure	No	Notify
Environmental Assessment & Impact Statements	Official copies of environmental assessments, impact statements and related documentation related to municipal construction projects. <sup>16</sup>	Event+6 years; Event=Termination of municipal ownership of the land	No	Notify
Maps: Construction and Topographical	May include maps covering environmental impact/changes, development of specific areas, and the impact on public infrastructure (utilities, roads, sidewalks).	Permanent	No	N/A

<sup>16</sup> May include: environmental assessment reports and drafts, environmental impact statements (draft and final), legal notices, comments from the public, DNR and others, related correspondence and supporting materials.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Project Records	All documents pertaining to a project including, design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials. Use for buildings, streets, sewers, sidewalks, etc.	Event+10 years; Event=Date project is completed	No	Waived
Project Records (Historically Significant)	Use for historically significant projects.	Event; Event=Life of structure	No	Notify
<b>Maintenance and Operations</b>				
American with Disabilities Act (ADA) Facility Reviews	Records cover ADA inspections, investigations, complaint investigations, facility logs and reports regarding ADA compliance relating to facilities and structures.	Event+6 years; Event=Close of review or audit	No	Waived
Asbestos and Hazardous Material and Environmental Remediation Case File	Project files on asbestos abatement and hazardous materials and environmental remediation projects at state owned buildings. <sup>17</sup>	Event+30 years; Event=Completion of the project	Yes <sup>18</sup>	Waived

<sup>17</sup> OSHA 29CFR 1926.1101 governs asbestos abatement projects. The records include medical surveillance records for certain people who wear protective equipment performing asbestos abatement work.

<sup>18</sup> Patient health care records in this series are confidential per Wis. Stat. § 146.82.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Maintenance: Equipment Repair and Service Records	Documents the installation, maintenance, service and history of equipment commonly used to maintain facilities.	Event+1 month; Event=Removal and disposal of equipment	No	Waived
Building Lease Files	Files on leased facilities.	Event+7 years; Event=End of lease	No	Waived
Maps	Series may document road locations or surfaces, zoning information, parks, flood plains, soils, or parcel boundaries. This record series may also include indexes to maps. <sup>19</sup>	Permanent	No	N/A
Physical Plant Monitoring and Inspection Reports	Records documenting the operation of all facets of facilities: VAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components.	Creation+6 years	No	Waived

<sup>19</sup> Copies of maps that are retained by local government offices after originals have been sent to other government units for retention may be destroyed 90 days after they have been transferred. An example of this are copies of certified survey maps created by local units and then sent to the county register of deeds office for retention under Wis. Stat. § 236.34(2).

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Profile and Grade Books	Documentation of landscape and features.	Permanent	No	N/A
State Highway Aids Program Records	Records of state aid pertaining to road maintenance.	Creation+7 years	No	Waived
Street and Sidewalk Operations File	Documentation of the performance of tasks related to street and sidewalk maintenance. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection.	Creation+7 years	No	Waived
Surveillance Recordings	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation. <sup>20</sup>	Event+120 days <sup>21</sup> Event=Date of recording (Note: Recordings may be subject to longer retention. See footnote for more information.) <sup>22</sup>	No	Waive

<sup>20</sup> The schedule does not apply to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

<sup>21</sup> 120 days is the time within which a claim may be filed against a governmental body as defined in Wis. Stats. § 893.80.

<sup>22</sup> Surveillance recordings that are required for any legal or programming purpose (such as open records requests, claims, case file, or litigation holds) must be retained in accordance with any applicable records schedules and/or have completed their legal or programming requirements.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
<b>Planning and Zoning</b>				
Aerial Photographs	Aerial photographs used for planning and map creation.	Event; Event=Superseded	No	Notify
Annexation Records	Incorporation records such as petitions, hearing testimony and exhibits, court orders, notices, resolutions, and related correspondence. <sup>23</sup>	Permanent	No	N/A
Comprehensive Growth and Development Plan	Provides general goals, objectives, policies and implementation recommendations to guide the future growth and development of the city.	Event+14 years; Event=Superseded by new plan	No	Notify
Conditional Use Permits	Applications and related documents for a conditional use permit. Applications include site plan, applicate statement, and evidence evidence/documentation.  This series may also include public hearing notice, reports, public hearing documentation, and decision.	Event+7 years; Event=termination of conditional use permit	No	Waived

<sup>23</sup> Records cover proposed incorporations of town areas into cities and villages pursuant to Wis. Stat. § 66.0201 - § 66.0209, and municipal consolidations of towns with cities and villages pursuant to Wis. Stat. § 66.0229.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Easements	Grants of easement to the municipality.	Permanent	No	N/A
Final Plats	A map showing the divisions of a piece of land, this series includes vacation or alterations of plats, annexation plats, and final subdivision plats.	Permanent	No	N/A
Preliminary Plats	Created during the development of subdivisions.	Event; Event=Superseded by final plat	No	Waived
Property Survey Records	Includes field notes, benchmark books, and section corner monument logs.	Permanent	No	N/A
Zoning Appeals, Approved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Zoning Appeals, Unapproved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Event+7 years; Event=Final appeal is closed	No	Notify
Zoning Board and Zoning Board of Appeals Meeting Material	Agendas, minutes, reports, plans, and other material submitted to the Zoning Board, and/or Zoning Board of Appeals.	Permanent	No	N/A
Zoning Ordinance	The text of the zoning ordinance spells out uniform rules that apply to each zoning district including: uses of the land (permitted, conditional and prohibited uses), dimensional standards (lot size, frontage, setbacks, building height, bulk, floor area), and the density of development. Authority provided by Wis. Stat. § 60.61.	Permanent	No	N/A
Zoning, Rezoning Files	May include, but is not limited to, maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A
Zoning Variance Files	Records related to area and use variances. Documentation submitted by landowners to secure a variance to the zoning ordinance.	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
<b>Utilities</b> <sup>24</sup>				
Abandoned Mains and Services As-Built	Records may include final designs and location maps. Includes plans of private sewer and water systems.	Permanent	No	N/A
Excavation Plans of Private Utilities	Plans submitted by utilities needing to excavate to develop, expand, or repair utility lines.	Permanent	No	N/A
Inspections	Records documenting the inspection of water and sewer lines.	Permanent	No	N/A
Sewer Inspection Records	Indicates problems such as cracked or broken pipes, improper alignment, or loose lateral connections.	Event; Event=Superseded	No	Waived

<sup>24</sup> Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility is 2 years. Local governments should also consult the schedule set by the PSC for Municipal Utilities. A complete list of records and schedules is located in "Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities."

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Water and Sewer Main Break Records	A record documenting the history of breaks in water and sewer main lines.	Permanent	No	N/A
Water, Storm, and Sanitary Sewer Main Maps	Maps providing the location of water, storm, and sanitary sewer mains. Also provides information about the depth, slope, size and composition of these features.	Permanent	No	N/A

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## Revenue Records

### Requirements Specific to Revenue Records

Records in the Revenue section are arranged under the following subsections:

- Assessment
- Board of Review
- Special Assessment
- Tax Calculation and Collection

The Revenue section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Final real property assessment rolls have a retention period of 15 years and may be destroyed after that time has lapsed. However, Wis. Stat. § 59.52(4)(c)3 states that no assessment roll containing forest crop acreage may be destroyed without the prior approval of the secretary of the Department of Revenue. Municipalities should assume that assessment rolls from rural areas include forest crop acreage and that this provision applies to their assessment rolls. Municipalities should contact the Wisconsin Department of Revenue, Local Government Services Bureau for more information. This step is in ADDITION TO notifying the Wisconsin Historical Society of the upcoming record destruction.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
<b>Assessment</b>				
Assessor' Final Reports	Documents yearly changes to master property record and personal property returns. Final report is filed with DOR.	Event+5 years; Event=Final report filed with DOR	No	Waive
Cadastral Maps	Includes any plats, assessor's plats, certified surveys, or aerial photographs used in determining taxable boundaries.	Permanent	No	N/A
Final Assessment Rolls	Both real and personal property rolls.	Creation+15 years (Provided no Forest Crop Acreage is recorded) <sup>25</sup>	No	Notify
Master Property Records	Details the appraisal of real property, based on the field inspections of the assessor.	Event+5 years; Event=Life of structure	No	Notify

<sup>25</sup> Wis. Stat. § 59.52(4)(c)3 states that no assessment roll that contains forest crop acreage may be destroyed without the prior approval of the secretary of revenue. Notification to the Wisconsin Historical Society is still required before approved assessment rolls can be destroyed.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Notice of Increased Assessment	Notices sent to property owners informing them of increases on assessment.	Creation+7 years	No	Waive
Taxation Exemption Reports	Reports filed by individuals who own property exempt from personal property tax under Wis. Stat. § 70.11. The reports are submitted to the clerk of the taxation district. Authority provided by Wis. Stat. § 70.339.	Creation+10 years	No	Waive
Personal Property Statements	Statements filed with local assessor declaring taxable personal property.	Creation+5 years	Yes Confidential per Wis. Stat. § 70.35(3)	Waive
<b>Board of Review</b>				
Form of Objection	Objections submitted by taxpayers. Includes written objections and all other material submitted to the board of review.	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Minutes	Record of all proceedings of the board of review. Authority provided by Wis. Stat. § 70.47(5).	Creation+7 years	No	Notify

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Notice of Determination	Final decisions sent to property owners. Authority provided by Wis. Stat. § 70.47(12).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Proceedings	Includes audio recordings and any transcripts of board of review proceedings, along with any notes taken by clerk. Authority provided by Wis. Stat. § 70.47(8)(f).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
<b>Special Assessments</b>				
Final Resolution	Final authorization of special assessments. Authority provided by Wis. Stat. § 66.0703(8)(d).	Permanent	No	N/A
Payment Register	Record of the receipt of scheduled payments.	Event+7 years; Event=Final collection of payments	No	Waive
Preliminary Resolutions	Issued by municipal district describing the purpose of the project, calculations, limits of assessment district, and number of installments to be paid. Authority provided by Wis. Stat. § 66.0703(4).	Creation+2 years (provided report is on file with public works project record)	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Report of Special Assessment	Report of project that includes plans, specifications, cost estimates, and property affected. See Wis. Stat. § 66.0703(5) for more information. Authority provided by Wis. Stat. § 66.0703(5).	Creation+2 years (provided report is on file with public works project record)	No	Waive
<b>Tax Calculation and Collection</b>				
Escrow Account List	List of real estate taxes paid directly from an escrow account.	Event; Event=Superseded	No	Waive
Final Tax Roll	Real and personal property rolls. Calculated from assessment rolls to include total taxes and charges to be collected.	Creation+15 years	No	Notify
Statement of Taxes	Combined record of calculations used to set final taxes.	Permanent	No	N/A
Tax Calculation Support Records	Any record used to calculate municipal taxes. These include any certificates, evaluations, levies, estimates, payments, and credits used to determine real and personal property tax rolls.	Event+7 years; Event=Audit	No	Waive

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Tax Receipts	Receipts issued by treasurer upon payment of taxes. Includes any supporting documents associated with issuing and recording receipts of payments.	Event+7 years; Event=Audit of records by outside accounting firm	No	Waive
Tax Settlements	Used to verify tax collections compared to the taxes levied in the municipal records.	Event+7 years; Event=Audit	No	Waive
Unpaid Tax Statements	List of postponed real property, delinquent real property, and delinquent personal property taxes.	Creation+15 years (Retain with tax roll)	No	Waive

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1115 S. Main Street  
West Bend, WI 53095  
262-384-4406  
kunkelengineering.com

00006

**RECEIVED**

By Gina Gresch at 8:49 am, Feb 07, 2019

February 5, 2019

Ms. Gina C. Gresch  
Town of Lisbon Administrator  
W234N8676 Woodside Road  
Lisbon, WI 53089-1545

VIA EMAIL ONLY

**Re: Barnwood Conservancy  
Letter of Credit SB95151 - Reduction Request #2**

Dear Ms. Gresch:

Construction of the Barnwood Conservancy development is proceeding and is anticipated to be completed by the fall of 2019. Our office is in receipt of two separate invoices from Gallitz Grading, Inc. dated January 7, 2019 and January 21, 2019 reflecting amounts of \$192,057.00 and \$7,200.00, respectively, for a total of \$199,257.00. In accordance with the development agreement the Town is in position to reduce letter of credit in an amount of \$199,257.00 computed as follows:

**Letter of Credit Reduction**

- Total Letter of Credit (Includes 20% Financial Guarantee) = \$1,725,433.32
- Amount of previous reductions = \$294,500.00
- Total amount of construction completed = \$493,757.00
- Amount Approved this request = \$199,257.00
- Balance of Letter of Credit = \$1,231,676.32

Gina, the remaining construction dollars are subject to the 20% financial guarantee, as outlined within the developer's agreement. The balance of the letter of credit will be eliminated once the construction of the subdivision improvements has been completed and accepted by the Town, lien waivers have been received for contractors, subcontractors and suppliers, and finally all Town invoices for administrative costs and inspection fees have been paid.

Should either you or the Village Board have any further questions please contact me.

Sincerely,

KUNKEL ENGINEERING GROUP

Mitchell Leisses, Office/Project Manger

Enclosures

000066

BARNWOOD CONSERVANCY LETTER OF CREDIT TRACKING SHEET					
SUBDIVISION NAME		Barnwood Conservancy			
DEVELOPER NAME		Chris Miller			
FINAL PLAT APPROVED					
			Initial LOC 7/27/18	LOC Reduction #1 11/20/18	LOC Reduction #2 02/05/19
<b>LETTER OF CREDIT COSTS</b>					
Grading base aggregate, topsoil and seeding, detention basins & storm sewer			\$728,612.00	\$434,112.00	\$234,855.00
Base course bituminous concrete pavement			\$207,112.00	\$207,112.00	\$207,112.00
Final surface course, bituminous concrete pavement			\$111,840.50	\$111,840.50	\$111,840.50
Restoration and erosion control			\$80,196.60	\$80,196.60	\$80,196.60
Curb and gutter			\$40,000.00	\$40,000.00	\$40,000.00
1 Street Lights (Lake Five Rd Enterances)			\$2,600.00	\$2,600.00	\$2,600.00
Street trees at 60 feet spacing and 2" BHS			\$37,500.00	\$37,500.00	\$37,500.00
Pedestrian Path 10' Wide			\$230,000.00	\$230,000.00	\$230,000.00
<b>SUB-TOTAL LOC FOR ROAD CONSTRUCTION OWED</b>			<b>\$1,437,861.10</b>	<b>\$1,143,361.10</b>	<b>\$944,104.10</b>
			120% Contingency	120%	
				\$287,572.22	\$287,572.22
<b>TOTAL LOC FOR ROAD CONSTRUCTION OWED</b>			<b>\$1,725,433.32</b>	<b>\$1,430,933.32</b>	<b>\$1,231,676.32</b>

000067

**Gallitz Grading, Inc.**

N6131 Cty Rd Y  
 Johnson Creek, WI 53038  
 Phone # 920-699-9347

**Invoice**

DATE	INVOICE #
1/7/2019	10001

<b>BILL TO</b>
Miller Marriott Custom Homes, LLC 249 Pawling Ave., Ste. 201 Hartland, WI 53029

P.O. NO.	TERMS	PROJECT
Barnwood Cons.	30-Days	

QUANTITY	DESCRIPTION	RATE	AMOUNT
	RE: Draw #3 ~ thru 12/31/2018		
	Site work to date (partial)	50,000.00	50,000.00
	Install storm sewer (partial)	125,000.00	125,000.00
	Site stabilization (possible mostly permanent seeding)	15,000.00	15,000.00
	Gestra for compacting testing on filled lots	2,057.00	2,057.00
	Sales Tax - Waukesha Co	5.10%	0.00

Thank you for your business! 1.5% Interest Charged Per Month After 30 days.	<b>Total</b>	\$192,057.00
--	--------------	--------------

Fax #	E-mail	Web Site
920-699-3299	office@gallitzgradinginc.com	www.gallitzgradinginc.com

We accept Mastercard & Visa and there is a \$5,000 charge limit.

000068

# Gallitz Grading, Inc.

N6131 Cty Rd Y  
Johnson Creek, WI 53038  
Phone # 920-699-9347

# Invoice

DATE	INVOICE #
1/21/2019	10024

<b>BILL TO</b>
Miller Marriott Custom Homes, LLC 249 Pawling Ave., Ste. 201 Hartland, WI 53029

P.O. NO.	TERMS	PROJECT
Barnwood Cons.	30-Days	

QUANTITY	DESCRIPTION	RATE	AMOUNT
	Install 6" of breaker rock as temporary driveway 12" wide. 960' from new entrance of Barnwood & Lake Five Rd. to Lot 38 (as per estimate)	7,200.00	7,200.00
	Sales Tax - Waukesha Co	5.10%	0.00

Thank you for your business! 1.5% Interest Charged Per Month After 30 days.	<b>Total</b>	\$7,200.00
--	--------------	------------

Fax #	E-mail	Web Site
920-699-3299	office@gallitzgradinginc.com	www.gallitzgradinginc.com

