



**Agenda**  
**Town Board Meeting**  
**Town of Lisbon, Town Hall**  
**Monday, March 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. February 25, 2019 Town Board minutes
  - ii. Operator's Licenses
- 5. Approval of Bills.**
- 6. Announcements/Correspondence.**
  - Meeting Schedule
- 7. Department Reports - Presentation of activity statistics and recently attended meetings.**
  - Fire Department
  - Public Works Department
  - Town Administrator
  - Town Clerk
- 8. Supervisor's Reports** - This is an opportunity for Supervisors to report on respective Committees, Commissions, and Boards of which they serve as a member. Matters require no action or approval.
- 9. Unfinished Business.**
- 10. New Business.**

**11. Motion to convene into Closed Session for the following items:**

- A. Pursuant to Wisconsin Statute 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, more specifically, to discuss terms of an agreement and negotiations with the Briohn Corporation involving the possible sale of a portion of Town lands (formerly the Lied's property).
- B. Pursuant to Wisconsin Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically to discuss and review the candidate for the Deputy Clerk position.

**12. Motion to re-convene into Open Session to take possible action, if necessary, of items discussed in Closed Session.**

**13. Adjournment.**

Joseph Osterman  
Town Chairman

Gina C. Gresch, MMC/WCPC  
Town Administrator

**NOTE:** Individual members of the Town Board will be available after the meeting to discuss town related issues with citizens who are present.

**NOTE:** Please notify the Town of Lisbon 72 hours in advance if you plan to attend and will need an interpreter or assistive hearing device.

**NOTICE:** It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information: no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.



# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:** Consent Agenda Items

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

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

**RECOMMENDATION:**

Approval of the Consent Agenda items.

**EXPLANATION:**

**i. Town Board Meeting Minutes**

- February 25, 2019

**ii. Operator's Licenses**

- Laura Lynn Obert – Shooter's Pub & Grill

I recommend approval of all of the Consent Agenda items.

**Minutes of the Town Board Meeting  
Town of Lisbon, Town Hall  
Monday, February 25, 2019  
6:30 p.m.**

**PUBLIC HEARING:**

Chairman Osterman called the public hearing to order at 6:30 PM.

**NOTICE OF PUBLIC HEARING TO AMEND BOUNDARY OF TOWN OF LISBON SANITARY DISTRICT**

**NO. 1. PLEASE TAKE NOTICE** that the Town Board of the Town of Lisbon will conduct a Public Hearing beginning at 6:30 p.m. on Monday, February 25, 2019 to receive and accept public comments regarding a request by the Commissioners of the Town of Lisbon Sanitary District No. 1 to amend the boundaries of the Sanitary District for the purpose of including within the Sanitary District boundaries the following described property: Revised 9-13-2018. Commencing at the NW corner of the NE1/4 of Section 25, T8N, R19E, Waukesha County, Wisconsin; then south along the west line of said NE1/4 of Section 25, to a point in the north line of Main Street (STH 74) and point of beginning; then easterly along the northerly line of Main Street (STH 74) and it's easterly projection to the east line of Town Line Road (CTH V); then southerly along the east line of Town Line Road (CTH V) and it's southerly projection, to the intersection with the southerly line of CTH VV; then northwesterly along the southerly line of CTH VV, to the intersection with a southerly projection of the east line of CSM 2195; then north, west and south along the boundary of CSM 2195 and southerly projections of its east and west lines, to a point in the southerly line of CTH VV; then northwesterly along the southerly line of CTH VV, to the intersection with a southerly projection of the east line of CSM 843 and lands recorded in 2674/305; then northerly, west, and south along the boundaries of CSM 843 and lands recorded in 2674/305 and southerly projections of it's east and west lines, to a point in the southerly line of CTH VV; then northwesterly along the southerly line of CTH VV, to the intersection with a southerly projection of the west line of lands recorded in DOC. # 549195 V889 P503; then north along the west line, and it's southerly projection, of lands recorded in DOC. #549195 V889 P503 to a point in the north line of the of the SE1/4 of Section 25, T8N, R19E; then west, along the north line of said SE1/4 Section 25, to the NW corner of said SE1/4 of said Section 25, also being the SW corner of the NE1/4 of said Section 25; then north, along the west line of the NE1/4 of said Section 25, to the point of beginning.

**Adjourn Public Hearing.**

Chairman Osterman adjourned the Public Hearing at 6:35 pm

**SPECIAL ORDER OF BUSINESS: Discussion and necessary action to adopt Resolution 02-19, Resolution Adding Territory to Sanitary District No. 1 – Town of Lisbon.**

Motion by Supervisor Plotecher to approve Resolution 02-19. Seconded by Supervisor Beal.

Motion carried, 5-0.

Chairman Osterman called the Town Board meeting to order at 6:36 PM.

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

**Comments from citizens present.** None.

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

- i. February 11, 2019 Town Board minutes
- ii. Resolution 03-19, A Resolution Updating the Fee Schedule

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

### **Approval of Bills.**

Administrator Gresch read the 5 largest expenditures over the past accounts payable period.