We accept Mastercard & Visa and there is a \$5,000 charge limit.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>ASPEN HOMES INC.</b>								
903	ASPEN HOMES INC.	S288-18-13	BRADLEY & KATHLEEN HOLTZE	02/01/2019	2,500.00	.00		
Total ASPEN HOMES INC.:					2,500.00	.00		
<b>BADGER TRUCK CENTER</b>								
72	BADGER TRUCK CENTER	743601	SPINNER HUB FOR STOCK	01/04/2019	47.63	.00		
Total BADGER TRUCK CENTER:					47.63	.00		
<b>BURKE TRUCK &amp; EQUIPMENT INC.</b>								
150	BURKE TRUCK & EQUIPMENT I	24438	TRUCK #5 CALCIUM PUMP	01/25/2019	397.80	.00		
Total BURKE TRUCK & EQUIPMENT INC.:					397.80	.00		
<b>CANON FINANCIAL SERVICES INC</b>								
157	CANON FINANCIAL SERVICES I	19440807	TOWN HALL COPIER LEASE	11/12/2018	324.18	.00		
Total CANON FINANCIAL SERVICES INC:					324.18	.00		
<b>COMPASS MINERALS</b>								
194	COMPASS MINERALS	388828	63.24 TONS OF ROAD SALT DEL	01/24/2019	4,419.21	.00		
194	COMPASS MINERALS	390052	101.12 TONS OF ROAD SALT DE	01/25/2019	7,066.27	.00		
Total COMPASS MINERALS:					11,485.48	.00		
<b>DEMLANG BUILDERS</b>								
911	DEMLANG BUILDERS	S336-18-15	JOSHUA & MEREDITH SWEENE	02/01/2019	2,440.00	.00		
911	DEMLANG BUILDERS	S342-18-16	DEMLANG HOME LSBT0158069	02/01/2019	2,500.00	.00		
Total DEMLANG BUILDERS:					4,940.00	.00		
<b>EH WOLF &amp; SONS</b>								
267	EH WOLF & SONS	18047	FUEL 611.7 GAL	01/24/2019	1,575.74	.00		
267	EH WOLF & SONS	18058	FUEL 516.0 GAL	01/28/2019	1,355.02	.00		
267	EH WOLF & SONS	18078	FUEL 618.2 GAL	01/29/2019	1,623.39	.00		
267	EH WOLF & SONS	814342	FUEL 273.5 GAL	01/22/2019	676.91	.00		
Total EH WOLF & SONS:					5,231.06	.00		
<b>FALLS AUTO PARTS &amp; SUPPLIES</b>								
307	FALLS AUTO PARTS & SUPPLIE	574577-2	TRUCK FUSES	12/03/2018	13.10	.00		
307	FALLS AUTO PARTS & SUPPLIE	577072	WIPERS	01/28/2019	163.80	.00		
307	FALLS AUTO PARTS & SUPPLIE	577329	WIPERS	02/01/2019	184.99	.00		
307	FALLS AUTO PARTS & SUPPLIE	577356	DIESEL FUEL SUPPLEMENT FO	02/01/2019	6.99	.00		
307	FALLS AUTO PARTS & SUPPLIE	577417	WIPER BLADES	02/04/2019	21.00	.00		
307	FALLS AUTO PARTS & SUPPLIE	577453	RV ANTIFREEZE	02/04/2019	32.94	.00		
307	FALLS AUTO PARTS & SUPPLIE	577510	FILTERS FOR PM TRUCK #5	02/05/2019	137.21	.00		
Total FALLS AUTO PARTS & SUPPLIES:					560.03	.00		
<b>FRED'S SANITARY SERVICE</b>								
340	FRED'S SANITARY SERVICE	124913	DPW SHOP DRAIN HOLDING TA	01/21/2019	129.00	.00		
Total FRED'S SANITARY SERVICE:					129.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>GROTA APPRAISALS LLC</b>								
405	GROTA APPRAISALS LLC	2019-01-31	ASSESSMENT CONTRACT - 201	01/31/2019	2,675.00	.00		
Total GROTA APPRAISALS LLC:					2,675.00	.00		
<b>GUETZKE &amp; ASSOCIATES INC.</b>								
406	GUETZKE & ASSOCIATES INC.	9365619-IN	ANNUAL ALARM MONITORING	01/30/2019	480.00	.00		
Total GUETZKE & ASSOCIATES INC.:					480.00	.00		
<b>HAMILTON SCHOOL DISTRICT</b>								
413	HAMILTON SCHOOL DISTRICT	JAN 2019	JAN 2019 MOBILE HOME PARKI	01/31/2019	4,220.17	.00		
Total HAMILTON SCHOOL DISTRICT:					4,220.17	.00		
<b>HI-LINE INC.</b>								
431	HI-LINE INC.	10675756	HYDRAULIC FITTINGS BINS W/	01/17/2019	396.37	.00		
Total HI-LINE INC.:					396.37	.00		
<b>HUMANE ANIMAL WELFARE SOCIETY</b>								
449	HUMANE ANIMAL WELFARE SO	013019	YEARLY SERVICE AGREEMENT	01/30/2019	4,400.00	.00		
Total HUMANE ANIMAL WELFARE SOCIETY:					4,400.00	.00		
<b>ITU ABSORB TECH INC.</b>								
469	ITU ABSORB TECH INC.	7177663	MATS AND RUGS	02/04/2019	72.10	.00		
Total ITU ABSORB TECH INC.:					72.10	.00		
<b>JAHNKE &amp; JAHNKE ASSOCIATES INC</b>								
477	JAHNKE & JAHNKE ASSOCIATE	88511	ENGINEERING NON-REIMB	01/14/2019	1,119.60	.00		
477	JAHNKE & JAHNKE ASSOCIATE	88511	ENGINEERING BUILDING GRAD	01/14/2019	147.60	.00		
Total JAHNKE & JAHNKE ASSOCIATES INC:					1,267.20	.00		
<b>JOURNAL SENTINEL INC.</b>								
541	JOURNAL SENTINEL INC.	5-TOWNLL-5-1	NOTICES	01/31/2019	255.91	.00		
Total JOURNAL SENTINEL INC.:					255.91	.00		
<b>KRISTOPHER AUBREY</b>								
2550	KRISTOPHER AUBREY	S661-17-28	BOND REFUND LSBT0279990	02/01/2019	8,000.00	.00		
Total KRISTOPHER AUBREY:					8,000.00	.00		
<b>KUNKEL ENGINEERING GROUP</b>								
370	KUNKEL ENGINEERING GROUP	0233299	TID #1 LEIDS	01/16/2019	604.00	.00		
Total KUNKEL ENGINEERING GROUP:					604.00	.00		
<b>LAKESIDE INTERNATIONAL</b>								
547	LAKESIDE INTERNATIONAL	1271092P	TRUCKS #17 & #18 RADIATOR	01/22/2019	13.42	.00		
547	LAKESIDE INTERNATIONAL	1271895P	TRUCK #17 REPAIR PARTS	01/31/2019	635.10	.00		
547	LAKESIDE INTERNATIONAL	1272400P	PARTS FOR TRUCK #17	02/05/2019	250.48	.00		
547	LAKESIDE INTERNATIONAL	3068527P	TENSIONER	02/05/2019	307.92	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total LAKESIDE INTERNATIONAL:					1,206.92	.00		
<b>LANGE ENTERPRISES INC.</b>								
552	LANGE ENTERPRISES INC.	67979	STOLEN SIGN REPLACEMENT	01/14/2019	60.33	.00		
552	LANGE ENTERPRISES INC.	68092	VARIOUS SIGN REPLACEMENT	01/17/2019	1,251.50	.00		
Total LANGE ENTERPRISES INC.:					1,311.83	.00		
<b>MENARDS -- GERMANTOWN</b>								
608	MENARDS -- GERMANTOWN	REISSUE5433	HYDRAULIC TABLE SUPPLIES	12/18/2018	144.14	.00		
608	MENARDS -- GERMANTOWN	REISSUE5479	RACKING & PAINT SUPPLIES	12/27/2018	351.62	.00		
608	MENARDS -- GERMANTOWN	REISSUE5484	PAINT & SUPPLIES	12/27/2018	37.72	.00		
Total MENARDS -- GERMANTOWN:					533.48	.00		
<b>MENARDS -- PEWAUKEE</b>								
607	MENARDS -- PEWAUKEE	36569	BUILDING SUPPLIES	12/05/2018	34.36	.00		
607	MENARDS -- PEWAUKEE	36570	ELECTRICAL SUPPLIES	12/05/2018	170.43	.00		
607	MENARDS -- PEWAUKEE	37296	SAND	12/19/2018	17.16	.00		
607	MENARDS -- PEWAUKEE	39735	GENERAL SUPPLIES	02/04/2019	27.97	.00		
Total MENARDS -- PEWAUKEE:					249.92	.00		
<b>MERRY MAIDS</b>								
612	MERRY MAIDS	2119	CLEANING	02/01/2019	327.00	.00		
Total MERRY MAIDS:					327.00	.00		
<b>NEU'S BUILDING CENTER INC.</b>								
672	NEU'S BUILDING CENTER INC.	3904841	HELI COIL KIT	01/31/2019	42.78	.00		
Total NEU'S BUILDING CENTER INC.:					42.78	.00		
<b>NEW VISION HOMES LLC</b>								
676	NEW VISION HOMES LLC	FD196642	RANGE HOOD & INSTALLATION	01/26/2019	293.00	.00		
Total NEW VISION HOMES LLC:					293.00	.00		
<b>NORTH WOODS SUPERIOR CHEMICAL</b>								
681	NORTH WOODS SUPERIOR CH	215996	CLEANING & DISINFECTANT PR	01/09/2019	212.27	.00		
Total NORTH WOODS SUPERIOR CHEMICAL:					212.27	.00		
<b>PARTSMASTER</b>								
704	PARTSMASTER	23372715	BINS & HARDWARE FOR REMO	01/11/2019	1,681.64	.00		
704	PARTSMASTER	23375808	DPW SHOP AEROSOL CABINET	01/18/2019	201.25	.00		
Total PARTSMASTER:					1,882.89	.00		
<b>PAUL PICHLER</b>								
723	PAUL PICHLER	254316776	WORK BOOT REIMBURSEMENT	01/27/2019	100.00	.00		
Total PAUL PICHLER:					100.00	.00		
<b>PAYNE &amp; DOLAN INC.</b>								
709	PAYNE & DOLAN INC.	20484703	2018 RESURFACING PRGM PAY	11/25/2018	29,023.50	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total PAYNE & DOLAN INC.:					29,023.50	.00		
<b>PHILIPS HEALTHCARE</b>								
722	PHILIPS HEALTHCARE	938081366	MEDICAL SUPPLIES	01/08/2019	445.68	.00		
Total PHILIPS HEALTHCARE:					445.68	.00		
<b>POMP'S TIRE SERVICE INC</b>								
738	POMP'S TIRE SERVICE INC	60168869	TIRES FOR 2651	01/21/2019	995.94	.00		
738	POMP'S TIRE SERVICE INC	60169451	TIRES FOR 2653	01/29/2019	722.96	.00		
Total POMP'S TIRE SERVICE INC:					1,718.90	.00		
<b>PREMIER BLDG INSPECTIONS LLC</b>								
745	PREMIER BLDG INSPECTIONS	JAN 2019	RE-INSPECTION FEE HELD BA	01/31/2019	60.00	.00		
745	PREMIER BLDG INSPECTIONS	JAN 2019		01/31/2019	15,312.23	.00		
745	PREMIER BLDG INSPECTIONS	JAN 2019		01/31/2019	119.00	.00		
Total PREMIER BLDG INSPECTIONS LLC:					15,491.23	.00		
<b>RED LEAF BUILDING CO</b>								
2484	RED LEAF BUILDING CO	S304-18-14	ADAM WOZNAK HOME	02/01/2019	2,500.00	.00		
Total RED LEAF BUILDING CO:					2,500.00	.00		
<b>RELIANT FIRE APPARATUS INC.</b>								
776	RELIANT FIRE APPARATUS INC.	119-20785	KASSMAUL AUTO EJECTOR CO	01/28/2019	49.00	.00		
Total RELIANT FIRE APPARATUS INC.:					49.00	.00		
<b>SUPPLY ZONE</b>								
889	SUPPLY ZONE	1151	DPW PAPER TOWELS	01/21/2019	26.70	.00		
889	SUPPLY ZONE	1156	MULTI FOLD TOWELS AND TOIL	01/27/2019	104.28	.00		
Total SUPPLY ZONE:					130.98	.00		
<b>SUSSEX ACE HARDWARE</b>								
7	SUSSEX ACE HARDWARE	183684	SUPPLIES FOR TRUCK	01/23/2019	10.78	.00		
7	SUSSEX ACE HARDWARE	183736	SUPPLIES FOR TRUCK	01/24/2019	13.48	.00		
7	SUSSEX ACE HARDWARE	183829	TRUCK #17 REPAIR HARDWAR	01/31/2019	3.90	.00		
Total SUSSEX ACE HARDWARE:					28.16	.00		
<b>THOMAS WENDLANDT</b>								
2549	THOMAS WENDLANDT	02-04-2019	MAILBOX REPLACEMENT	02/04/2019	25.00	.00		
Total THOMAS WENDLANDT:					25.00	.00		
<b>TONY EMANUELLE</b>								
272	TONY EMANUELLE	FD196646	REIMBURSE FOR COFFEE & BA	02/03/2019	50.61	.00		
Total TONY EMANUELLE:					50.61	.00		
<b>UNIFIRST CORPORATION</b>								
2349	UNIFIRST CORPORATION	096 1055238	UNIFORMS HWY	01/28/2019	113.62	.00		
2349	UNIFIRST CORPORATION	0961047301	UNIFORMS HWY	12/10/2018	61.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
2349	UNIFIRST CORPORATION	0961049586	UNIFORMS HWY	12/24/2018	65.20	.00		
2349	UNIFIRST CORPORATION	1056385	UNIFORMS HWY	02/04/2019	70.37	.00		
Total UNIFIRST CORPORATION:					310.19	.00		
<b>VERIZON WIRELESS</b>								
2370	VERIZON WIRELESS	9822890547	AMBO DATA CONNECTION	01/23/2019	247.73	.00		
Total VERIZON WIRELESS:					247.73	.00		
<b>VILLAGE OF SUSSEX</b>								
2376	VILLAGE OF SUSSEX	4439	MONTHLY TICKET PROCESSIN	02/01/2019	707.59	.00		
Total VILLAGE OF SUSSEX:					707.59	.00		
<b>WAUKESHA COUNTY</b>								
2389	WAUKESHA COUNTY	REGISTRATIO	STORMWATER WORKSHOP FO	02/04/2019	200.00	.00		
Total WAUKESHA COUNTY:					200.00	.00		
<b>WAUKESHA COUNTY TREASURER</b>								
2390	WAUKESHA COUNTY TREASUR	2018HHW	2018 HHW MUNI SHARE	01/30/2019	1,484.11	.00		
2390	WAUKESHA COUNTY TREASUR	2019-0000002	2019 TRUNKED RADIO COSTS	01/29/2019	3,874.00	.00		
Total WAUKESHA COUNTY TREASURER:					5,358.11	.00		
Grand Totals:					110,432.70	.00		

Dated: \_\_\_\_\_

Chairman: \_\_\_\_\_

Board Member #1: \_\_\_\_\_

Board Member #2: \_\_\_\_\_

Board Member #3: \_\_\_\_\_

Board Member #4: \_\_\_\_\_

**2019-02-11 TOWN BOARD TOP 5 EXPENDITURES**

\$	29,023.50	Payne & Dolan - 2018 Road Paving Program Balance
\$	15,491.23	Premier Building Inspections
\$	8,000.00	Building Bond Release
\$	7,066.27	Compass Minerals - Salt
\$	4,419.21	Compass Minerals - Salt

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Only unpaid invoices included.

**RECEIVED**

By Gina Gresch at 7:42 pm, Feb 06, 2019

000074



**LAKE COUNTRY MUNICIPAL COURT**

**174 E. Wisconsin Avenue**

**Oconomowoc, WI 53066**

**262-569-0920 - T**

*www.lcmunict.com*

*Clerk Pamela Strunk*

*clerk@lcmunict.com*

*Deputy Clerk Theresa Berlin*

*deputyclerk@lcmunict.com*

*Honorable Timothy T. Kay*

February 4, 2019

Chairman Joseph Osterman  
Town of Lisbon  
N51 W24181 Lisbon Road  
Pewaukee, WI 53072

Re: Lake Country Municipal Court  
State of the Court / Year 2018 in Review

Dear Chairman Osterman:

I would like to take this opportunity to provide your municipality with this Annual State of the Court for our Lake Country Municipal Court for the year 2018 in review.

Several municipalities have requested that the Judge appear before their boards to provide an annual update. I enjoy appearing before each and every board. Should your municipality believe this would be beneficial, please contact my clerk, Pamela Strunk, who will coordinate efforts with my office administrator, Kit Allen. If you do not believe that you need for me to appear before your Board, you can simply re-print copies of this correspondence and provide the copies to your trustees, supervisors or aldermen.

Once again, I am pleased to report that by all accounts Lake Country is running smoothly and efficiently for our Municipal Court.

*Honorable Timothy T. Kay proudly serving the following municipalities:*

*City of Oconomowoc, Town of Delafield, Town of Erin, Town of Ixonia, Town of Lisbon, Town of Merton, Town of Oconomowoc, Town of Ottawa, Village of Chenequa, Village of Dousman, Village of Hartland, Village of Johnson Creek, Village of Lac LaBelle, Village of Merton, Village of Nashotah, Village of Oconomowoc Lake, Village of Sullivan, Village of Summit, Village of Sussex*

February 4, 2019  
Page 2

**LAKE COUNTRY MUNICIPAL COURT**  
174 E. Wisconsin Avenue  
Oconomowoc, WI 53066

## **1. LCMC COURT EXPANSION.**

We are the largest joint municipal court in the State of Wisconsin. Recently the Town of Sullivan was accepted to become a contract member. At our annual meeting last month, the Village of Johnson Creek was approved to become a permanent member of the Court. We now have 20 municipalities that belong to our Court.

There have been several other efforts initiated by other municipalities to join our Court. I am always open and receptive to new municipalities for joining.

We are a self-sufficient system. The more municipalities that join and utilize our system, the better-off financially all of the other municipalities are, and we all gain from our efficiency and increased economies of scale.

## **2. LCMC BUDGET.**

Budget was approved by the 19 current municipalities in December of 2018. By all accounts, we oversaw an increase in court cost revenue by approximately \$15,000 (unaudited), and we also saw a decrease in expenses of approximately \$6,800, for a positive gain for our court of \$21,800 (unaudited). I know I run the court in a very efficient manner and in an accommodating and fair manner, while providing justice for all individuals who appear.

Any excess revenues from the court operating account will be transferred to the fund balance account for the new courthouse build out.

We continue to collect our court costs on each citation of \$33 in order to maintain our court's operations. As a result of our efficiencies, we do not require any municipalities to provide support or funds to run our Court.

Because there have been so many questions in the past as to the court costs retained from each citation, I have developed a chart that quickly identifies Lake Country Municipal Court break down of a typical forfeitures. Please see attached.

***Honorable Timothy T. Kay proudly serving the following municipalities:***

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February 4, 2019  
Page 3

**LAKE COUNTRY MUNICIPAL COURT**  
174 E. Wisconsin Avenue  
Oconomowoc, WI 53066

### 3. NEW COURTHOUSE.

All current 19 municipalities have approved of joining efforts with the City of Oconomowoc in supporting the move of the police department and the courthouse to a new safety building, formerly known as the Sentry Building in downtown Oconomowoc. Atty. Bill Chapman has recently formed a long-range planning / building committee in order to help oversee these efforts and in order to coordinate our needs along with the City's needs for the design and implementation of the project.

I, as well, have been very supportive of this process and the new facility, and have publically stated that this is good for the court, good for the members of the court, and good for the community. Former Police Chief Donald Wiemer has been elected as our chairperson for this important committee. He has retired from his other Village of Oconomowoc Lake duties. I am very pleased that he will be able to lend his expertise. Other members of the Long Range Planning and Building Committee are as follows:

Atty. Bill Chapman  
Former Chief Donald Wiemer  
Town Chair Larry Krause

Judge Tim Kay  
Realtor Maureen Stapleton  
Chief Robert Douglas  
Clerk Pam Strunk

### 4. COURT STAFF.

We continue to oversee the cross-training of all four of our clerks. This has proven beneficial in the past when one or two clerks are unable to attend due to sickness or illness, or scheduled vacation. We also have a new clerk this year, Melissa Peterson. Melissa joins Chief Clerk Pam Strunk, Chief Deputy Clerk Teri Berlin, and Assistant Clerk Kathy Pedri. The clerks have proven they are extremely helpful and considerate to citizens who utilize the court.

***Honorable Timothy T. Kay proudly serving the following municipalities:***

*City of Oconomowoc, Town of Delafield, Town of Erin, Town of Ixonia, Town of Lisbon, Town of Merton, Town of Oconomowoc, Town of Ottawa, Village of Chenequa, Village of Dousman, Village of Hartland, Village of Johnson Creek, Village of Lac LaBelle, Village of Merton, Village of Nashotah, Village of Oconomowoc Lake, Village of Sullivan, Village of Summit, Village of Sussex*

February 4, 2019  
Page 4

**LAKE COUNTRY MUNICIPAL COURT**  
174 E. Wisconsin Avenue  
Oconomowoc, WI 53066

We have been able to have a very productive and efficient year with the staff and the court. Through the efforts of Clerk Pam Strunk and myself, we have been able to resolve issues as they have arisen.

We have recently completed the chief clerk / employees duties and responsibilities and are continuing to develop those for the deputy clerk and assistant clerks as well. This will guide us in continuing our cross-training efforts.

## **5. OFFICERS.**

Throughout the year, I have presided over dozens of trials and motions and once again, I am always pleased by the professionalism of your police officers. They are respectful and courteous even to those who receive citations. They are always prepared in order to effectuate their duties.

## **6. ADMINISTRATIVE / OPERATIONS COMMITTEE.**

Once again, I would take this opportunity to thank our Administrative Chair, Atty. Bill Chapman, and provides an invaluable service and insight to the overall court operations. Atty. Chapman has spent a great deal of time reviewing plans for the building process. He has been instrumental in coordinating a unanimous vote of each of the 19 members to proceed forward with the safety building.

My clerks have been able to relay financial information, reports and provide data to those who attend our Operations Committee. As always, I attend each monthly Operations Committee as an advisor and we are able to keep the court moving efficiently. The individuals of the Operations Committee are able to provide assistance when necessary.

I am always impressed and fortunate to have the Operations Committee members help me in the day-to-day functions of the Municipal Court.

***Honorable Timothy T. Kay proudly serving the following municipalities:***

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February 4, 2019  
Page 5

**LAKE COUNTRY MUNICIPAL COURT**  
174 E. Wisconsin Avenue  
Oconomowoc, WI 53066

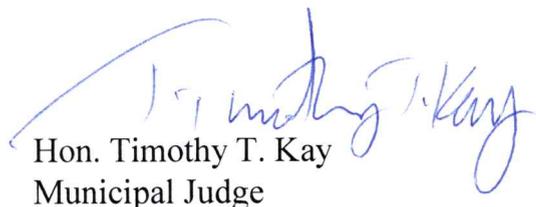
**7. IN CONCLUSION.**

I enjoy appearing before your Board am happy to do so. Please have your clerks let me the availability at your next Town, Village or City meeting so we can coordinate the effort between my clerk, Pam Strunk, or my office administrator, Kit Allen. I would also appreciate your clerks distributing copies of this letter and attachments to your elected officials, including aldermen, supervisors and trustees, as well as police chiefs and police personnel.

I totally enjoy serving as your Judge. I look forward to serving the Lake Country Community and your municipality and its citizens. I further look forward to the upcoming year and being an active member on the building committee and the eventual move to the new safety building.

Very truly yours,

LAKE COUNTRY MUNICIPAL COURT



Hon. Timothy T. Kay  
Municipal Judge

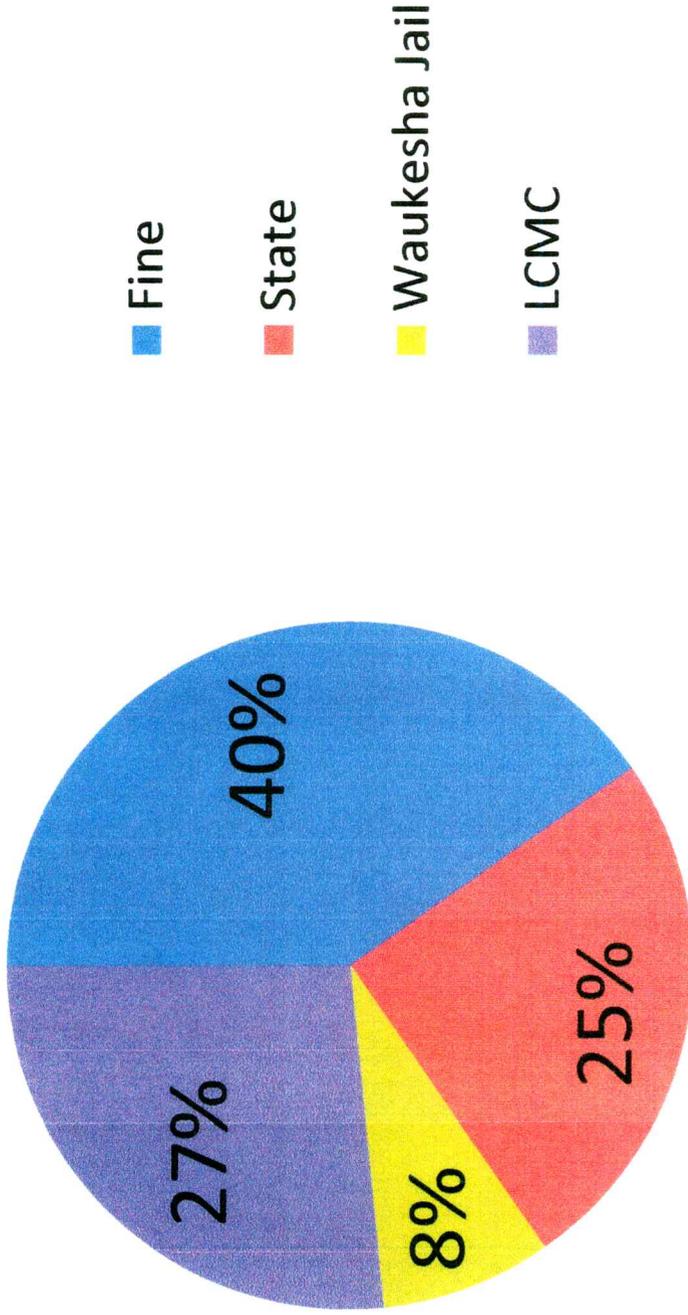
TTK/kfa

pc Clerk Pamela Strunk (email)  
LCMC Law Enforcement Chiefs (email)  
Clerks of All Municipalities (email)

***Honorable Timothy T. Kay proudly serving the following municipalities:***

*City of Oconomowoc, Town of Delafield, Town of Erin, Town of Ixonia, Town of Lisbon, Town of Merton, Town of Oconomowoc, Town of Ottawa, Village of Chenequa, Village of Dousman, Village of Hartland, Village of Johnson Creek, Village of Lac LaBelle, Village of Merton, Village of Nashotah, Village of Oconomowoc Lake, Village of Sullivan, Village of Summit, Village of Sussex*

### LCMC Breakdown of Forfeiture



For example, a \$50 dollar ***fine*** plus costs mandated by statute totals a \$124 ***forfeiture***.

Fine	State	County	LCMC	Total forfeiture
\$50	\$31	\$10	\$33	\$124

All ***fine*** dollars are returned in full to the 18 municipal members; i.e. no costs to the taxpayers.



### Overview Profile: Lisbon town, Waukesha County

This profile is designed to give a broad demographic overview.

[Population](#)[Age](#)[Language](#)[Race and Ethnicity](#)[Families and Households](#)[Employment](#)

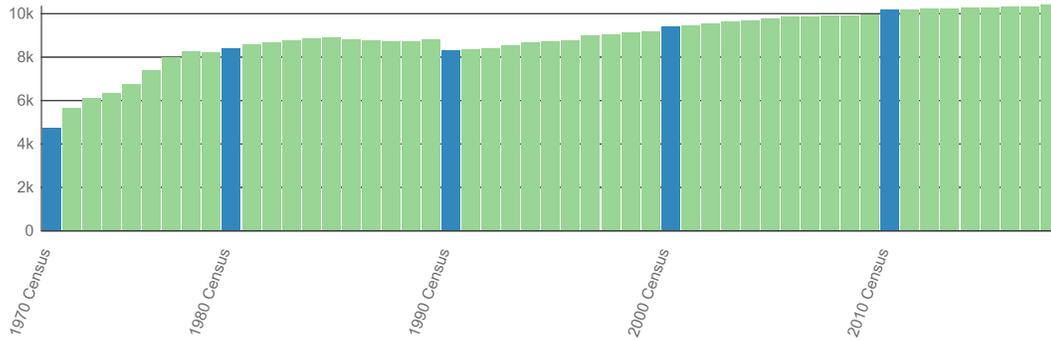
#### Population

This section displays population information over time

##### Population Estimates over Time

1970-2018

Lisbon, Waukesha County Estimated Population  
Lisbon, Waukesha County Census Population

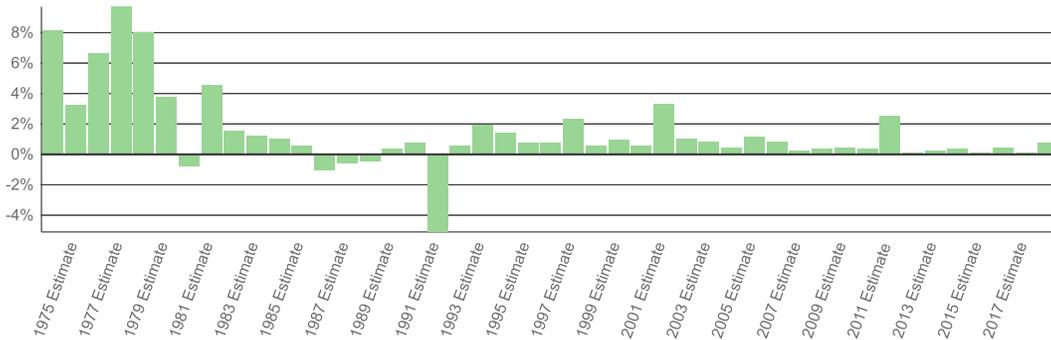


Data source: Wisconsin Population and Housing Estimates

##### Estimated Change in Population over Time

1970-2018

Lisbon, Waukesha County Estimated Population Change



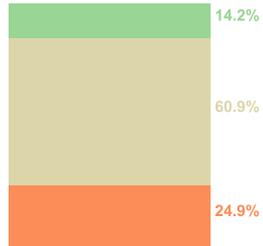
#### Age

Data source: Wisconsin Population and Housing Estimates  
These charts and graphs provide an overview of age compositions

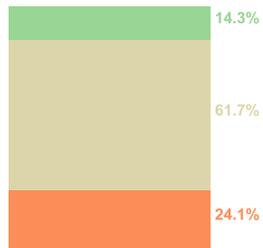
**Age Composition**  
2010

000081

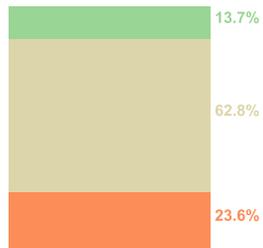
Percent Total Population  
65 years and over  
18 to 64 years  
Under 18 years



Lisbon Town



Waukesha  
County



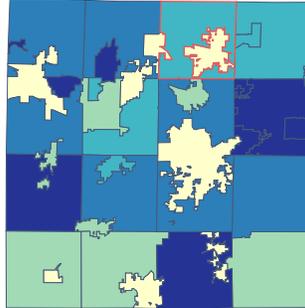
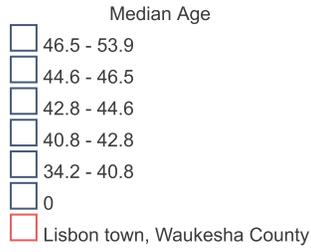
Wisconsin

Data source: 2010 Census Summary File 1: QT-P1

000082

**Median Age by County Subdivision**

2010

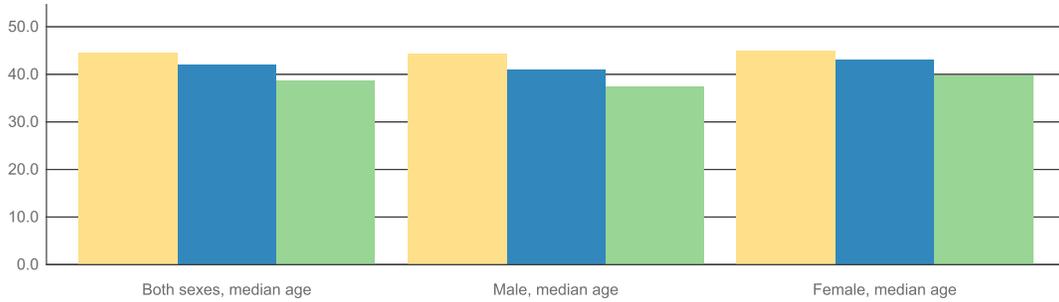


Data source: 2010 Census Summary File 1: QT-P1

**Median Age by Sex**

2010

Lisbon Town, Waukesha County  
Waukesha County  
Wisconsin



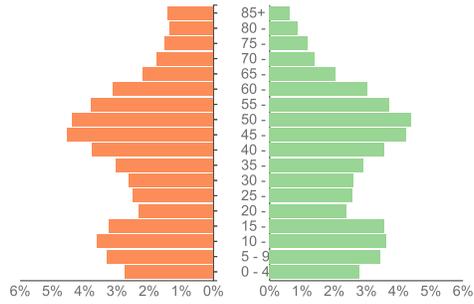
Data source: 2010 Census Summary File 1: QT-P1

Age Pyramid  
2010

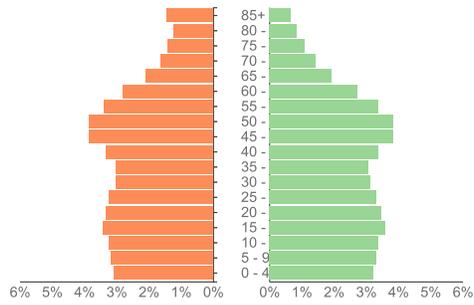
000083

Percent of Population  
Female  
Male

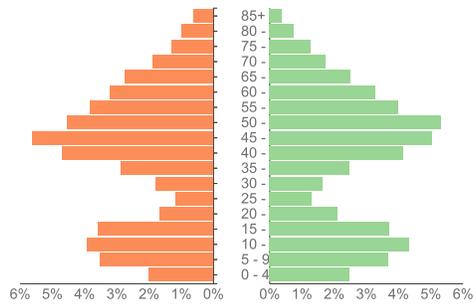
Waukesha County



Wisconsin



Lisbon Town



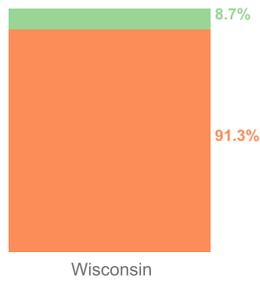
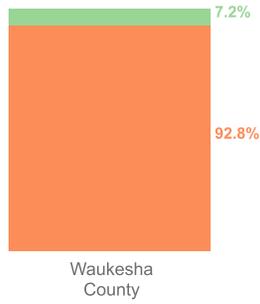
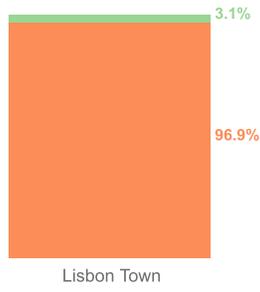
Language

Data source: 2010 Census Summary File 1: QT-P1

Language Spoken at Home (for Population 5 Years and Over)

2013-2017 5-Year Estimate

Speak a language other than English  
Speak only English

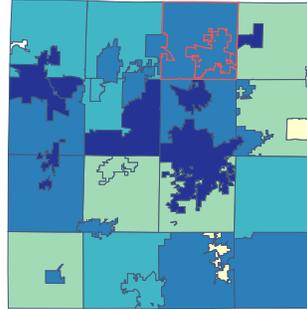
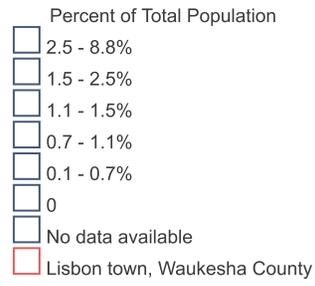


Data source: 2013-2017 American Community Survey 5-Year Estimates - S1601

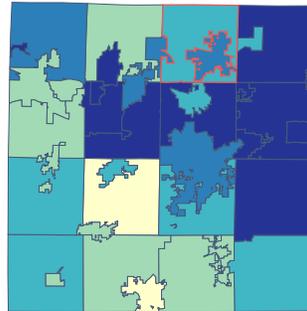
000085

# Languages Spoken at Home (for Population 5 Years and Over), Map

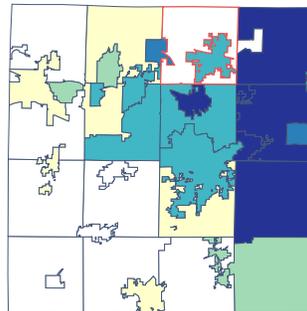
2013-2017 5-Year Estimate



Spanish

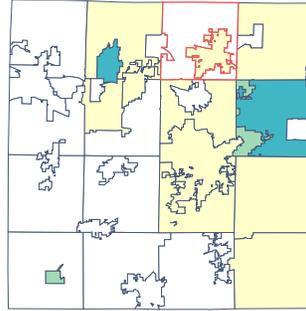


Other Indo- European languages



Asian and Pacific Island languages

000086

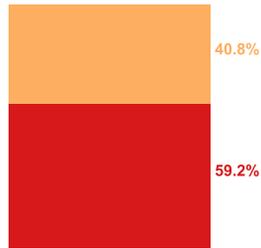


Other languages  
(including American  
Indian and Alaska  
native languages)

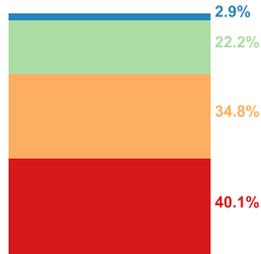
Data source: 2013-2017 American Community Survey 5-Year Estimates - S1601

**Languages Spoken at Home (for Population 5 Years and Over in the "Other Than English" Category)**  
2013-2017 5-Year Estimate

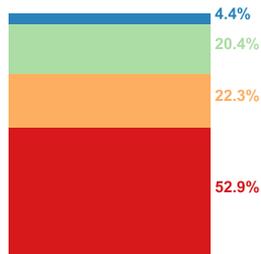
- Other languages (including American Indian and Alaska native languages)
- Asian and Pacific Island languages
- Other Indo-European languages
- Spanish



Lisbon Town



Waukesha  
County



Wisconsin

Race and Ethnicity

Data source: 2013-2017 American Community Survey 5-Year Estimates - S1601

000087

**Population by Race and Ethnicity**

2013-2017 5-Year Estimate

Lisbon town, Waukesha County, Wisconsin Population

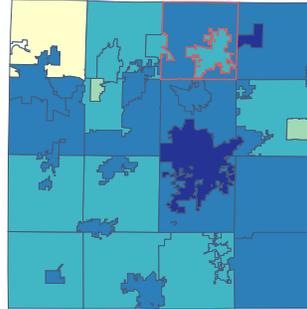
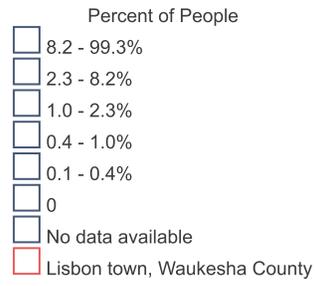
- 95.5% White alone (not Hispanic or Latino)
- 2.4% Hispanic or Latino (of any race)
- 1.3% Two or more races (not Hispanic or Latino)
- 0.5% Asian alone (not Hispanic or Latino)
- 0.2% American Indian and Alaska Native alone (not Hispanic or Latino)
- 0% Black or African American alone (not Hispanic or Latino)
- 0% Native Hawaiian and Other Pacific Islander alone (not Hispanic or Latino)
- 0% Some other race alone (not Hispanic or Latino)



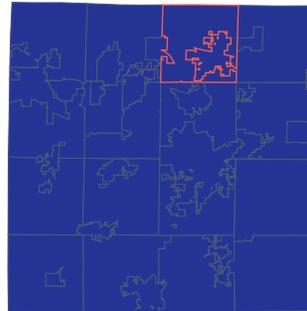
Data source: 2013-2017 American Community Survey 5-Year Estimates - DP05

**Population by Race and Ethnicity, Map**  
2013-2017 5-Year Estimate

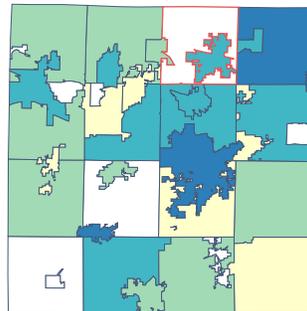
000088



Hispanic or Latino (of any race)

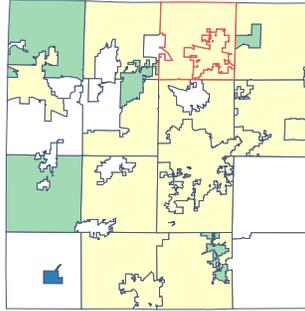


White alone (not Hispanic or Latino)

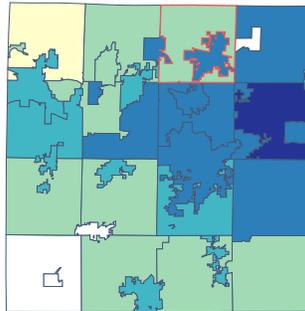


Black or African American alone (not Hispanic or Latino)

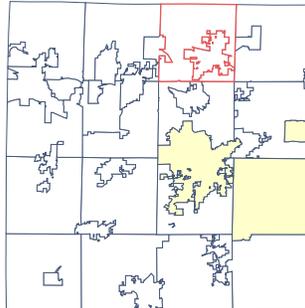
000089



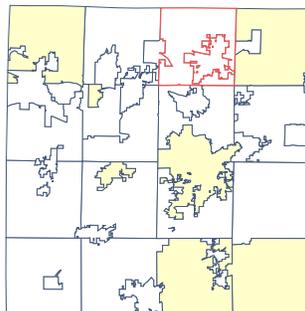
American Indian and  
Alaska Native alone  
(not Hispanic or  
Latino)



Asian alone (not  
Hispanic or Latino)

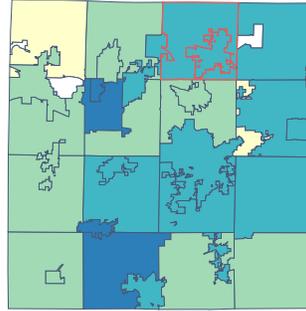


Native Hawaiian and  
Other Pacific  
Islander alone (not  
Hispanic or Latino)



Some other race alone  
(not Hispanic or  
Latino)

000090



Two or more races (not Hispanic or Latino)

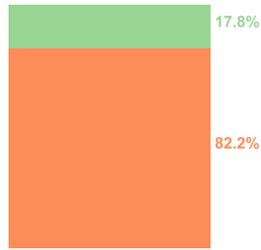
## Families and Households

Data source: 2013-2017 American Community Survey 5-Year Estimates - DP05  
These graphs provide an overview of family and household composition for the selected area.

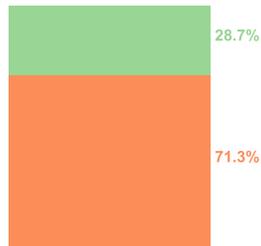
### Family and Non-Family Households

2010

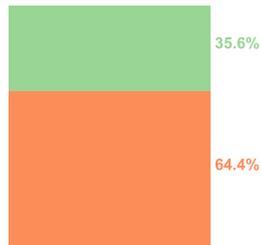
Nonfamily households  
Family households



Lisbon Town



Waukesha County



Wisconsin

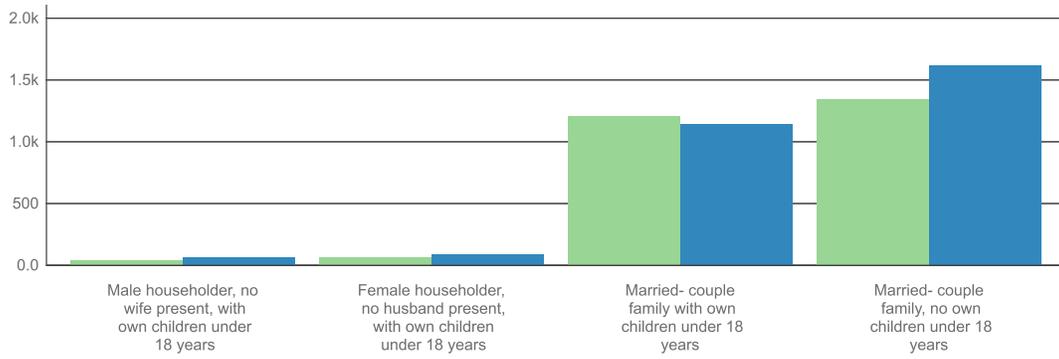
Data source: 2010 Census Summary File 1: QT-P11

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### Family Composition

2000 and 2010

Lisbon Town, Waukesha County, 2000  
Lisbon Town, Waukesha County, 2010



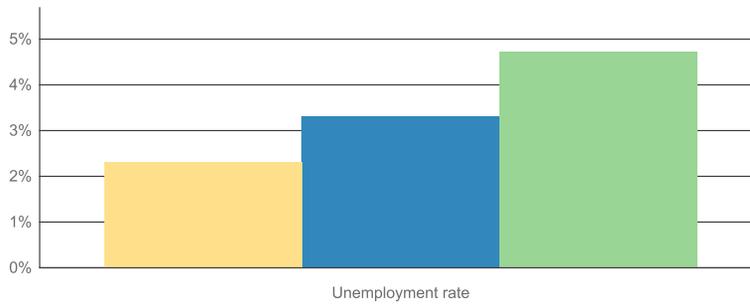
### Employment

Data source: Census 2000 Summary File 1 P034 - Census 2010 Summary File 1 P38  
These graphs provide an overview of employment status for the selected area, and Wisconsin as a whole.