*Motion by Supervisor Plotecher to approve the check register dated February 22, 2019 as presented. Seconded by Supervisor Gamiño. Motion carried, 5-0.*

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

- Meeting Schedule – Osterman reviewed meeting schedule
- Lannon Stone 2018 Season Recap

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

**Town Clerk** – The ballots for the April Election have been ordered. As soon as they arrive the Town will be accepting in-person absentee voters. We will make the announcement on our website and facebook page when residents can start voting in-person. Election Day will be Tuesday, April 2, 2019. Remember to visit myvote.wi.gov to check your registration status. You can also utilize this website to request an absentee ballot by mail and to check your polling location.

The 1<sup>st</sup> draft of the newsletter has been submitted and we are going through finishing touches at this point. Plan Commission applications have picked up with spring approaching. In March we will have two rezones for potential subdivisions as well as scheduling for site inspections by the Plan Commissioners.

Other projects we have been working on are getting payroll items cleaned up and ready for the new Deputy Clerk which Gina has been going through interview processes with. We hope to have a smooth transition when that position gets filled. We have also scheduled the AV Equipment upgrade from March 17 through March 22. We had Mike Miles come out on Tuesday to review the placement of equipment and we are excited to get this project underway.

### **Supervisor's Reports.**

**Supervisor Beal** – The Sanitary District is working on paying bills and talking over rates.

**Administrator** – Ms. Gresch updated the Board on how the interviews for the Deputy Clerk were going. She also reviewed the costs and reimbursement from computer breach last year. Supervisor Beal asked what the price range was for the new deputy clerk. Administrator Gresch stated the position was advertised at \$18.00 per hour.

### **New Business.**

**Discussion and necessary action on the recommendation from the Plan Commission for the request for John Matter, for the property located at W263N6314 Ridge Drive, Lisbon, LSBT 0257.995.001, for the following items:**

1. **Ordinance 04-19, an Ordinance Rezoning LSBT 0257.995.001 from A-10 Agricultural District to A-5 Mini-Farm District.**

*Motion by Supervisor Gamiño to approve the request for John Matter for the property located at W263N6314 Ridge Drive, Lisbon, to adopt Ordinance 04-19, an Ordinance Rezoning LSBT 0257.995.001 from A-10 Agricultural District to A-5 Mini-Farm District. Seconded by Supervisor Beal. Motion carried, 5-0*

## 2. Two Lot Certified Survey Map.

*Motion by Supervisor Gamiño to approve the request for John Matter for the property located at W263N6314 Ridge Drive, Lisbon, LSBT 0257.995.001 for a Two-Lot Certified Survey Map. Seconded by Supervisor Beal. Motion carried, 5-0*

### **Discussion and necessary action on the request for Donald Schneider for the property located at W220N4879 Townline Road, LSBT 0288.987.001 for a three Certified Survey Map.**

*Motion by Chairman Osterman to approve the request for Donald Schneider for the property located at W220N4879 Townline Road, LSBT 0288.987.001 for a three-lot Certified Survey Map. Seconded by Supervisor Gamiño. Motion carried, 5-0.*

### **Discussion and necessary action on the request from LaFarge Aggregates for a permanent change in work hours for the Colgate Sand and Gravel operation on Hillside Road from 6AM to 6PM to 6AM to 10PM.**

Administrator Gresch explained they are looking for permanent hours, not temporary. Supervisor Beal stated she had a problem with this and would not vote for it for the resident's sake. Supervisor Gamiño stated she would deny the request based on it being inconsistent with the Town Code and similar businesses do not operate beyond these timeframes. She also expressed concerns with traffic in the area and agreed with Supervisor Beal's concerns as well.

*Motion by Supervisor Gamiño to deny the request from LaFarge Aggregates for a permanent change in work hours for the Colgate Sand and Gravel operation on Hillside Road from 6AM to 6PM to 6AM to 10PM. Seconded by Supervisor. Motion to Deny carried, 5-0*

### **Adjournment.**

*Motion by Supervisor Gamiño to adjourn the Monday, February 25, 2018 Town Board of Supervisors meeting at 6:48 PM. Seconded by Supervisor Beal. Motion carried, 5-0.*