### Unemployment Rate (for Population 16 Years and Over)

2013-2017 5-Year Estimate

Lisbon Town, Waukesha County, Wisconsin  
Waukesha County, Wisconsin  
Wisconsin

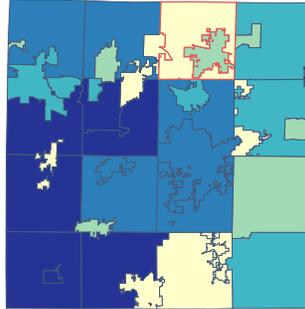
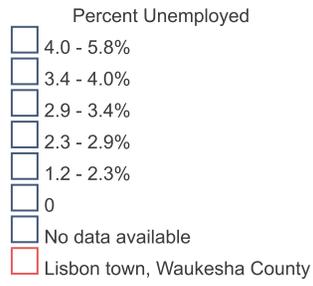


Data source: 2013-2017 American Community Survey 5-Year Estimates - DP03

000092

# Unemployment Rate (for Population 16 Years and Over), Map

2013-2017 5-Year Estimate



Produced by the [Applied Population Laboratory](#). [Privacy Policy](#). [Contact Us](#)

Data source: 2013-2017 American Community Survey 5-Year Estimates - DP03



000093  
**Lisbon Fire Department**

**N54 W26455 Lisbon Road**

**Lisbon, WI 53089**

[www.lisbonfire.com](http://www.lisbonfire.com)

January 31, 2019

Douglas J. Brahm  
Fire Chief  
(414) 507-4491

David J. Mason  
Assistant Chief

Andrew W. Brahm  
Deputy Chief

Jeffrey R. Drager  
Deputy Chief

Business  
(262) 538-3902  
Fax  
(262) 538-3906

Joseph Osterman, Chairman  
Lisbon Town Board  
W234 N8676 Woodside Road  
Lisbon, WI 53089

Dear Chairman Osterman,

I would like to express to you and your board my gratitude in working with the public works director Joe DeStefano, and the parks director John Greiten. The Board should be aware of the performance these two directors displayed when requested to help at one of our major incidents.

Lisbon Fire Department responded to a structure fire on January 29<sup>th</sup> at 9:30 PM. The temperatures, coldest in 20 years, were in the minus 20's with wind chills down to minus 50 degrees. The house fire was difficult to fight with severe freezing conditions impacting our water movement, apparatus, and the firefighters. There were many aspects of this event that challenged us.

A positive factor was the support and assistance from the other departments of the Town. The call lasted from 9:30 PM Tuesday to 6:30 AM Wednesday the following morning. Around 3 AM we summoned the DPW to help us. Joe DeStefano responded immediately, without hesitation and without conditions. First, he assisted with a neighboring community's fire engine that froze up and was unable to run. Fire engines, the pumps, valves, and equipment can sustain major damage if left unattended in these weather conditions. Joe managed to get the unit back to our Good Hope fire station. The unit was placed inside, he took the responsibility of fixing the issues, and insured that the vehicle was returned the following day. Secondly, back at the scene, the fire was under control but we could not get to several hot spots to fully extinguish the fire. Joe brought out the wheeled loader and pulled the garage area apart allowing the firefighters to apply water on the remaining smoldering contents.

The hoses were frozen solid and had to be left on scene for several days. Two duty crews were scheduled to return and retrieve the hose, nozzles, wye valves, and other tools buried in ice. We requested the parks truck with the power gate. John Greiten came out to assist and haul the frozen hose back to the station for thawing with the parks truck. John showed up with the truck and helped alongside the fire crews both on Friday and again on Sunday morning.

It is a pleasure to work with these two individuals, who put the needs of the Town and resolving the issues at hand before their own benefit or ease. There are numerous daily routine projects that are handled across the Departments unconditionally. This has not always been the norm. Please relay to the rest of the Town Supervisors the great job I feel Mr. DeStefano and Mr. Greiten have been doing. Thank you.

Respectfully,

Douglas J. Brahm, Chief  
Lisbon Fire Department



000094

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

**Thursday, February 07, 2019**

Dear Board Members:

This is to notify you of the Town of Lisbon meetings, office closures and elections from **February 12, 2019 through March 29, 2019** at the Town Hall, W234N8676 Woodside Road, unless indicated otherwise.

Thursday, February 14, 2019	Joint Town Board and Plan Commission Public Hearing at 6:30 P.M., followed by regular Plan Commission meeting.
Monday, February 18, 2019	Park Committee at 6:30 P.M. (Richard Jung Memorial Fire Station)
Wednesday, February 20, 2019	Sanitary District Committee at 7:30 P.M.
Monday, February 25, 2019	Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M. – Sanitary District No. 1 Expansion Public Hearing.
Monday, March 11, 2019	Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M.
Thursday, March 14, 2019	Plan Commission at 6:30 P.M.
Monday, March 18, 2019	Park Committee at 6:30 P.M. (Richard Jung Memorial Fire Station)
Wednesday, March 20, 2019	Sanitary District Committee at 7:30 P.M.
Monday, March 25, 2019	Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M.

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)



000095

# Washington County Planning and Parks Department

RECEIVED  
JAN 22 2019  
TOWN OF LISBON

TO BE PUBLISHED AS A LEGAL NOTICE IN THE WEST BEND NEWS ON  
TUESDAY, JANUARY 22, 2019

## NOTICE OF PUBLIC HEARING

Notice is hereby given that a Public Hearing will be held at a meeting of the Washington County Land Use and Planning Committee on Monday, **February 25, 2019 at 8:30 AM** in room 2024 of the Washington County Government Center, 432 E. Washington St. West Bend, WI 53095 at which time there will be heard and considered:

The Public Hearing for public comment on Amendment 2019-1 of *A Multi-Jurisdictional Comprehensive Plan for Washington County: 2050 Update* and the proposed ordinance and resolution will be discussed.

Adopted by the Washington County Board of Supervisors April 15, 2008 and amended in 2013 and 2014, the plan has been updated in cooperation with the Multi-Jurisdictional Comprehensive Plan Advisory Committee, the Washington County Technical Workgroup, the Southeastern Wisconsin Regional Planning Commission, and participating local governments. The Plan addresses nine elements and includes a series of maps, goals, objectives, policies, and programs to guide development to the year 2050, in accordance with the requirements of Section 66.1001 of the *Wisconsin Statutes*.

Preliminary Draft copies of *A Multi-Jurisdictional Comprehensive Plan for Washington County: 2050* and proposed resolution and ordinance are available for review starting January 18, 2019 at the Washington County Planning and Parks Department (333 E. Washington Street, Suite 2300, West Bend, WI) during the hours of 8:00 a.m. to 4:30 p.m. Monday – Friday, at all of the local libraries, and on-line on the Washington County website (<http://www.co.washington.wi.us/CP2050>). Written comments will be accepted until 3:00 PM February 22, 2019. Any questions, written comments, or requests for copies of the Plan, resolution or ordinance should be directed to Debora Sielski, Deputy Administrator, Washington County Planning and Parks Department at 333 E. Washington Street, Suite 2300, West Bend, WI 53095 or via email at [deb.sielski@co.washington.wi.us](mailto:deb.sielski@co.washington.wi.us). Written comments will be read at the public hearing and will be given the same weight as oral testimony. The Washington County Land use and Planning Committee will meet on Monday, February 25, 2019 in room 2024 of the Washington County Government Center, following the public hearing at 8:30 AM to review and consider the Plan updates for approval and recommendation to the Washington County Board of Supervisors for adoption.

The purpose of this hearing is to hear public opinion on Amendment 2019-1 of *A Multi-Jurisdictional Comprehensive Plan for Washington County: 2050 Update* described above.

Dated the 17 day of January, 2019.

Debora Sielski, Deputy Administrator  
Washington County Planning and Parks Department



000096  
**Washington County**  
**Planning and Parks Department**  
**Planning Division**

**Memo To:** Clerks of Local Governments Within and Adjacent to Washington County  
Governmental Bodies Within Washington County  
Property Owners or Lease Holders of Nonmetallic Mineral Resources

**From:** Debora Sielski, Deputy Planning and Parks Administrator 

**Date:** January 17, 2019

**Re:** **Public Hearing for Preliminary Draft *A Multi-jurisdictional Comprehensive Plan for Washington County: 2050 Update***

The Washington County Land Use and Planning Committee will be holding a Public Hearing for the Preliminary Draft of *A Multi-jurisdictional Comprehensive Plan for Washington County: 2050 Update* on **Monday, February 25, 2019 at 8:30 a.m. in Room 2024 of the Government Center, 432 E. Washington Street, West Bend, WI.** Following the public hearing, the Land Use and Planning Committee will review and consider the plan for approval and recommendation to the Washington County Board of Supervisors for adoption.

This memo and the enclosed public hearing notice are being sent to you in accordance with Chapter 66.1001(4) of the *Wisconsin Statutes*. Starting on January 18, 2019, Preliminary Draft copies of *A Multi-jurisdictional Comprehensive Plan for Washington County: 2050* will be available for review at the Washington County Planning and Parks Department, 333 E. Washington Street, Suite 2300, West Bend, WI., during the hours of 8:00 a.m. to 4:30 p.m. Monday – Friday, all local libraries and on the Washington County website ([www.co.washington.wi.us/CP2050](http://www.co.washington.wi.us/CP2050)). Copies of the Amendment may be obtained by contacting the Washington County Planning and Parks Department.

Should you have any questions, please do not hesitate in contacting me at (262) 335-4445 or at [deb.sielski@co.washington.wi.us](mailto:deb.sielski@co.washington.wi.us).



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## ADMINISTRATOR REPORT

**PREPARED BY:** Gina C. Gresch, Administrator

**REPORT DATE:** Friday, February 8, 2019

### **OPEN DEPUTY CLERK POSITION**

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.

# JANUARY 2019 DPW MONTHLY REPORT



## TOWN BOARD & ADMINISTRATOR,

- Staff was out 10 times throughout the month for snow plowing and de-icing operations.
  - Staff went out 4 times to take care of drifting.
  - Staff spent time pre-treating the roads with salt brine before winter weather events.
  - Staff pushed up salt that was delivered to re-fill our salt shed.
  - Staff washed all trucks between winter weather events.
  - Staff performed repairs and preventive maintenance on trucks and equipment when needed, including brakes on 3 trucks.
  - Staff spent time remodeling the parts room at the DPW.
  - Staff filled pot holes as needed.
  - Staff continued working on our tree cutting list.
  - Staff took care of Christmas tree pickup throughout the month.
  - Staff put a new radiator in one of the FD's Ambulances.
  - Staff attended a Digger's Hotline safety seminar.
- 
- I attended the monthly WCPWA luncheon.
  - I attended the 2 board meetings.
  - I also attended the Digger's Hotline safety seminar.
  - I attended the planner meeting for the 2 proposed Neumann developments.
  - I attended the planning meeting for the Kaerek development.
  - Gina and I met with P&D about relocating the Compost Site.
  - I meet with Froedtert Health to restructure our drug and alcohol testing program.
  - Gina and I met with Refrigerant Depot to talk about setting up a recycling event in the Town.
  - I was out with staff during the 10 winter weather events in January.
  - I worked with staff on the parts room and truck maintenance.

**REGARDS,  
JOE DESTEFANO JR.  
DPW DIRECTOR**

November 2018 Fire Chiefs Report Continued

Notes on special activities and events:

1. November 1<sup>st</sup>, Lisbon FD Helped in Arrowhead HS escort
2. November 1<sup>st</sup>, Lisbon FD Covered Merton FD during their attendance at a members funeral
3. November 28<sup>th</sup>, Lisbon FD was audited by the State for our 2% compliance, we passed
4. November 30<sup>th</sup>, Held retirement party for Lt. Jim Hafemeister

Meetings attended by the Chief:

1. November 12<sup>th</sup>, Officer meeting
2. November 14<sup>th</sup>, Meeting with WCC Dispatch
3. November 14<sup>th</sup>, Annual Town Budget meeting
4. November 26<sup>th</sup>, Town Board meeting
5. November 27<sup>th</sup>, Dept. Head Meeting
6. November 29<sup>th</sup>, Meeting with Detective from WSD

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>
<b>Personnel</b>													
Combination	37	37	37	37	37	37	37	37	37	38	38	38	N/A
Fire Only	6	6	6	6	6	6	6	6	6	6	6	6	N/A
EMS Only	3	3	3	3	3	3	3	3	3	4	4	4	N/A
Associate Paramedics	7	7	7	7	7	7	7	7	7	7	7	7	
EMS/Fire Preceptors	3	3	3	3	3	3	3	3	3	3	3	3	N/A
Chaplain	1	1	1	1	1	1	1	1	1	1	1	1	N/A
<b>Total Personnel</b>	<b>57</b>	<b>57</b>	<b>57</b>	<b>57</b>	<b>57</b>	<b>57</b>	<b>57</b>	<b>57</b>	<b>57</b>	<b>59</b>	<b>59</b>	<b>59</b>	N/A
Note: paramedics	17	17	17	17	17	17	20	20	20	17	17	17	
<b>Calls</b>													
Fire Loss in \$	0	0	0	0	0	0	0	0	6,500	500	0	0	7,000
Fire	2	5	5	13	3	1	5	0	3	3	2	3	45
Medical	38	31	34	37	26	41	39	37	38	46	46	47	460
ALS Intercepts	10	10	3	4	6	5	8	7	4	2	5	14	78
Inter-facility transports	20	34	32	42	40	22	36	28	22	18	23	33	350
Vehicle Accidents	5	4	3	8	5	6	2	3	7	12	5	7	67
Search	0	0	0	0	0	1	0	0	0	0	0	0	1
Hazardous Cond.	0	1	0	3	1	2	4	2	6	2	4	0	25
False Alarm	6	4	3	1	1	3	3	3	4	5	2	3	38
Stand By	1	0	1	0	0	2	0	0	0	1	1	0	6
Service Call	2	3	3	0	2	3	5	3	2	3	0	3	29
Well Being/Good Intent	6	9	10	7	10	11	21	6	9	4	8	11	112
<b>Total Call</b>	<b>90</b>	<b>101</b>	<b>94</b>	<b>115</b>	<b>94</b>	<b>97</b>	<b>123</b>	<b>89</b>	<b>95</b>	<b>96</b>	<b>96</b>	<b>121</b>	<b>1,211</b>
Note: 2018 final was actually 1,227 with all intercepts conducted by paramedics licensed to us on other Departments													
<b>Inspections</b>													
Public Education	0	1	2	1	6	1	1	3	0	2	1	4	
Initial/Re-inspect	5	19	14	1	2	10	21	12	8	12	9	0	
preplans	0	0	0	2	0	1	1	1	0	2	2	0	
Sprinkler/alarm Tests	3	2	0	1	1	0	1	2	0	3	2	1	
<b>Total Inspections/actions</b>	<b>8</b>	<b>22</b>	<b>16</b>	<b>5</b>	<b>9</b>	<b>12</b>	<b>24</b>	<b>18</b>	<b>8</b>	<b>19</b>	<b>14</b>	<b>5</b>	<b>160</b>
<b>Training</b>													
Fire	1	2	5	2	3	1	2	2	1	2	1	1	
EMS	2	3	4	2	5	2	1	1	2	1	2	2	
Day	0	0	1	1	0	1	0	2	2	1	1	0	
Special	0	0	3	0	0	3	2	1	3	3	2	3	
Group	5	5	2	5	5	5	3	5	2	6	6	6	
<b>Total Trainings</b>	<b>8</b>	<b>10</b>	<b>15</b>	<b>10</b>	<b>13</b>	<b>12</b>	<b>8</b>	<b>11</b>	<b>10</b>	<b>13</b>	<b>12</b>	<b>12</b>	<b>134</b>

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<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>
<b>Education</b>													
EMT-Basic	1	1	1	1	1	1	0	0	1	1	1	1	N/A
Advanced EMT	2	2	2	2	2	2	0	0	0	0	0	0	N/A
Paramedic	7	7	7	7	7	7	0	0	4	4	4	4	N/A
Critical Care Paramedic	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Firefighter I	1	1	1	1	1	1	0	0	2	2	2	2	N/A
Firefighter II	2	2	2	2	2	2	0	0	2	2	2	2	N/A
Aerial	0	0	0	0	0	0	0	0	0	0	0	0	
Driver/Operator	2	2	2	2	2	2	2	2	0	0	0	0	N/A
Fire Officer I	0	0	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	0	0	N/A
Fire Safety officer	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Fire Inspector	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Fire Instructor	1	1	1	1	1	1	0	0	0	0	0	0	N/A
EVOC driving class	0	0	0	0	0	0	0	0	0	0	0	0	N/A
<b>Total Education</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>2</b>	<b>2</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>N/A</b>

**2019 PARKS JANUARY/FEBRUARY REPORT****TOWN BOARD & PARK COMMITTEE****Park Staff duties:**

- Seasonal maintenance on park equipment and trucks as needed (oil changes, greased, wash, repairing defective or broken parts, fixing electrical problem)
- Removal of 5 large ash trees in Plainview Parkway and 3 Box elder tree's in Community Park, trimmed up evergreen trees in Lisbon Oaks Park and in Community Park
- Installing and managing the ice rink in Community Park
- Staff is performing snow removal/ deicing roadway and parking lots operations as needed
- Working on cleaning up and reorganizing park department's maintenance shops
- Working to correct leaking problems with the LCP ice rink
- Wrapping up smaller park project
- Repaired solar light on the sled hill in LCP
- Making 25 bird house kits for winter fest
- Staff has attended safety training programs in January (Digger Hotline Safety training)
- Repairing park damage in Community Park
- Wrapping lower shelter and setting grounds for the upcoming Winter Fest Event.

**Park Superintendent has being working on:**

- Working on 2019 Town sponsored family events ordering supplies, meeting with vendors and preparing contracts for vendors.

- Order and took delivery of playground equipment for Lisbon Oaks Park. (To be installed in 2019)
- John is helping with the 2019 Stewardship grant for Lake Five Road Pathway.
- Attending department head and park board and town board meetings as needed.
- John is attending UW Extension courses as well as safety classes in January and February.
- Helping staff with tree trimming and brush pick up throughout several of our parks.
- Filing closing out 2018 P.O.s /files and setting up computer for my 2019 files.
- Prepared employee payroll, monthly park reports, grants and answering emails/phone calls that came in pertaining to the park department

Submitted by:  
John Greiten  
Lisbon Park Superintendent



# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:** Audio / Visual Upgrade Project Quotes

**PREPARED BY:** Dan Green, Clerk

**REPORT DATE:** Friday, January 11, 2019

**RECOMMENDATION:** Approve Miles Pro Audio Visual A/V Upgrade Quote.

## EXPLANATION

One of the last outstanding Town Hall improvement project is to upgrade the board room A/V equipment. There are still funds available in the Town Hall Improvement Project carry over funds from 2018, which originally was budgeted for by the Town Board in 2015/ 2016.

An upgraded A/V system will make for a more streamline meeting process, minute taking process, and will provide an easier avenue for citizens to access meetings. This will also enable staff to share more information to citizens using our public access television station.

The Town received an updated quote from Miles Pro Audio Visual which is attached to this packet along with a list of local municipalities that he has done similar work for. We also have received a quote from AVI Systems that is attached to your packet. The cost break down for each are as follows:

<b>AVI Systems</b>	Design and Development	\$1,000
	Integration (Equipment & Installation)	\$20,000
	Annual Support	\$1,500 annually
	<b>Total Cost</b>	<b>\$22,000 + \$1,500 annually</b>
<b>Miles Pro Audio Visual</b>	Equipment & Installation	\$9,973
	<b>Total Cost</b>	<b>\$9,973</b>

Staff recommends to the Town Board 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.

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## MILES PRO AUDIO VISUAL, LLC

14240 W. College Ave.  
New Berlin, Wisconsin 53151  
[milesproductions@wi.rr.com](mailto:milesproductions@wi.rr.com)

### QUOTATION

(414) 525 – 0228  
(414) 736 – 1488  
(414) 241 – 1241

### REVISED A/V QUOTATION 12/12/18

1	Optoma X400+ Data-Video projector HDMI 4000 lumen XGA – 10,000 Hr. lamp life Supports 3D	\$ 800.00
1	Premier projector ceiling mount	\$ 120.00
2	Sony Reconditioned D100 PTZ color cameras w/ IR remote & power supplies	\$ 500.00
1	Roland V-4EX video mixer w/touch screen HDMI/RGB/Composite in & out USB direct streaming to host computer HDMI audio embedding	\$2000.00
1	Behringer X-32 rack mount digital audio mixer 16 preamps/8 discrete outputs Equalizers/Compressors on all channels Flash Drive recording (USB)	\$1000.00
1	Furman PL-Plus power conditioner	\$ 199.00
2	Shure MX418 Desk top gooseneck microphones (Reconditioned)	\$ 200.00
1	Shure BLX-24 handheld wireless mic system	\$ 499.00
1	Behringer NU3000DSP power amplifier 2 x 800 watts Digital signal processing	\$ 420.00
2	Mode Audio CB-5 full range speakers w/brackets Wall mount	\$ 600.00
1	Middle Atlantic EWR-16-17 Wall mount equipment rack	\$ 680.00
1	Middle Atlantic PFD16 rack door Smoked perf	\$ 355.00
1	Gator GRW-DRW3 rack storage drawer	\$ 150.00
X	Labor	\$2800.00
	SUB TOTAL	\$ 10,323.00
	WMCA DISCOUNT	- \$ 350.00
	TOTAL	\$ 9,973.00

## **MILES PRO AUDIO-VISUAL, LLC**

**14240 W. COLLEGE AVENUE  
NEW BERLIN, WISCONSIN 53151  
[milesproductions@wi.rr.com](mailto:milesproductions@wi.rr.com)**

**OFFICE (414) 525-0228  
MOBILE (414) 736-1488  
(414) 241-1241**

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### **A/V EQUIPMENT DESCRIPTION**

*Optoma X400+ is a 4000 lumen video data projector. It will be used by presenters to exhibit Videos, drawings, and important information onto your existing projection screen. The screen shall be moved to a different wall, so that board members and audience will have a better view of the screen. Inputs are HDMI & VGA to accommodate various outputs of visiting devices. Extremely useful for plan commission type meetings. The images on the screen can also be viewed on cable TV broadcast and streaming on You Tube.*

*The Premier Projector ceiling mount is necessary to properly and safely mount the above mentioned projector to the ceiling.*

*The Sony High definition PTZ camera features HDMI output and IR remote control. The camera can pan – tilt –zoom to specific shots. 6 presets are available. The camera's wide angle lens will display the board in High Definition, required for streaming. It will also provide video for cable channel broadcast.*

*The TV one video switcher is required to switch between camera and presentations. Inputs and outputs are HDMI. This unit has an IR remote so that you can switch from camera to presentation, without leaving your chair. It will be mounted in the equipment rack.*

*The LG 22" Video monitor shall be mounted to the top of the equipment rack. The monitor will provide you with what is being broadcast and streamed at the moment.*

*The Kramer HDMI distribution amplifier shall distribute HDMI signal to the projector, the streaming computer, and the Spectrum A/V modulator.*

*The Black Box Network will embed audio produced by the voices of the board and presenter onto the HDMI output signal for broadcast and streaming.*

*The Furman power conditioner will distribute electrical power to all devices in the equipment rack.*

*The Behringer X32 is the heart of the audio system. It will mix, equalize, compress, all microphone inputs and distribute the audio, with discrete volumes, to the steam, broadcast, and sound system. It will also record your meetings onto flash drive. It has 16 microphone inputs and 8 independent outputs. It is a rack mount digital audio mixer with 100 storable scenes.*

## Digital Mixers

# X32 RACK

POWERED BY MIDAS



## 40-Input, 25-Bus Digital Rack Mixer with 16 Programmable MIDAS Preamps, FireWire\*/USB Audio Interface and iPad/iPhone\* Remote Control

- 40-input channel, 25-bus, 3U rack-mountable digital mixer for live and installed sound application
- 16 MIDAS-designed, fully programmable mic preamps for audiophile sound quality
- 8 XLR outputs plus 6 additional line in/outputs, 2 phones connectors and a talkback section with XLR mic input
- 32 x 32 channel USB 2.0 audio interface
- iPad\* and iPhone\* apps for professional remote operation available free of charge—no host PC required
- High-resolution 5" day-viewable Color TFT for easy viewing of workflow components and parameters
- Main LCR, 6 matrix buses and all 16 mix buses each featuring inserts, 6-band parametric EQ's and full dynamics processing, plus 8 DCA and 6 mute groups
- Virtual FX rack featuring 8 true-stereo FX slots include high-end simulations such as Lexicon 480L\* and PCM70\*, EMT250\* and Quantec QRS\* etc.
- 40-Bit floating-point DSP features "unlimited" dynamic range with no internal overload and near-zero overall latency (0.8 msec)
- Powerful scene management for convenient handling of complex productions
- 48-channel Digital Snake ready\*\* via dual AES50 ports, featuring KLARK TEKNIK's SuperMAC networking capability for ultra-low jitter and latency

40-Input Channel, 25-Bus Digital Rack Mixer with 16 Programmable MIDAS Preamps, FireWire\*/USB Audio Interface and iPad/iPhone\* Remote Control

It can be your top-notch studio recording interface today, control a complex theatre production tomorrow, or sit securely in your side-rack while you're mixing your band's club gig from your iPad. The X32 RACK is a revolutionary new product genre that combines finest analog I/O and powerful digital connectivity, with ample processing for 40 channels, 25 buses and up to 152 signal sources.

While every parameter of your mix can be adjusted directly on the X32 RACK through its 800 x 480 graphic UI, networked remote control literally makes room for new possibilities. Several instances of our XControl PC/Mac application, XiControl app for iPad/iPad mini and XiQ app for iPhone/iPod touch allow controlling the mix from exactly the place you find most suitable.

16 MIDAS-design mic preamps provide plenty of inputs—and with its dual AES50 ports, X32 RACK can support up to six S16 digital snakes for massive I/O connectivity.

8 powerful stereo FX engines coupled with ultra-flexible routing options make the X32 RACK the ideal choice for handling audio now—and as your needs grow.





## Key Features:

- Line-array enhanced coverage control
- Organic, unobtrusive shape
- Strong-Arm-Mount™ for easy, flexible aiming
- Full-bandwidth overload protection
- Weather resistant - Conforms to Mil Spec 810 and IEC 529 IP 34
- Dual LF transducers for extended bass and greater power handling and output
- Ti direct-radiator HF transducer, Neodymium structure
- High sensitivity
- Magnetically shielded
- Zinc-plated grilles
- Transformer Versions



## General Description:

The EVID 4.2 is a very compact full range loudspeaker ideal for indoor and outdoor applications requiring high-quality sound. Its shape and size make it nearly invisible for use in background/foreground music systems for restaurants, bars, patios, retail, and other applications

The 4.2's three-dimensional elliptic baffle symmetrically locates the 1" Ti high frequency element with a Coherent Coverage Waveguide in front of, and between the 4" low frequency drivers. This careful shaping, location, and 10° splaying of the lf units provides coverage control by the resulting line array. Lobing is controlled by physically "shadowing" the lf transducers from each other over the bandwidth they would normally exhibit interference. EVID's mounting system provides greater range of aiming angles in both horizontal and vertical planes than other types. The curved grille features designed-in weather resistance and a hidden leash for safety.

All models are available in black or white, and can easily be painted to match the décor. Transformer versions are also available for constant voltage systems.

## Technical Specifications:

Frequency Response <sup>1</sup> (-10 dB)	65Hz - 20kHz
Power Handling <sup>2</sup>	200W Cont. Prog./400W Peak
Sensitivity <sup>3</sup>	89 dB, 1W/1m
Impedance	8 ohms
Max SPL	113 dB
Horizontal Coverage <sup>4</sup>	120°
Vertical Coverage <sup>4</sup>	80°
Crossover Frequency	2.2 kHz
LF Transducer	2 x 4" (100 mm)
HF Transducer	1" (25 mm)
Protection	Full System
Weather Resistance	Meets Mil Spec 810 humidity, salt spray, temperature and UV, and IEC 529 IP 34 splashproof ratings
Swing x Rotation	100° x 90°
Terminals	Phoenix Connector
Enclosure Material	ABS (paintable)
"t" Version Wattage Taps	70V: 3.75 W 70V/100V: 7.5W, 15W, 30W, 8 ohm bypass
Dim (H x W x D)	12.2" x 6.9" x 8.5" (234 mm x 127 mm x 165 mm)
Net Weight (each)	8.5 lbs (3.9 kg)
Shipping Weight (pair)	19 lbs (8.6 kg)
Included Accessories	SAM™, hex key

<sup>1</sup> Half Space (wall mounting)

<sup>2</sup> Continuous Program Rating: 3 dB greater than continuous pink noise rating (IEC-shaped pink noise with 6dB crest factor)

<sup>3</sup> Avg: Half Space (wall mounting)

<sup>4</sup> When mounted with long axis in vertical plane

000109

## SRG120DH

12x 1080p/60 HD PTZ Camera

\$2,449.00 U.S. List Price

[Locate a Reseller](#) [Locate a Reseller](#)



UPC:027242282537

Weights & Measures:  
1.45kg (3 lbs. 3.1oz), 164mm (6-1/4 inches) x 157mm (6-1/2 inches)  
x 164mm (6-1/4 inches)



Zoom Image

What do you look for in a PTZ camera? If your answer is stunning image quality coupled with smooth robotic control at an affordable price, take a look at Sony's new SRG Camera Series. The new SRG series joins Sony's widely used EVI and BRC product lines, giving customers a greater choice of high-quality remote camera options. The SRG-120DH is a desktop 1080p/60 HD PTZ camera with a 12x optical zoom and built-in IP control. It incorporates Sony's high sensitivity 1/2.8-type Exmor™ CMOS sensor with the latest imaging technology and field-proven operability. The SRG-120DH is equipped with several new features including View-DR processing to master the harshest lighting conditions as well as the industry recognized VISCA™ protocol and built-in IP control. It also feaures an extremely wide wide of view (71 degrees). Controller options available include the RM-BR300 and RMIP10 joystick controllers. The SRG-120DH is available in a silver housing and is ideal for videoconferencing and remote monitoring applications.

### Highlights:

- High Image Quality: The SRG cameras incorporate Sony's high-sensitivity 1/2.8 -type Exmor CMOS sensor and the latest View-DR™ technology. Also their 60p shooting capability realizes smooth, reduced blur life-like images.
- View-DR (Wide Dynamic Range) Feature: View-DR provides extremely wide dynamic range with Sony's full-capture Wide-D technology - utilizing the Exmor™ CMOS sensor's high-speed readout capability and Visibility Enhancer (VE) that provides a high level of chrominance and luminance. Achieves up to 130dB. (29.97fps)
- XDNR™ Technology: XDNR technology reduces noise and provides clear images in both moving and still objects under low light conditions.
- Camera Control: VISCA over IP technology allows for easy control of camera over IP connection.

### Camera Specifications

#### Detail:

Image Device	1/2.8 Exmor CMOS
Lens	12x Optical/12x Digital Zoom Lens Focal Length - 3.9 mm (wide) to 46.8 mm (tele) F1.8 to 2.0
Minimum Object Distance	10mm (wide end) / 1500mm (tele end)
Shutter Speed	1/1 to 1/10000 sec (59.94 Hz system) 1/1 to 1/10000 sec (50 Hz system)
White Balance	Auto, Indoor, Outdoor, One-push auto, ATW, Manual
Pan Angle/Speed	Angle: +/- 100 degrees Speed: 300 degrees / sec.
Tilt Angle/Speed	Angle: +25 degrees / -25 degrees Speed: 126 degrees / sec
Horizontal Viewing Angle	71 degrees (wide)
Preset Positions	16 presets

### Interface Specifications

#### Detail:

Camera Control Interface	VISCA protocol with built-in IP control Camera Control Interface: RJ-45 / RS-232C
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### Video Output Specifications

#### Detail:

Minimum Illumination	1.8 lx (50 IRE, F1.8, 30 fps)
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S/N Ratio	50 dB		
Video Output	HDMI		
Signal System	1080/59.94p, 50p, 29.97p, 25p 1080/59.94i, 50i 720/59.94p, 50, 29.97p, 25p		
<b>General Specifications</b>		<b>Detail:</b>	
Dimensions (W x H x D)	153 x 156 x 153 mm (6-1/8 x 6-1/4 x 6-1/8 inches)		
Weight	1.45kg (3 lbs. 3.1 oz)		
Power Requirements	DC 12V (DC10.8 - 13.2V)		
Power Consumption	16.8W		
Operating Temperature	0°C to +40°C (32°F to +104°F)		
Storage Temperature	-20°C to +60°C (-4°F to +140°F)		
<b>Supplied Accessories</b>			
<b>Model:</b>	<b>Description:</b>	<b>U.S. List Price:</b>	
	AC Power Adaptor (1)		
	AC Power Cord (1)		
	IR Remote Commander Unit (1)		
	CD-ROM Operating Instructions (1)		
<b>Optional Accessories</b>			
<b>Model:</b>	<b>Description:</b>	<b>U.S. List Price:</b>	
RMIP10	IP Remote Controller for the Select BRC and SRG PTZ Cameras	Pricing available upon request	<a href="#">Get details</a>
	RM-IP10 IP Controller		
	RM-BR300 Controller		
<b>Product Brochure</b>			
<b>Description:</b>	<b>Release Date:</b>	<b>Type/Size:</b>	
CPITV4S Controller Brochure		pdf / 1,318K	<a href="#">Download now</a>
<b>White Paper</b>			
<b>Description:</b>	<b>Release Date:</b>	<b>Type/Size:</b>	
View DR Technology - White Paper		pdf / 1,014K	<a href="#">Download now</a>
<b>Product Manual</b>			
<b>Description:</b>	<b>Release Date:</b>	<b>Type/Size:</b>	
SRG120DH Manual	10/21/2014	pdf / 1,430K	<a href="#">Download now</a>
<b>Brochure</b>			
<b>Description:</b>	<b>Release Date:</b>	<b>Type/Size:</b>	
SRG Family Brochure		pdf / 5,749K	<a href="#">Download now</a>

## **MILES PRO AUDIO-VISUAL, LLC**

**14240 W. COLLEGE AVENUE  
NEW BERLIN, WISCONSIN 53151**  
[milesproductions@wi.rr.com](mailto:milesproductions@wi.rr.com)

**OFFICE (414) 525-0228  
MOBILE (414) 736-1488  
(414) 241-1241**

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### **MUNICIPAL INSTALLATIONS**

#### **City of New Berlin**

*Original installation of Single Sony D100 PTZ color camera w/IR remote  
Repair & replace audio system components & microphones*

#### **Village of Big Bend**

*Complete audio & video system installation  
Sony D100 PTZ color camera w/IR remote  
Audio/video matrix, audio mixer, DVD recorders & playback  
Microphones & snake*

#### **Town of Vernon**

*Complete audio & video system installation  
Sony D100 PTZ color cameras w/IR remote  
Audio/video matrix, audio mixer, DVD recorder  
Leightronix automated playback DVD system, computer scheduled  
Sony modular wireless lapel microphone systems  
EV EVID 4.2 full range speakers*

#### **Village of Germantown**

*Complete video system installation  
Sony D100 PTZ color cameras, Sony camera controller, video switcher  
DVD recorder, preview monitor, on air monitor  
Audio/video control room desk w/ side racks  
Camera LCD monitors*

#### **City of Delafield**

*Complete audio & video systems installation  
Professional A/V control room  
DVD recorders, Sony playbacks, Leightronix automation, camera controller, camera mixer,  
Digital audio mixer w/USB recording, 16 inputs, 8 discrete outputs, parametric equalizers  
Video mixer w/effects & PIP & quad view, 10ft x 10ft electric video screen, Video projector,  
Audio & Video inputs for visiting devices at council desk & POF table, 47" ceiling mounted  
LCD displays, EV EVID speakers & subwoofer (subwoofer used for movies)*

#### **City of Delafield Library**

*Complete audio & video system installation  
Wall mounted equipment rack with powered audio mixer, DVD player  
8ft X 8ft electric video screen, ceiling mounted video projector, visitor A/V inputs*

**City of Delafield DPW**

Wall mounted equipment rack w/power mixer, Shure wireless mic systems  
8" ceiling speakers, 1 – 8ft video screen w/ ceiling mounted projector

**City of Delafield Police**

Complete audio & video system installation  
Wall mounted equipment rack w/ powered audio mixer, DVD player, wireless mic systems  
8ft X 8ft video screen & ceiling mounted projector  
Interactive white board  
Visiting devices inputs  
LCD wall mounted displays

**City of Delafield Fire**

LCD wall mounted displays

**City of Green Lake DPW**

Complete High definition 1080p resolution Surveillance Camera system  
Offices & entire complex surveillance

**Mukwonago Community Library**

Complete audio system installation  
Audio mixer, speakers & subwoofer (for movies)

**Village of Fox Point**

Complete audio system installation  
Digital audio mixer w/ USB recording  
Wireless desk top gooseneck microphones & handhelds  
EV EVID full range speakers  
Floor mounted equipment rack

**Town of Vernon (Village Hall)**

Complete audio & video High Definition 1080p upgrade  
Sony cameras, Digital video mixer, Digital audio mixer  
Worldwide Streaming on You Tube  
Complete Complex High Definition 1080p Surveillance Camera system  
Remote surveillance monitoring from smart phone

**State of Wisconsin**

Wisconsin State Fair Complex  
Grandstand, Coliseum, Barns, Grounds Paging, Buildings  
Milwaukee Mile  
P.A for all events and races  
Designed & installed complete safety communications system

**Other**

Full Concert Productions for professional Artists since 1979  
SEE OUR WEBSITE AT: [Milesproav.com](http://Milesproav.com)

000113



## Town of Lisbon, Council Meeting Room

Amy Schmidt  
Sr. Account Manager  
d: 262-207-1312 m 414-460-2231  
[Amy.schmidt@avisystems.com](mailto:Amy.schmidt@avisystems.com)

## Preliminary scope of work and budget

**A. SUMMARY:** Town of Lisbon is looking to upgrade the technology in their council room. This room is used for council board meetings with the board members seated at the table facing the attendees. There are 7 microphones at the board table and a podium used for audience presenters. The Town of Lisbon broadcasts the meeting over TV using a composite signal feed. They need to have the meeting recordings digitally stored.

## B. SYSTEM DESCRIPTION:

### Functionality Description:

The priority of upgrading is to upgrade the recording capability still requiring the signal to be broadcast and the recordings digitally stored. If possible, they would like to use the current 7 microphones at the board table. They would like two cameras added one wide angle and one for the zoom. They would like a wireless handheld microphone that can be mounted at the podium. In addition, they would like to add a projector and screen for content presentation during the meetings.

## C. BUDGETARY ESTIMATE:

**Cameras/Updated Capture, Streaming and Recordings** **\$13,700-\$15,200**

- Source Devices:
  - AVI to provide and install two cameras
- Audio:
  - OFE provided audio mixer will remain in use
  - OFE wired microphones at the board table will remain in use
  - AVI to provide and install a wireless handheld microphone at the podium which replaces the microphones currently mounted in the back of the room.
- Switching/Control
  - AVI to provide and install all in one video production system that includes capture, streaming and recording capabilities and basic camera control
  - This output can be converted to the composite signal if that is required by the cable provider

Pearl Mini is a versatile live video production device that's a video encoder, video streamer, live switcher, and video recorder all in one. Pearl Mini is great for lecture capture applications. With Pearl Mini, you can capture, record and stream computer monitors, radar displays, or anything that outputs to SDI, HDMI™, or DVI-I (single link). Capture audio via XLR, ¼ TRS, RCA, 3.5 mm, SDI or HDMI. Simultaneously capture up to \*three audio visual sources and choose how you want to record and stream them. Have separate ISOs or create custom layouts with multiple video sources for live switching.



### Add Projector/Screen for presentation in the meeting room

\$3,800-\$4,200

- Displays:
  - AVI to provide and install a manual pull down wall mounted screen
  - AVI to provide and install a projector for content presentation

This option does not include embedding the presentation in the production system, but allows participants to present content in the meeting room.

### AVI Proven Process:

AVI Systems follows a proven process to get you where you want to go. Our goal at AVI Systems is to partner with you every step of the way to ensure your project is completed on time and within budget.



PRO Development:

In the development process AVI will work with you to define the system recommendations, estimates, timelines, support plans and technology roadmaps.

- Initial scope of functionality/scope of work
- Potential concerns
- Project timeline with milestones
- Executive summary

PRO Design:

- Detailed project scope of work.
- Schedule of milestones and long-term goals.
- Trade coordination and accurate construction documents for implementation of AV-related infrastructure.
- Detailed audio and visual flow documents.
- System operational and post operational requirements.
- Total project costs with bill of material.
- Project Systems Implementation Agreement.

PRO Integration:

- Execution of scope of work.
- Outlined time frames.
- Dedicated project manager.
- Industry-trained and certified integration team.
- Control system programming.
- System commissioning and certification.
- System operational training.
- 90-day warranty.

PRO Support:

- Unlimited onsite support calls.
- Unlimited operator training and retraining.
- Unlimited telephone support.
- Repair or replacement of equipment failures guaranteed.
- Unlimited support for user error.
- Priority response guarantee: onsite within 8 business hours.
- Biannual system re-certification.
- Asset tracking.
- End-of-life reporting.
- Certified recycling.
- Upgrade options for multiple-year coverage.

**Pricing Summary:**

PRO Development/Design:	\$1,000
PRO Integration:	\$13,700-\$20,000
PRO Support:	\$1,500 annually

**Note:** In the Pro Development/Pro Design session the budget is refined as use cases are developed and production and broadcast requirements further defined.



# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:** Detachments to the Villages of Sussex and Merton

**PREPARED BY:** Gina C. Gresch, Administrator

**REPORT DATE:** Thursday, February 7, 2019

**RECOMMENDATION:** Adopt the Detachment Ordinances

## EXPLANATION

### **#10a - Ordinance 01-19, Ordinance Approving the Detachment of the Grass Property Pursuant to Agreement with the Village of Sussex.**

- This is the first of two border agreement annexations. The Village of Sussex adopted their annexation ordinance on January 22, 2019. An invoice will be sent to the Village for \$5,742.55, which is the statutory value of five years' worth of Town taxes.

### **#10b - Ordinance 02-19, Ordinance Approving the Detachment of the Halquist Property Pursuant to Agreement with the Village of Merton.**

- This is the second of two border agreement annexations. The Village of Merton adopted their annexation ordinance on January 17, 2019. An invoice will be sent to the Village for \$871.40, which is the statutory value of five years' worth of Town taxes.

STATE OF WISCONSIN

TOWN OF LISBON

WAUKESHA COUNTY

## Ord. 01-19

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**ORDINANCE APPROVING THE DETACHMENT OF THE GRASS PROPERTY  
PURSUANT TO AGREEMENT WITH THE VILLAGE OF SUSSEX**

---

**WHEREAS**, the Town of Lisbon and the Village of Sussex entered into a Boundary Stipulation and Intergovernmental Cooperation Agreement (Agreement) on January 22, 2001 pursuant to Chapter 66.0225 Wis. Stats.; and

**WHEREAS**, the Waukesha County Circuit Court incorporated the Agreement as a judgement of the Court which was entered on March 12, 2001, (case Number 99CV2407), which is its effective date; and

**WHEREAS**, the Agreement provides in Article II (C)(1), a process by which property owners within the Village Growth Area (VGA) may detach from the Town of Lisbon and attach to the Village of Sussex; and

**WHEREAS**, the Town of Lisbon has received a petition for detachment and attachment from Sharon Grass, owner of the property located at N79W22647 Plainview Road, LSBT 0194.999 & LSBT 0194.997, as shown on the attached petition, legal description and map; and

**WHEREAS**, the Town Clerk reviewed the petition and property description and verified that the subject property is within the VGA; and

**WHEREAS**, the Town Clerk has received a copy of the Ordinance of the Village of Sussex approving the attachment of the above described property; and

**WHEREAS**, Article II (B) provides that the Town of Lisbon shall detach any lands for which the Town receives a petition for detachment which are located within the VGA; now

**THEREFORE BE IT ORDAINED**, that the Town Board of the Town of Lisbon finds that the subject land proposed for detachment and attachment in the petition meets all applicable requirements and conditions required under the agreement, and hereby approves the detachment of the property described above pursuant to Article II of the Agreement and directs the Town Clerk to forward a certified copy of this ordinance to the Village of Sussex Clerk.

**PASSED AND ADOPTED** by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 11<sup>th</sup> day of February, 2019.

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: \_\_\_\_\_  
Dan Green, WCMC  
Town Clerk



000121



N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
FAX (262) 246-5222  
Email: [info@villagesussex.org](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://www.villagesussex.org)

January 24, 2019

Dan Green  
Clerk  
Town of Lisbon  
W234N8676 Woodside Road  
Sussex, WI 53089

RE: Grass Property Attachment/ Detachment

Dear Dan:

I have attached a Certified Copy of the Attachment Ordinance adopted by the Village Board on the Grass property located at N79W22647 Plainview Road, Tax Key: LSBT0194999 & LSBT0194997. Please place a detachment ordinance of the Grass property on a Town Board meeting within 45 days of your receipt of this Village Ordinance. Once the Town Board has adopted the Town's detachment ordinance, please provide me with three certified copies of the Town's ordinance for filing with the Secretary of State, the County, appropriate utilities and school districts.

Please contact me should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Casen J. Griffiths", with a long horizontal line extending to the right.

Casen J. Griffiths  
Administrative Service Director/  
Clerk-Treasurer

Enclosures

STATE OF WISCONSIN

VILLAGE OF SUSSEX

WAUKESHA COUNTY

**ORDINANCE 844**

**APPROVING THE ATTACHMENT OF PROPERTY  
WITHIN THE VILLAGE GROWTH AREA UNDER THE BOUNDARY STIPULATION  
AND INTERGOVERNMENTAL COOPERATION AGREEMENT  
WITH THE TOWN OF LISBON**

WHEREAS, the Village of Sussex and the Town of Lisbon entered into a Boundary Stipulation and Intergovernmental Cooperation Agreement ("Agreement") on January 22, 2001, pursuant to §66.0225, and;

WHEREAS, the Waukesha County Circuit Court incorporated the Agreement as the judgment of the Court which was entered on March 12, 2001, (Case No. 99 CV 2407) which is its effective date, and;

WHEREAS, the Agreement provides in Article II, C. 1., a process by which property owners within the Village Growth Area ("VGA") may detach from the Town of Lisbon and attach to the Village of Sussex, and;

WHEREAS, the Village of Sussex has received a petition for detachment and attachment from Sharon Grass, hereinafter collectively referred as "Petitioner", owner of the property located at N79W22647 Plainview Road, Tax Key No. LSBT0194997 and LSBT0194999, as shown on the attached petition, legal description and map, and;

WHEREAS, the Village Clerk reviewed the petition and the property description and verified that the subject property is within the VGA, and;

WHEREAS, Article II, B provides that the Village of Sussex may attach any lands for which the Village receives a petition for detachment and attachment which are located within the VGA without contest by the Town, and:

WHEREAS, in accordance with the Land Use Map this parcel is designated with a Low Density Single Family Residential Sewered Use and the properties surrounding this property are zoned Residential therefore the appropriate zoning would be RS-2 and RS-3 Single Family Residential District, and

WHEREAS, any development to the property will require extending public utilities and shall be done in accordance with Village practices, policies and procedures, and

THEREFORE BE IT ORDAINED, that the Village Board of the Village of Sussex finds that the subject land proposed for detachment and attachment in the petition meets all applicable requirements and conditions required under the Agreement, and hereby approves the attachment of the property described above pursuant to Article II of the Agreement and directs the Village Clerk to forward a certified copy of this Ordinance to the Town of Lisbon Clerk.

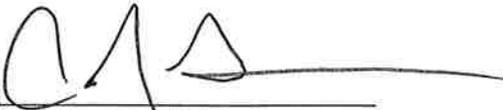
BE IT FURTHER ORDAINED that this property is placed in Ward 11.

BE IT FURTHER ORDAINED that this property is zoned RS-2 and RS-3 Single Family Residential District all hereto and incorporated herein.

BE IT FINNALLY ORDAINED, as part of this attachment to the Village said property owner is now placed on notice of the advanced utility work, the costs and obligations of the same, the public purpose for said work and acknowledges the same.

Dated this 22 day of January, 2019.

  
Gregory L. Goetz  
Village of Sussex President

Attest:   
Casen J. Griffiths  
Village Clerk-Treasurer



LEGAL DESCRIPTION

ANNEXATION MAP "GRASS PROPERTY"

BEING A PART OF THE NORTHWEST 1/4, NORTHEAST 1/4, SOUTHEAST 1/4, AND SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 13, TOWNSHIP 8 NORTH, RANGE 19 EAST, TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN BEING MORE PARTICULARLY BOUNDED AND DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF THE NORTHWEST 1/4 OF SECTION 13; THENCE SOUTH 00°27'40" WEST ALONG THE EAST LINE OF SAID 1/4 SECTION, 2640.78 FEET TO THE SOUTHEAST CORNER OF SAID 1/4 SECTION; THENCE SOUTH 88°39'04" WEST ALONG THE SOUTH LINE OF SAID 1/4 SECTION, 1879.62 FEET TO A POINT ON THE EAST RIGHT-OF-WAY LINE OF THE CANADIAN NATIONAL RAILROAD; THENCE NORTHEASTERLY 459.23 FEET ALONG THE EAST LINE OF SAID RAILROAD ALONG A CURVE TO THE RIGHT, CHORD BEARING NORTH 05°08'58" EAST, CHORD DISTANCE 459.06 FEET, RADIUS OF 4874.74 FEET; THENCE NORTH 02°27'02" EAST ALONG SAID EAST RAILROAD LINE 2192.26 FEET TO A POINT ON THE NORTH LINE OF SAID 1/4 SECTION; THENCE NORTH 88°47'02" EAST ALONG THE NORTH LINE OF SAID 1/4 SECTION 1454.82 FEET; THENCE SOUTH 01°12'58" WEST, 273.00 FEET; THENCE NORTH 88°47'02" EAST, 80.00 FEET; THENCE NORTH 01°12'58" EAST, 273.00 TO A POINT ON THE NORTH LINE OF SAID 1/4 SECTION; THENCE NORTH 88°47'02" EAST ALONG THE NORTH LINE OF SAID 1/4 SECTION, 231.00 FEET TO THE POINT OF BEGINNING.

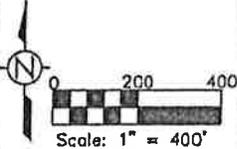
CONTAINING 4,767,822 SQUARE FEET, 109.4541 ACRES MORE OR LESS

NW COR. OF THE NW 1/4 OF SEC. 13 T.8 N., R.19 E.

N88°47'02"E 877.50'  
NORTH LINE OF THE NW 1/4 OF SEC. 13

PLAINVIEW ROAD N88°47'02"E 1454.82'

N88°47'02"E 231.00'  
NE COR. OF THE NW 1/4 OF SEC. 13 T.8 N., R.19 E.



BEARINGS REFERENCED TO WEST LINE, SOUTH LINE AND NORTH LINE OF THE NORTHWEST 1/4 OF SEC. 13-8-19, WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.

WEST LINE OF THE NW 1/4 OF SEC. 13, N 00°34'44" E 2647.08'

COLDWATER CREEK - PHASE 4  
OUTLOT 16

CANADIAN NATIONAL RAILROAD  
N02°27'02"E 2192.26'

S01°12'58"W 273.00'  
UNPLATTED LANDS  
N01°12'58"E 273.00'  
80.00'  
N88°47'02"E

TOWN OF LISBON  
STONE FAMILY PARK

TOTAL ANNEXATION AREA  
4,767,822 S.F.  
109.4541 ACRES  
TAX KEY NO. LSBT 0194.999 & LSBT 0194.997

COLDWATER CREEK - PHASE 3  
OUTLOT 12  
VILLAGE OF SUSSEX

ARC L. = 459.23'  
CH. BR. = N05°08'58"E  
CH. L. = 459.06'  
RADIUS = 4874.74'  
I ANGLE = 05°55'28"

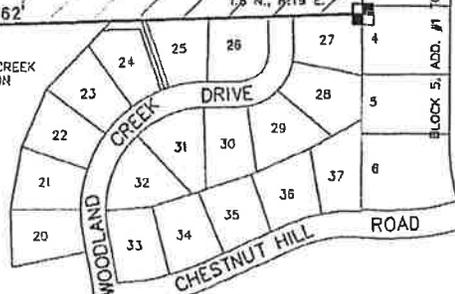


SW COR. OF THE NW 1/4 OF SEC. 13 T.8 N., R.19 E.

SOUTH LINE OF THE NW 1/4 OF SEC. 13

UNPLATTED LANDS  
VILLAGE OF SUSSEX

WOODLAND CREEK  
SUBDIVISION  
OUTLOT 1



SE COR. OF THE NW 1/4 OF SEC. 13 T.8 N., R.19 E.

FOREST HILL LN.

LOT 1  
BLOCK 3  
VENOGWEC  
PARK ESTATES

5

4

3

2

1

1

2

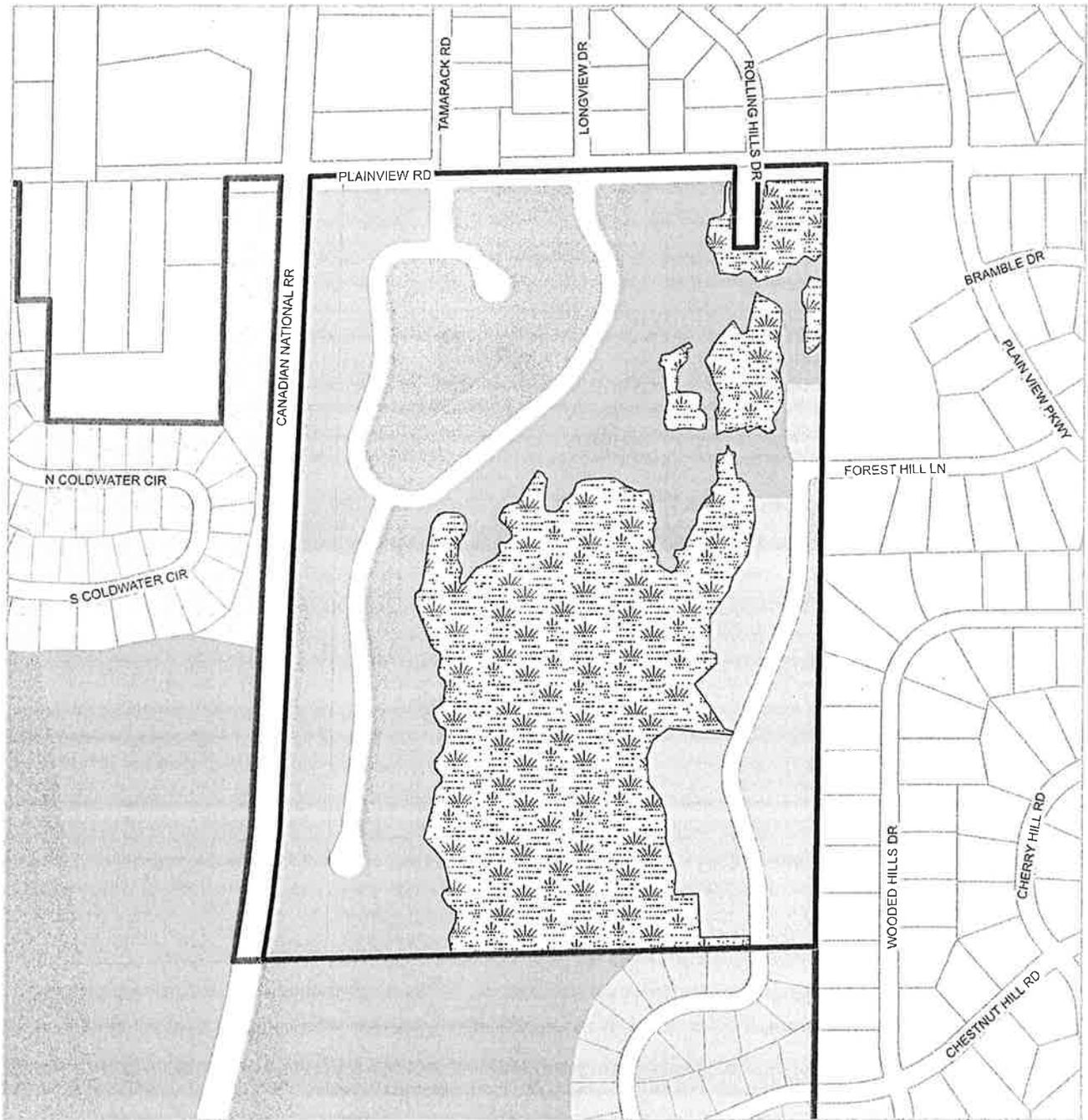
3

4

5

6

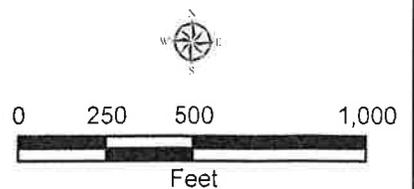
# Grass Property Zoning Map Exhibit



### Legend

-  FLOODWAY (F-1)
-  LOWLAND CONSERVANCY OVERLAY (LCO)
-  UPLAND CONSERVANCY OVERLAY (UCO)
-  PLANNED DEVELOPMENT OVERLAY (PDO)
-  SECONDARY ENVIRONMENTAL CORRIDOR (SEC)
-  SINGLE-FAMILY RESIDENTIAL (Rs-1)
-  SINGLE-FAMILY RESIDENTIAL (Rs-2)
-  SINGLE-FAMILY RESIDENTIAL (Rs-3)
-  PARK (P-1, P-2)
-  Grass Property
-  Village Limits

## Zoning Classification Annexation Rs-2, Rs-3, Park and Conservancy Village of Sussex



000126

**PETITION FOR**  
**DETACHMENT AND ATTACHMENT**

**TOWN OF LISBON**

**VILLAGE OF SUSSEX**

TO: The Town Board of the Town of Lisbon, Waukesha County, Wisconsin, and  
The Village Board of the Village of Sussex, Waukesha County, Wisconsin:

I/We, the undersigned, being the owner(s) of the land described within this petition, hereby petition the Town of Lisbon for detachment and the Village of Sussex for attachment of the following described real estate presently located within the Town of Lisbon,

Address of requested property N79W22647 PLAINVIEW RD

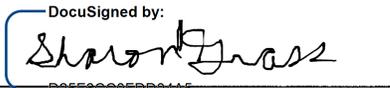
Tax Key # LSBT0194999 & LSBT0194997

Pursuant to the approved Boundary Stipulation and Intergovernmental Cooperation Agreement dated January 22, 2001, and entered by the court on March 2, 2001 (Case No. 99 CV 2407).

The total area of the Land to be detached is 109 acres, more or less.

The number of people residing on the land to be detached is 0.

A legal description and scale map of the property is attached to this petition. Additional attached documents, if any.

Owner signature  Date 11/16/2018

Print name Sharon Grass

Address W157N11054 TINKERS CT, GERMANTOWN WI 53022  
4143038080

Daytime phone # \_\_\_\_\_

Owner signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Address \_\_\_\_\_

Daytime phone # \_\_\_\_\_

Attach additional copies of this petition as needed for signatures.

**This form and attached information must be filed with both the Town Clerk and the Village Clerk**

**Print Form**

**Clear Form**

LEGAL DESCRIPTION

ANNEXATION MAP "UNPLATTED PROPERTY"

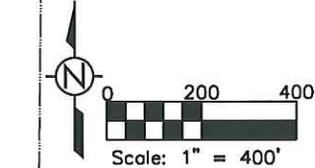
BEING A PART OF THE NORTHWEST 1/4, NORTHEAST 1/4, SOUTHEAST 1/4, AND SOUTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 13, TOWNSHIP 8 NORTH, RANGE 19 EAST, TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN BEING MORE PARTICULARLY BOUNDED AND DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF THE NORTHWEST 1/4 OF SECTION 13; THENCE SOUTH 00°27'40" WEST ALONG THE EAST LINE OF SAID 1/4 SECTION, 2640.78 FEET TO THE SOUTHEAST CORNER OF SAID 1/4 SECTION; THENCE SOUTH 88°39'04" WEST ALONG THE SOUTH LINE OF SAID 1/4 SECTION, 1879.62 FEET TO A POINT ON THE EAST RIGHT-OF-WAY LINE OF THE CANADIAN NATIONAL RAILROAD; THENCE NORTHEASTERLY 459.23 FEET ALONG THE EAST LINE OF SAID RAILROAD ALONG A CURVE TO THE RIGHT, CHORD BEARING NORTH 05°08'58" EAST, CHORD DISTANCE 459.06 FEET, RADIUS OF 4874.74 FEET; THENCE NORTH 02°27'02" EAST ALONG SAID EAST RAILROAD LINE 2192.26 FEET TO A POINT ON THE NORTH LINE OF SAID 1/4 SECTION; THENCE NORTH 88°47'02" EAST ALONG THE NORTH LINE OF SAID 1/4 SECTION 1454.82 FEET; THENCE SOUTH 01°12'58" WEST, 273.00 FEET; THENCE NORTH 88°47'02" EAST, 80.00 FEET; THENCE NORTH 01°12'58" EAST, 273.00 TO A POINT ON THE NORTH LINE OF SAID 1/4 SECTION; THENCE NORTH 88°47'02" EAST ALONG THE NORTH LINE OF SAID 1/4 SECTION, 231.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 4,767,822 SQUARE FEET, 109.4541 ACRES MORE OR LESS

NW COR. OF THE NW 1/4 OF SEC. 13 T.8 N., R.19 E.

NE COR. OF THE NW 1/4 OF SEC. 13 T.8 N., R.19 E.



BEARINGS REFERENCED TO WEST LINE, SOUTH LINE AND NORTH LINE OF THE NORTHWEST 1/4 OF SEC. 13-8-19, WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.

WEST LINE OF THE NW 1/4 OF SEC. 13, N. 00°34'44" E. 2647.08'

COLDWATER CREEK - PHASE 3 OUTLOT 12 VILLAGE OF SUSSEX

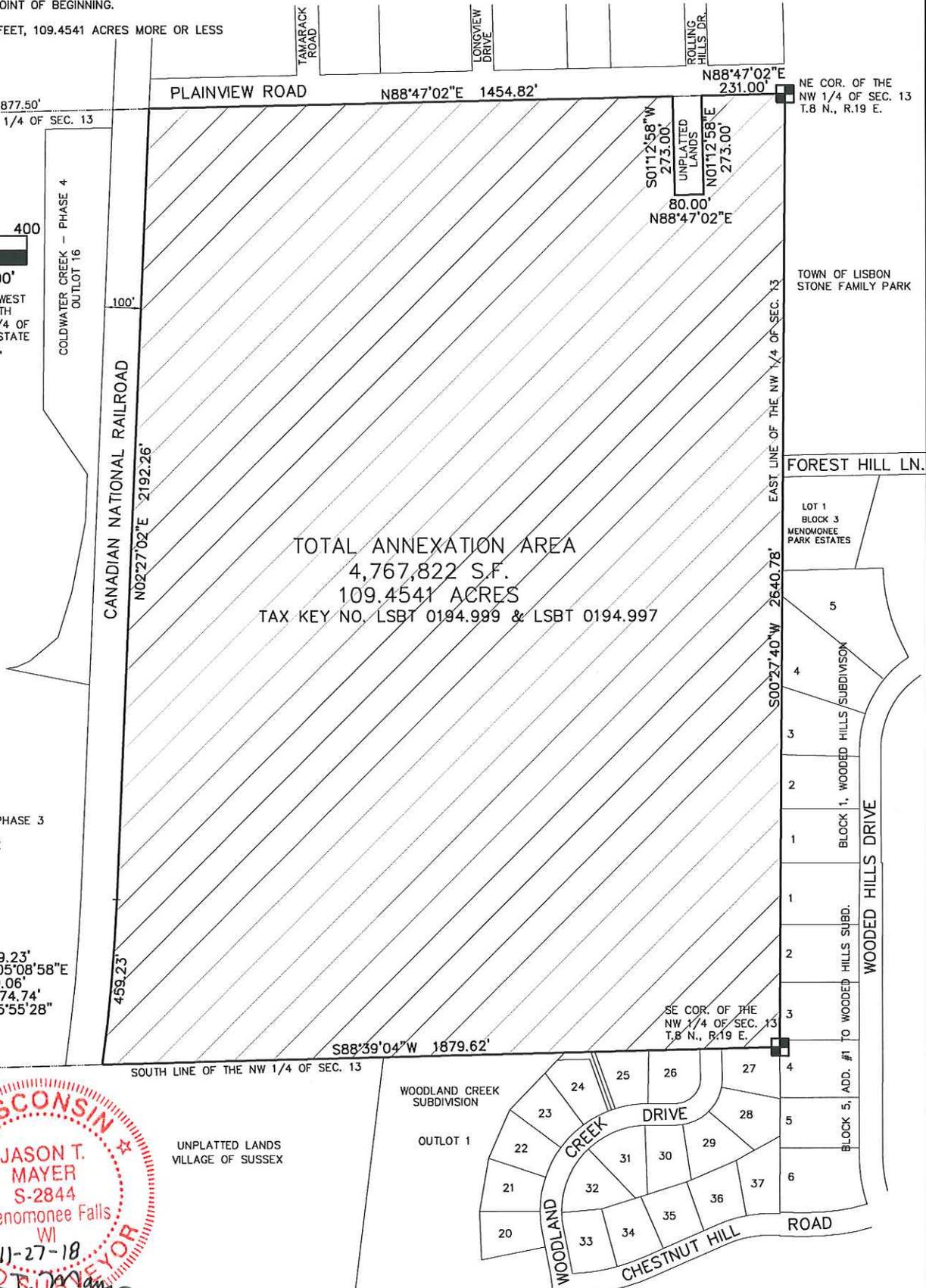
ARC L. = 459.23'  
CH. BR. = N05°08'58"E  
CH. L. = 459.06'  
RADIUS = 4874.74'  
I ANGLE = 05°55'28"

SW COR. OF THE NW 1/4 OF SEC. 13 T.8 N., R.19 E.



UNPLATTED LANDS VILLAGE OF SUSSEX

THIS INSTRUMENT WAS DRAFTED ON 11/27/2018 BY JASON T. MAYER, P.L.S. NO. 2844



TOTAL ANNEXATION AREA  
4,767,822 S.F.  
109.4541 ACRES  
TAX KEY NO. LSBT 0194.999 & LSBT 0194.997

INSTRUCTIONS FOR DETACHMENT AND ATTACHMENT  
TOWN OF LISBON – VILLAGE OF SUSSEX

1. Property owners whose property lies within the Village Growth Area within to attach to the Village must file a petition for detachment and attachment with both the Town and Village clerks.
2. The petition for detachment must include a legal description of the property and a scale map.
3. Each clerk must review the petition and check the property legal description to ensure the property is within the VGA.
4. Within 45 days of receipt of the Petition, the Village of Sussex, may adopt an ordinance attaching the property. The Village Clerk shall forward a certified copy of the ordinance to the Town of Lisbon clerk.
5. Within 45 days of receipt of the Village's ordinance the Town of Lisbon shall pass an ordinance detaching the property in the petition and Village's ordinance. The Town Clerk shall forward a certified copy of the ordinance to the Village of Sussex clerk.
6. The detachment and attachment become effective upon the passage of the Town of Lisbon's ordinance.
7. Once the Village receives a copy of the Town's ordinance, the Village Clerk shall
  - a. Immediately file with the Secretary of State a certified copy of the ordinances approving attachment and detachment along with a copy the petition including the legal description and map;
  - b. Send a copy of the above to every utility company in the area that is annexed;
  - c. Record a certified copy of the ordinances, including the legal description and map with the register of Deeds;
  - d. File a certified copy of the ordinances with the clerk of any affected school district.

STATE OF WISCONSIN

TOWN OF LISBON

WAUKESHA COUNTY

## Ord. 02-19

---

**ORDINANCE APPROVING THE DETACHMENT OF THE HALQUIST  
PROPERTY PURSUANT TO AGREEMENT WITH THE VILLAGE OF MERTON**

---

**WHEREAS**, the Town of Lisbon and the Village of Merton entered into a Boundary Stipulation and Intergovernmental Cooperation Agreement (Agreement) on February 25, 2002 pursuant to Chapter 66.0225 Wis. Stats.; and

**WHEREAS**, the Waukesha County Circuit Court incorporated the Agreement as a judgement of the Court which was entered on May 16, 2002, (case Number 01CV2782), which is its effective date; and

**WHEREAS**, the Agreement provides in Article II (C)(1), a process by which property owners within the Village Growth Area (VGA) may detach from the Town of Lisbon and attach to the Village of Merton; and

**WHEREAS**, the Town of Lisbon has received a petition for detachment and attachment from Chip Halquist and Carolyn Erdman, owner of the property located on Ainsworth Road, LSBT 0262.999 & LSBT 0262.998, as shown on the attached petition, legal description and map; and

**WHEREAS**, the Town Clerk reviewed the petition and property description and verified that the subject property is within the VGA; and

**WHEREAS**, the Town Clerk has received a copy of the Ordinance of the Village of Merton approving the attachment of the above described property; and

**WHEREAS**, Article II (B) provides that the Town of Lisbon shall detach any lands for which the Town receives a petition for detachment which are located within the VGA; now

**THEREFORE BE IT ORDAINED**, that the Town Board of the Town of Lisbon finds that the subject land proposed for detachment and attachment in the petition meets all applicable requirements and conditions required under the agreement, and hereby approves the detachment of the property described above pursuant to Article II of the Agreement and directs the Town Clerk to forward a certified copy of this ordinance to the Village of Merton Clerk.

**PASSED AND ADOPTED** by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 11<sup>th</sup> day of February, 2019.

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: \_\_\_\_\_  
Dan Green, WCMC  
Town Clerk





VILLAGE OF MERTON  
ORDINANCE -183

APPROVING THE ATTACHMENT OF PROPERTY WITHIN THE VILLAGE GROWTH AREA UNDER THE BOUNDARY STIPULATION AND INTERGOVERNMENTAL COOPERATION AGREEMENT WITH THE TOWN OF LISBON

NOW, THEREFORE, the Village Board of the Village of Merton do ordain as follows:

WHEREAS, the Village of Merton and the Town of Lisbon entered into a boundary stipulation and intergovernmental cooperative agreement {"Agreement"} on February 25, 2002 pursuant to Section 66.0225 Wisconsin State Statutes, and;

WHEREAS, the Waukesha County Circuit Court incorporated the Agreement as the judgment of the Court which was entered on May 16, 2002, {Case No. 01 CV2782} which is its effective date, and:

WHEREAS, the Agreement provides in Article II, C., a process by which property owners within the Village Growth Area {"VGA"} may detach from the Town of Lisbon and attach to the Village of Merton, and;

WHEREAS, the Village of Merton has received a petition for detachment and attachment from Albin Halquist for Tri-Quist, Inc., Lazy B. Arabians LLC at tax key LSBT0262999 and Carolyn Erdman at tax key LSBT0262998 as shown on the attached petition, legal description and map, and

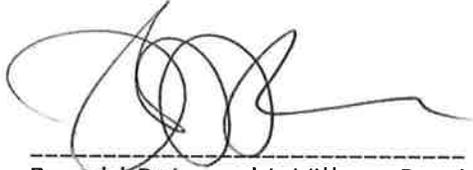
WHEREAS, the Village Clerk reviewed the petition and property description and verified the subject property is within the VGA, and;

WHEREAS, Article II, B provides the Village of Merton may attach any lands for which the Village receives a petition for detachment and attachment which are located with the VGA without contest by the Town, and.;

THEREFORE BE IT ORDAINED, that the Village Board of the Village of Merton finds the subject land proposed for detachment and attachment in the petition meets all applicable requirements and conditions required under the Agreement, hereby approves the attachment of the property described above pursuant to Article II of the Agreement and directs the Village Clerk to forward a certified copy of this Ordinance to the Town of Lisbon Clerk.

BE IT FURTHER ORDAINED; that this property is placed in Ward 5

BE IT FURTHER ORDAINED that this property is temporarily zoned as follows; tax key LSBT 0262999 P-1 Public and R-1 Residential tax key LSTB 0262998 A-1 Agriculture as set forth on the attached exhibit and incorporated herein.



-----  
Ronald Reinowski, Village President

ATTEST:


-----  
Thomas A. Nelson, Administrator, Clerk, Treasurer

ADOPTED 1-17-19

POSTED 1-22-19

000133

TOWN OF LISBON - VILLAGE OF MERTON  
PETITION FOR DETACHMENT AND ATTACHMENT

TO: The Town Board of the Town of Lisbon, Waukesha County, Wisconsin, and  
The Village Board of the Village of Merton, Waukesha County, Wisconsin:

I/we, the undersigned, being the owner(s) of the land described within this petition, hereby  
petition the Town of Lisbon for detachment and the Village of Merton for attachment of the  
following described real estate presently located within the Town of Lisbon,

the street address of which is NOT ASSIGNED

and tax key number is LSBT0262999 AND LSBT0262998

pursuant to the approved Boundary Stipulation and Intergovernmental Cooperation Agreement  
dated February 25, 2002, and entered by the court on May 15, 2002 (Case No. 01 CV 2782).

The total area of the land to be detached is 125.77 acres, more or less.

The number of people residing on the land to be detached is 0.

A legal description and scale map of the property is attached to this petition. Additional attached  
documents, if any: NONE

Dated: 1/4/19

Signed: [Signature], Owner

ALBIN HALQUIST FOIL TRI-QUIST, INC  
Print Name

(602) 369-8266  
Daytime phone number

Dated: 1.4.2019

Signed: [Signature], Owner

CAROLYN FREDMAN  
Print Name

970-903-2919  
Daytime phone number

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_, Owner

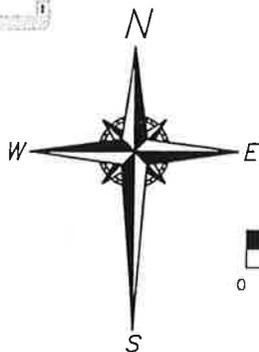
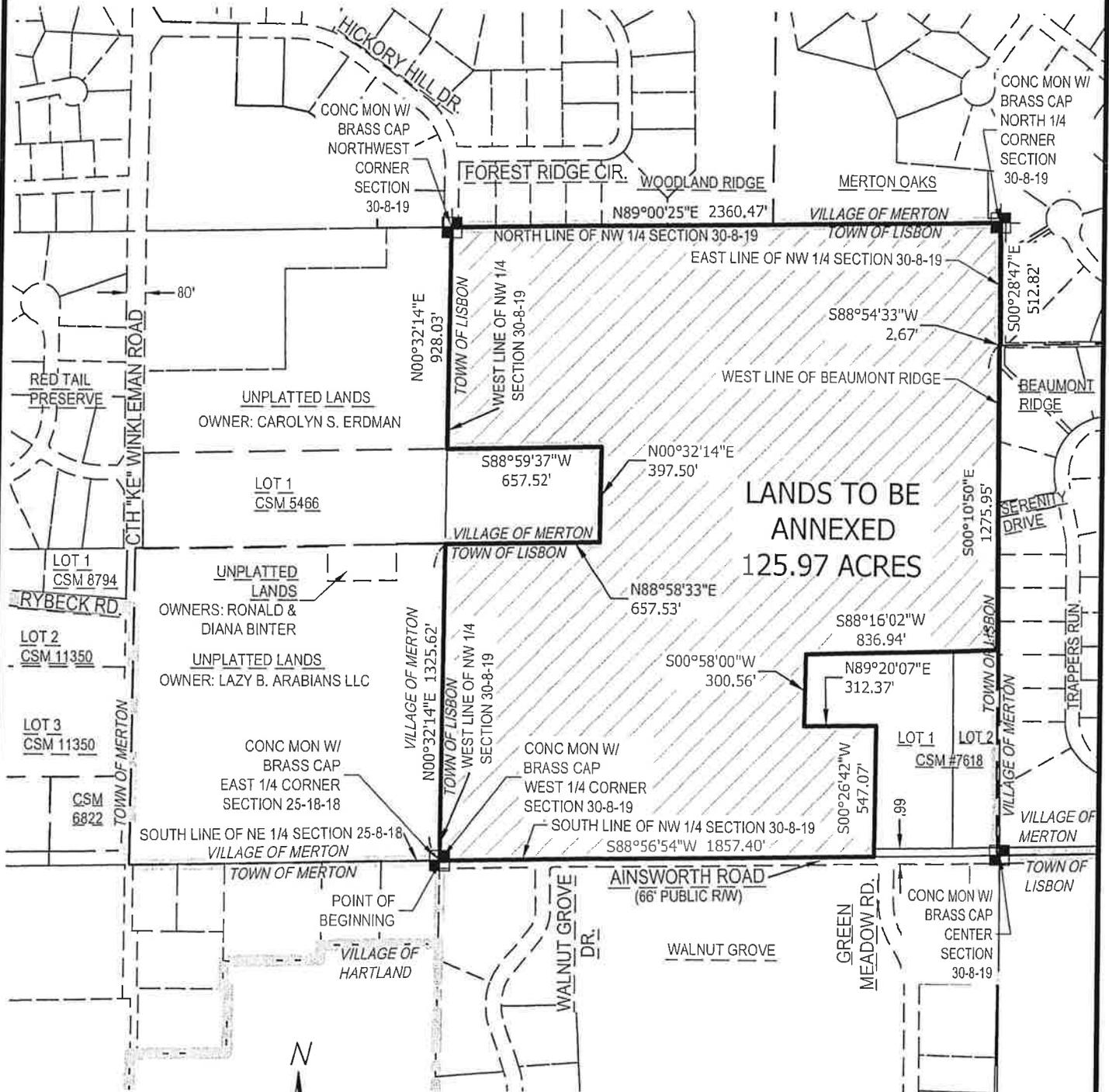
\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime phone number

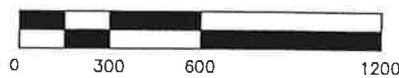
Attach additional copies of this petition as needed for signatures.  
This form and attached information must be filed with both the Town Clerk and the Village Clerk.

# ANNEXATION EXHIBIT

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



SCALE: 1" = 600'



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

PROJECT HALQA#146836

## Annexation Description

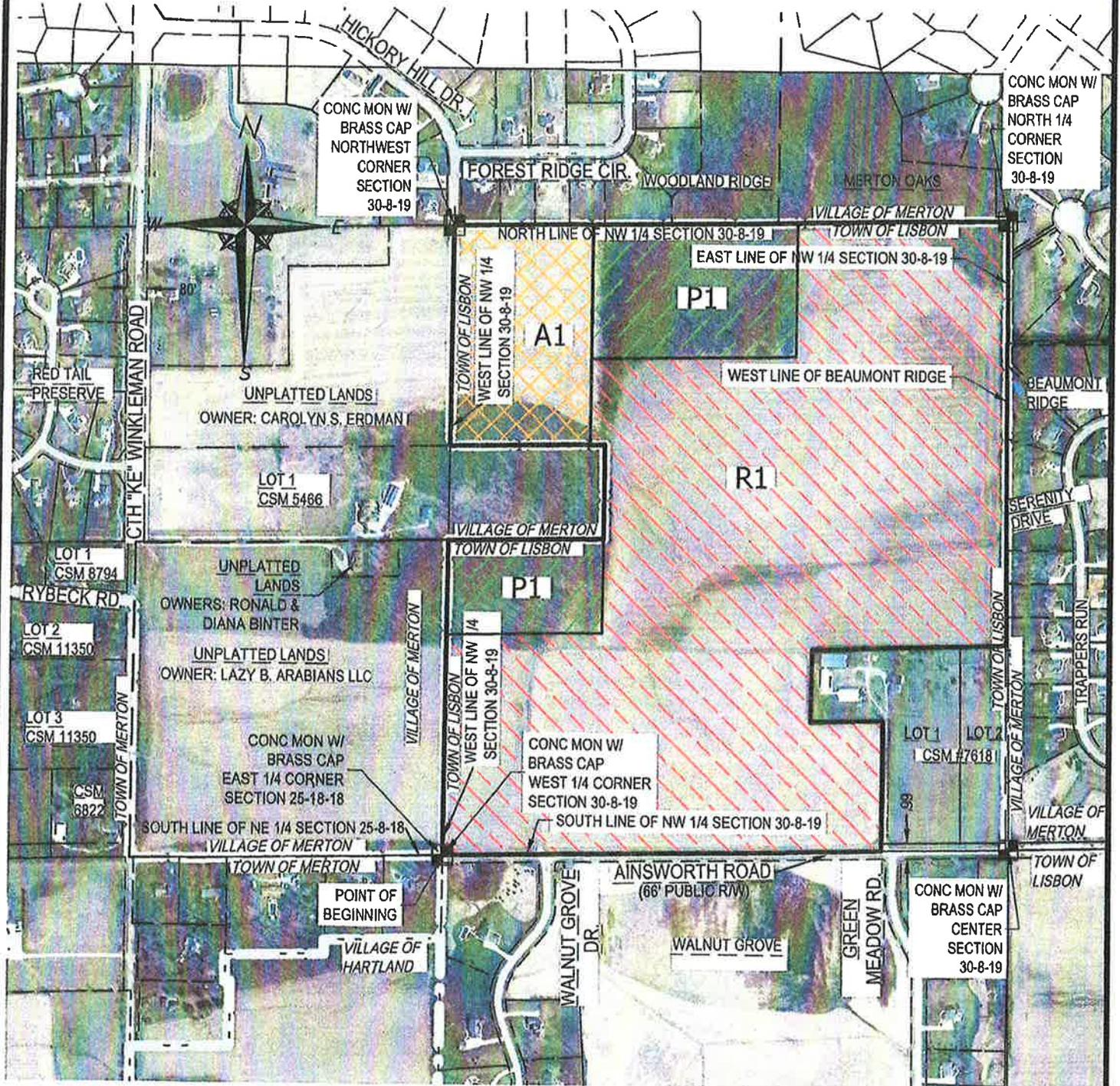
Being a part of the Northeast 1/4, Northwest 1/4, Southeast 1/4 and Southwest 1/4 of the Northwest 1/4 of Section 30, T.8N., R.19E., Town of Lisbon, Waukesha County Wisconsin bounded and described as follows:

Beginning at the West 1/4 corner of Section 30; thence  $N00^{\circ}32'14''E$  along the West line of the Northwest 1/4 of Section 30 a distance of 1325.62 feet to the South line of Lot 1 of Certified Survey Map No. 5466; thence  $N88^{\circ}58'33''E$  along said South line 657.53 feet to the East line of said Lot 1; thence  $N00^{\circ}32'14''E$  along said East line, 397.50 feet to the North line of said Lot 1; thence  $S88^{\circ}59'37''W$  along said North line 657.52 feet to the West line of the Northwest 1/4 of Section 30; thence  $N00^{\circ}32'14''E$  along said West line 928.03 feet to the Northwest corner of Section 30; thence  $N89^{\circ}00'25''E$  along the North line of the Northwest 1/4 of Section 30 a distance of 2360.47 feet to the North 1/4 corner of Section 30; thence  $S00^{\circ}28'47''E$  along the East line of the Northwest 1/4 of Section 30 a distance of 512.82 feet to the North line of Beaumont Ridge; thence  $S88^{\circ}54'33''W$  along said North line 2.67 feet to the West line of Beaumont Ridge; thence  $S00^{\circ}10'50''E$  along said West line 1275.95 feet to the North line of Certified Survey Map No. 7618; thence  $S88^{\circ}16'02''W$  along said North line 836.94 feet to the Westerly line of Certified Survey Map No. 7618; thence  $S00^{\circ}58'00''W$  along said Westerly line 300.56 feet to the Southerly line of Certified Survey Map No. 7618; thence  $N89^{\circ}20'07''E$  along said Southerly line 312.37 feet to the Westerly line of Certified Survey Map No. 7618; thence  $S00^{\circ}26'42''W$  along said Westerly line 547.07 feet to the South line of the Northwest 1/4 of Section 30; thence  $S88^{\circ}56'54''W$  along said South line 1857.40 feet to the West 1/4 corner of Section 30 and the point of beginning.

Contains 5,487,124 square feet, 125.97 acres

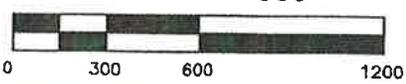
# ZONING EXHIBIT

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



-  R1-RESIDENTIAL
-  A1-AGRICULTURAL
-  P1-PARKLAND

SCALE: 1" = 600'



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

PROJECT HALQA#146836

TOWN OF LISBON – VILLAGE OF MERTON  
PETITION FOR DETACHMENT AND ATTACHMENT

TO: The Town Board of the Town of Lisbon, Waukesha County, Wisconsin, and  
The Village Board of the Village of Merton, Waukesha County, Wisconsin:

I/we, the undersigned, being the owner(s) of the land described within this petition, hereby  
petition the Town of Lisbon for detachment and the Village of Merton for attachment of the  
following described real estate presently located within the Town of Lisbon,

the street address of which is NOT ASSIGNED

and tax key number is LSBT0262999 AND LSBT0262998

pursuant to the approved Boundary Stipulation and Intergovernmental Cooperation Agreement  
dated February 25, 2002, and entered by the court on May 15, 2002 (Case No. 01 CV 2782).

The total area of the land to be detached is 125.97 acres, more or less.

The number of people residing on the land to be detached is 0.

A legal description and scale map of the property is attached to this petition. Additional attached  
documents, if any: NONE

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_, Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime phone number

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_, Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime phone number

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_, Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime phone number

Attach additional copies of this petition as needed for signatures.  
This form and attached information must be filed with both the Town Clerk and the Village Clerk.

**RECEIVED**

By Gina Gresch at 1:44 pm, Jan 09, 2019

000138

**TOWN OF LISBON – VILLAGE OF MERTON  
PETITION FOR DETACHMENT AND ATTACHMENT**

TO: The Town Board of the Town of Lisbon, Waukesha County, Wisconsin, and  
The Village Board of the Village of Merton, Waukesha County, Wisconsin:

I/we, the undersigned, being the owner(s) of the land described within this petition, hereby  
petition the Town of Lisbon for detachment and the Village of Merton for attachment of the  
following described real estate presently located within the Town of Lisbon,

the street address of which is NOT ASSIGNED

and tax key number is LSBT0262999 AND LSBT0262998

pursuant to the approved Boundary Stipulation and Intergovernmental Cooperation Agreement  
dated February 25, 2002, and entered by the court on May 15, 2002 (Case No. 01 CV 2782).

The total area of the land to be detached is 125.97 acres, more or less.

The number of people residing on the land to be detached is 0.

A legal description and scale map of the property is attached to this petition. Additional attached  
documents, if any: NONE

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_, Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime phone number

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_, Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime phone number

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_, Owner

\_\_\_\_\_  
Print Name

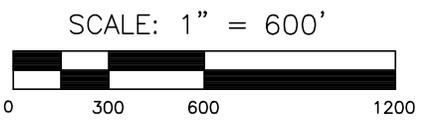
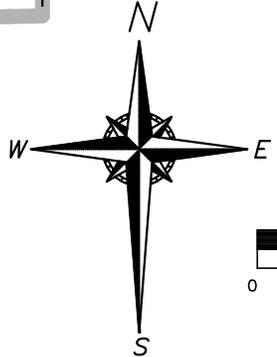
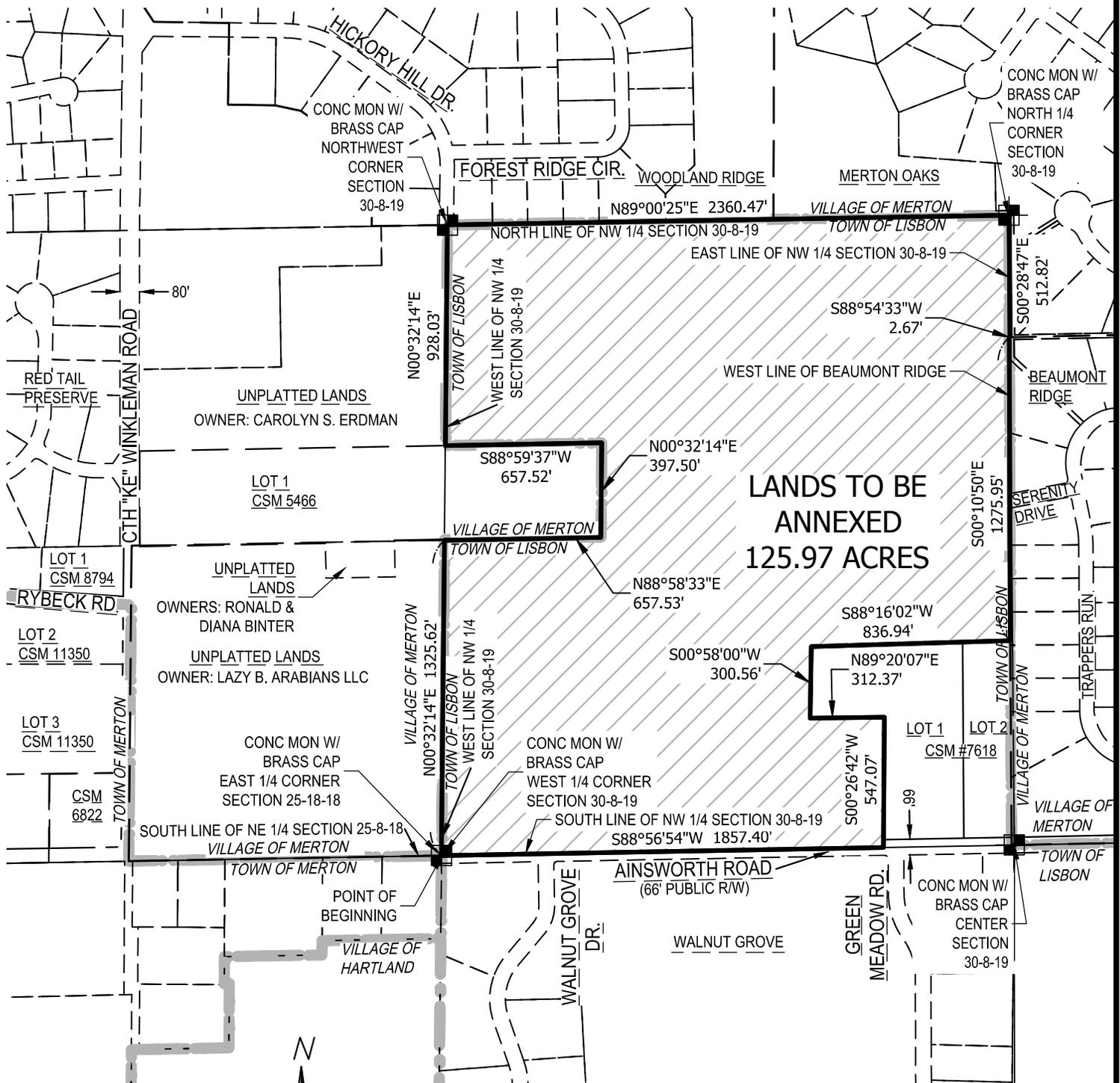
\_\_\_\_\_  
Daytime phone number

Attach additional copies of this petition as needed for signatures.  
This form and attached information must be filed with both the Town Clerk and the Village Clerk.

000139

# ANNEXATION EXHIBIT

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



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

PROJECT HALQA#146836

## Annexation Description

Being a part of the Northeast 1/4, Northwest 1/4, Southeast 1/4 and Southwest 1/4 of the Northwest 1/4 of Section 30, T.8N., R.19E., Town of Lisbon, Waukesha County Wisconsin bounded and described as follows:

Beginning at the West 1/4 corner of Section 30; thence  $N00^{\circ}32'14''E$  along the West line of the Northwest 1/4 of Section 30 a distance of 1325.62 feet to the South line of Lot 1 of Certified Survey Map No. 5466; thence  $N88^{\circ}58'33''E$  along said South line 657.53 feet to the East line of said Lot 1; thence  $N00^{\circ}32'14''E$  along said East line, 397.50 feet to the North line of said Lot 1; thence  $S88^{\circ}59'37''W$  along said North line 657.52 feet to the West line of the Northwest 1/4 of Section 30; thence  $N00^{\circ}32'14''E$  along said West line 928.03 feet to the Northwest corner of Section 30; thence  $N89^{\circ}00'25''E$  along the North line of the Northwest 1/4 of Section 30 a distance of 2360.47 feet to the North 1/4 corner of Section 30; thence  $S00^{\circ}28'47''E$  along the East line of the Northwest 1/4 of Section 30 a distance of 512.82 feet to the North line of Beaumont Ridge; thence  $S88^{\circ}54'33''W$  along said North line 2.67 feet to the West line of Beaumont Ridge; thence  $S00^{\circ}10'50''E$  along said West line 1275.95 feet to the North line of Certified Survey Map No. 7618; thence  $S88^{\circ}16'02''W$  along said North line 836.94 feet to the Westerly line of Certified Survey Map No. 7618; thence  $S00^{\circ}58'00''W$  along said Westerly line 300.56 feet to the Southerly line of Certified Survey Map No. 7618; thence  $N89^{\circ}20'07''E$  along said Southerly line 312.37 feet to the Westerly line of Certified Survey Map No. 7618; thence  $S00^{\circ}26'42''W$  along said Westerly line 547.07 feet to the South line of the Northwest 1/4 of Section 30; thence  $S88^{\circ}56'54''W$  along said South line 1857.40 feet to the West 1/4 corner of Section 30 and the point of beginning.

Contains 5,487,124 square feet, 125.97 acres

**RECEIVED**

*By Gina Gresch at 1:44 pm, Jan 09, 2019*



# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:** 2019 Port o let contract for parks & compost site

**PREPARED BY:** John Greiten

**REPORT DATE:** 2/5/2019

**RECOMMENDATION:** Award NUMBER ONE PORTABLES 2019 Contract for \$670.00 per month

**EXPLANATION:**

Park Superintendent Greiten received 3 quotes from 3 separate port o let companies for the towns 2019 seasonal restroom facility's needs. (6 regular units and 2 Handicap units) these units are placed throughout the park system and compost site.

1. Arnolds Environmental Services quote \$748 (per month) for the seasonal contract.
2. Port -o-John quote \$680 (per month) for the Seasonal contract and \$ 1,553.00 for Heritage Weekend Contract.
3. Number One Portables quote \$670 (per month) for the seasonal contract.

With that begin said, I would request that the Board approves: the 2019 Seasonal Port o let contract to go with Number One Portables at a cost of 670.00 per month. Thank You.

Sincerely,

John Greiten, Lisbon Park Superintendent





# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:** 2018 Capital Budget Carry-Over Items

**PREPARED BY:** Gina C. Gresch, Administrator

**REPORT DATE:** Friday, February 8, 2019

**RECOMMENDATION:** Approve the 2018 Capital Budget Carry-Over Items

## EXPLANATION

Annually the Town Board approves the Capital Budget carry-over items from the prior year to the current year. Below are funds the Department Heads are requesting to carry over to 2019. The auditors need this information by mid-February to close out 2018 and work on the final audit report, so if there are any changes/updates we have another Town Board meeting to take care of it.

## PUBLIC WORKS DEPARTMENT

### HIGHWAY BUILDING / REMODEL - \$13,344

- Public Works plans on remodeling the lunchroom and offices (i.e., flooring, painting) done in-house.

I recommend approval of the carry-over request.

**CONTRACT FOR SALE OF CAPACITY IN THE LANNON INTERCEPTOR**

This Agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the Town of Lisbon (herein "Lisbon") and the Village of Sussex (herein "Village" and/or "Sussex"), both municipal corporations located in Waukesha County, Wisconsin.

**WITNESSETH:**

**WHEREAS**, Sussex owns, operates and maintains a regional wastewater treatment facility referred to herein as The Sussex Wastewater Treatment Facility ("SWTF") and,

**WHEREAS**, on January 22, 2001, Lisbon and Sussex entered an Intermunicipal Agreement entitled, "Intermunicipal Agreement Between the Town of Lisbon and the Village of Sussex," which describes certain rights and responsibilities regarding the Sussex wastewater treatment plant and,

**WHEREAS**, both Lisbon and Sussex have the responsibility of providing an orderly and efficient means of collecting and transporting sewage to the sanitary sewer waste disposal facility located in Sussex; and,

**WHEREAS**, the Village of Sussex entered into an Intermunicipal Agreement with the Village of Lannon effective as of January 10, 1994, the purpose of which was to share in the capital cost of constructing and maintaining a sanitary sewer interceptor (herein the "Lannon Interceptor") which interceptor would transport sewage effluent to the Sussex wastewater treatment facility; and

**WHEREAS**, pursuant to the terms of January 10, 1994 Intermunicipal Agreement, Sussex desires and intends to convey to Lisbon additional capacity in the Lannon Interceptor, which, when purchased, will allow Lisbon to construct and maintain a sanitary sewer collection system within a parcel of property described more particularly on EXHIBIT A which is appended hereto and incorporated herein by reference, which is referred to herein as the "Leid's property.

**NOW THEREFORE**, for valuable consideration, the receipt of which is hereby acknowledged, Sussex agrees to sell to Lisbon, and Lisbon agrees to purchase from Sussex, additional Capacity Allocation within the Lannon Interceptor so as to allow Lisbon to provide sanitary sewer service to properties located in the Town of Lisbon including, but not limited to, to the property referred to herein as the Leid's property, Lisbon and Sussex agree as follows:

**I. DEFINITIONS.**

**A.** As used herein: the term "Intermunicipal Agreement", refers to the January 10, 1994 Intermunicipal Agreement entered into between the Sussex and Lannon. The parties acknowledge that the Intermunicipal Agreement has expired per its terms, as shown in Section 7.4, but it shall be deemed to have ongoing effectiveness over the issues described herein.

**B.** The term "The Purchase Agreement" refers to the Intermunicipal Agreement Between the Town of Lisbon and the Village of Sussex, dated January 22, 2001.

**C.** The term "Transferred Capacity Allocation" refers to the 128,000 gallons per day average daily flow of Capacity in the Lannon Interceptor, which is being sold and transferred to Lisbon under the terms of this Agreement.

**D.** The term "Capacity Agreement" shall refer to this Contract for Sale of Lannon Interceptor Capacity.

**II. SALE OF CAPACITY.**

Sussex agrees to sell and transfer to Lisbon 128,000 gallons per day average daily flow of capacity owned by Sussex under the terms of the Intermunicipal Agreement. It is understood by Sussex and Lisbon that the sale of this Capacity shall authorize and permit Lisbon or its Assignee, The Town of Lisbon Sanitary District No. 1, to discharge 128,000 gallons per day average daily flow of sanitary sewage effluent into the Lannon Interceptor between points B and G as depicted on the attached EXHIBIT B entitled "Sussex Interceptor Schematic Capital".

It is the understanding of both Sussex and Lisbon that, upon implementation of this agreement, Lisbon shall be authorized and permitted to discharge an average of 128,000 gallons per day of sanitary sewer effluent into the Lannon Interceptor, and, that the sanitary sewer effluent will be conveyed downstream to the Sussex Wastewater Treatment Facility, to be treated and discharged in accordance with the terms of Purchase Agreement.

**III. PURCHASE PRICE.**

Within thirty (30) days following the removal of the contingency, as described below, or at such other date as mutually agreed upon by the parties, Lisbon shall pay to Sussex, in consideration of the sale of the Lannon Interceptor capacity which is the subject matter of this agreement, the sum of \$220,160.

**IV. USE OF TRANSFERRED CAPACITY ALLOCATION.**

It is the understanding and intent of both parties to this agreement:

**A.** That Lisbon shall have the right to collect and discharge into the Sussex Interceptor sanitary sewage generated within the Lisbon sanitary sewer service area approved by SEWRPC, as that sanitary sewer service area exists as of the execution of this Capacity Agreement or may be modified by SEWRPC at any time in the future; and,

**B.** That the sanitary sewage collected and discharged into the Lannon Interceptor under the terms of this Capacity Agreement shall be conveyed to the Village of Sussex Waste Water Treatment Facility for treatment, in accordance with the terms and conditions established by the Intermunicipal Agreement.

**V. CONTINGENCY.**

The sale of capacity described in Section II and the payment described in Section III, above, are conditioned and contingent upon the parties securing the approval of Lannon as required by the Intermunicipal Agreement, prior to such provisions taking effect. Upon execution of this agreement, the parties shall take all steps necessary to obtain Lannon's approval to the extent required under the terms of the Intermunicipal Agreement.

**VI. MISCELLANEOUS.**

**A. Assignment.** Lisbon may, at its option, assign all its rights under the terms of the Capacity Agreement to Town of Lisbon Sanitary District No. 1. Notice of any such assignment shall be provided to Lannon within thirty (30) days following assignment.

**B. Dispute Resolution.** In the event a dispute arises as to the rights or obligations of the parties under the terms of this Capacity Agreement, the parties shall follow the Dispute Resolution process established in the Purchase Agreement.

**C. Notices.** All notices required or permitted under this Capacity Agreement shall be deemed to have been made and given in writing, by personal delivery or deposited in United States mail, addressed as follows:

Village Administrator  
Village of Sussex  
N64W23760 Main Street  
Sussex, WI 53089

Town Administrator  
Town of Lisbon  
W234N8676 Woodside Road  
Sussex, WI 53089

**D. Prior Agreements.** Both Lisbon and Sussex have been party to prior agreements or contracts, including but not limited to the Intermunicipal Agreement, the Purchase Agreement, and a Boundary Agreement entered into on January 22, 2001. This Capacity Agreement is not intended, nor shall it be construed, as a waiver of any rights either party may have under those prior agreements.

**E. Effect of Agreement.** Lannon and the Town recognize that this Capacity Agreement is the product of a unique set of circumstances. Accordingly, it is mutually acknowledged that many of the provisions contained herein are unique unto themselves and should not be seen as precedent for any future agreement between the parties.

**F. Severability.** If any clause, provision, or section of this Capacity Agreement be declared invalid by any Court of competent jurisdiction, the invalidity of such clause, provision or section shall not affect any of the remaining provisions of this Capacity Agreement.

**G. Binding Agreement.** This Capacity Agreement is binding upon the parties hereto and their respective successors and assigns.

Signed by the Village of Sussex on this \_\_\_\_\_ day of December, 2018.

VILLAGE OF SUSSEX

By: \_\_\_\_\_  
Gregory Goetz, Village President

ATTEST:

\_\_\_\_\_

Casen Griffiths, Clerk/Treasurer

Signed by the Town of Lisbon on this \_\_\_\_\_ day of December, 2018.

TOWN OF LISBON

By: \_\_\_\_\_  
Joseph Osterman, Chairman

ATTEST:

\_\_\_\_\_  
Dan Green, Clerk



# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:** Village of Richfield Liquor License Sale/Transfer Request

**PREPARED BY:** Gina C. Gresch, Administrator

**REPORT DATE:** Thursday, February 7, 2019

**RECOMMENDATION:** Approve Village of Richfield's Liquor License Sale/Transfer Request

## EXPLANATION

Back in February 2017, the Town of Lisbon sold two Reserve "Class B" Combination Liquor Licenses to the Town of Brookfield for \$25,000 each. The Village of Richfield is making the same request, but for one license, for the same price.

The Town currently has 12 Regular "Class B" Combination Liquor Licenses and six (6) Reserve "Class B" Combination Liquor Licenses. After this sale, the Town will still have five reserves left. The Town could gain a reserve license after the 2020 Census is completed. For every increase in population by 500, the municipality gains a reserve license. After this sale, I recommend holding off of any other requests until the Town sees how the Lied's property develops. There are still plenty of regular licenses to issue if business who need one come to the Town.

I recommend approval of the Village of Richfield's Liquor License Sale/Transfer request subject to the Village of Richfield Board approving the liquor license issuance.

To follow suit with the last sale's proceeds, I recommend we continue making upgrades to the Town Hall. Here is a list of possible upgrades:

- Finish painting the bathrooms and kitchen.
- Better file storage system/shelving in the back-kitchen closet.
- New Town Board meeting room tables (obtaining quote on modular tables).
- New Town Board meeting room chairs (average price \$150/chair).

Another option would be to purchase and issue Town laptops to those who require remote connections to the network. There could possibly be five: Administrator, Clerk, Treasurer, Fire Chief and one Fire Department Officer. One officer already has a Town issued laptop which was included in the 2019 Fire Department Budget. I will obtain quotes from OneClick and recommend adding this to the February 25 Town Board agenda.



000149

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

## **LIQUOR LICENSE TRANSFER AGREEMENT**

**THIS TRANSFER AGREEMENT** ("Agreement"), is made and entered into by and between the Village of Richfield, a municipal corporation ("Richfield") and the Town of Lisbon, a municipal corporation ("Lisbon") as of the date this Agreement is fully executed.

**WHEREAS**, Richfield has been petitioned by the owners of "Basse's Taste of Country" located at 3190 County Line Road in the Village of Richfield for a reserve "Class B" combination license; and

**WHEREAS**, Richfield and Lisbon are both municipal corporations entitled to issue a pre-determined number of allocated "Class B" regular combination licenses and "Class B" reserve combination licenses pursuant to the quota system established by Wis. Stat. 125.51; and

**WHEREAS**, Richfield has met its quota of allocated "Class B" regular combination licenses and "Class B" reserve combination licenses, and as a result, has no further "Class B" combination licenses available to applicants who petition them; and

**WHEREAS**, Lisbon has not yet met its quota of allocated "Class B" regular combination licenses and "Class B" reserve combination licenses; and

**WHEREAS**, pursuant to Wis. Stat. 125.51(4)(e), a municipality may transfer its allocated "Class B" reserve combination licenses to another municipality under certain conditions, provided that certain distance and pricing restrictions are met; and

**WHEREAS**, Lisbon is contiguous to Richfield; and

**WHEREAS**, Richfield Village Staff, upon the request and petition by the owners of "Basse's Taste of Country" have requested one (1) "Class B" reserve combination license from Lisbon for use in their regular business operations; and

**WHEREAS**, Lisbon wishes to transfer one (1) allocated "Class B" reserve combination license to Richfield for applicant of "Basse's Taste of Country" pursuant to the terms and conditions hereinafter set forth.

**NOW, THEREFORE, FOR GOOD AND VALUABLE CONSIDERATION**, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Licenses. Lisbon agrees to transfer to Richfield on the terms hereinafter stated, one (1) "Class B" reserve combination license, (hereinafter individually referred to as "License"). The parties agree that the License being transferred by Lisbon to Richfield for the aforementioned business purposes, only. Richfield further acknowledges and agrees that the License will be in excess of its allotted quota as set by Wisconsin Statutes and that all requirements of state law shall apply to issuance of the License. In the event the license is not in use for a continuous period of twelve (12) months, such license shall revert back to the Town of Lisbon.



- 10. Notice shall be deemed delivered (a) in the case of personal delivery, on the date when personally delivered; or (b) in the case of certified or registered mail, on the date when deposited in the United States mail with sufficient postage to affect such delivery. Either party may change the address to which notice must be given by delivery of written notice to the other party in accordance with this Section.
- 11. Time of Essence. Time is of the essence.
- 12. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original.
- 13. Headings. Descriptive headings are for convenience only and shall not control or affect the meaning or construction of any provision of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the dates set forth below.

**TOWN OF LISBON**

**VILLAGE OF RICHFIELD**

\_\_\_\_\_  
Joseph Osterman, Chairman

\_\_\_\_\_  
John Jeffords, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dan Green, Clerk

\_\_\_\_\_  
Jim Healy, Admin/Clerk/Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date