Respectfully submitted,

Daniel Green, WCMC  
Town Administrator

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>ADAM &amp; ELIZABETH LAURIN</b>								
2035	ADAM & ELIZABETH LAURIN	2019-6	2018 TAX REFUND	03/07/2019	280.38	.00		
Total ADAM & ELIZABETH LAURIN:					280.38	.00		
<b>AIR CONTROL HVAC</b>								
2555	AIR CONTROL HVAC	8987	REIMBURSEMENT FOR WINDS	02/28/2019	335.06	.00		
Total AIR CONTROL HVAC:					335.06	.00		
<b>ALADTEC INC.</b>								
25	ALADTEC INC.	2019-0465	SCHEDULING SOFTWARE	02/18/2019	1,036.07	.00		
Total ALADTEC INC.:					1,036.07	.00		
<b>BOUND TREE MEDICAL LLC</b>								
130	BOUND TREE MEDICAL LLC	83116724	858.30	02/18/2019	858.30	.00		
130	BOUND TREE MEDICAL LLC	83116725	SANI-WIPES	02/18/2019	45.54	.00		
130	BOUND TREE MEDICAL LLC	83118133	HOT PACKS O2 MASKS	02/19/2019	163.52	.00		
Total BOUND TREE MEDICAL LLC:					1,067.36	.00		
<b>BRAKE &amp; EQUIPMENT</b>								
60	BRAKE & EQUIPMENT	522212	2 BRAKE CHAMBERS	02/25/2019	100.94	.00		
60	BRAKE & EQUIPMENT	522612	CLAMP FOR HOSE ON TRUCK #	03/01/2019	6.34	.00		
Total BRAKE & EQUIPMENT:					107.28	.00		
<b>BRUCE J. WIRTH</b>								
2433	BRUCE J. WIRTH	FP22819	FEB 2019 MTG	02/28/2019	25.00	.00		
Total BRUCE J. WIRTH:					25.00	.00		
<b>BURKE TRUCK &amp; EQUIPMENT INC.</b>								
150	BURKE TRUCK & EQUIPMENT I	24736	LED light BAR FOR TRUCK #2	02/15/2019	265.00	.00		
Total BURKE TRUCK & EQUIPMENT INC.:					265.00	.00		
<b>COMPASS MINERALS</b>								
194	COMPASS MINERALS	406340	221.93 TONS OF SALT DELIVER	02/13/2019	15,508.47	.00		
194	COMPASS MINERALS	407465	43.26 TONS OF SALT DELIVERE	02/14/2019	3,023.01	.00		
194	COMPASS MINERALS	411835	150.75 TONS OF SALT DELIVER	02/20/2019	10,534.41	.00		
194	COMPASS MINERALS	414243	148.95 TONS OF ROAD SALT DE	02/22/2019	10,408.63	.00		
Total COMPASS MINERALS:					39,474.52	.00		
<b>COREY OIL LTD</b>								
205	COREY OIL LTD	126058	1 BARREL OF WINDSHIELD WA	03/04/2019	172.06	.00		
Total COREY OIL LTD:					172.06	.00		
<b>DARREN BECKER</b>								
97	DARREN BECKER	FP022819	FEB 2019	02/28/2019	25.00	.00		
Total DARREN BECKER:					25.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>DAVID &amp; KRISTI SCHNEPF</b>								
2293	DAVID & KRISTI SCHNEPF	2019-2	REFUND 2018 TAXES	03/07/2019	312.04	.00		
Total DAVID & KRISTI SCHNEPF:					312.04	.00		
<b>DENNIS PLOTECHER</b>								
736	DENNIS PLOTECHER	2-28-19 MTG	P & F COMMISSION	02/28/2019	25.00	.00		
Total DENNIS PLOTECHER:					25.00	.00		
<b>EDWARD BROCKER</b>								
1597	EDWARD BROCKER	FP022819	FEB 2019 MTG	02/28/2019	25.00	.00		
Total EDWARD BROCKER:					25.00	.00		
<b>EH WOLF &amp; SONS</b>								
267	EH WOLF & SONS	814600	176.6 GAL	02/25/2019	490.24	.00		
267	EH WOLF & SONS	814625	445.7 GAL	02/28/2019	1,237.26	.00		
267	EH WOLF & SONS	814626	104.3 GAL	02/28/2019	225.91	.00		
267	EH WOLF & SONS	814659	399.3 GAL	03/05/2019	1,108.46	.00		
Total EH WOLF & SONS:					3,061.87	.00		
<b>EMERGENCY SERVICES MARKETING</b>								
281	EMERGENCY SERVICES MARK	196668	I AM RESPONDING PHONE APP	03/07/2019	810.00	.00		
Total EMERGENCY SERVICES MARKETING:					810.00	.00		
<b>FALLS AUTO PARTS &amp; SUPPLIES</b>								
307	FALLS AUTO PARTS & SUPPLIE	577782	FILTERS FOR TRUCKS 1, 16 & 1	02/11/2019	191.07	.00		
307	FALLS AUTO PARTS & SUPPLIE	578123	OFF ROAD EQUIPMENT VARIO	02/19/2019	623.14	.00		
307	FALLS AUTO PARTS & SUPPLIE	578139	CASE LOADER AIRFILTERS	02/19/2019	84.07	.00		
307	FALLS AUTO PARTS & SUPPLIE	578340	PRESSURE WASHER BATTERY	02/22/2019	71.54	.00		
307	FALLS AUTO PARTS & SUPPLIE	578368	OIL FILTERS FOR TRUCKS #4 &	02/25/2019	51.62	.00		
307	FALLS AUTO PARTS & SUPPLIE	578371	PLOW TRUCKS STROB LIGHT P	02/25/2019	14.96	.00		
307	FALLS AUTO PARTS & SUPPLIE	578423	3 PICK TOOLS FOR SHOP	02/26/2019	15.96	.00		
307	FALLS AUTO PARTS & SUPPLIE	578495	FILTERS FOR TRUCK #7	02/27/2019	108.15	.00		
307	FALLS AUTO PARTS & SUPPLIE	578560	SOCKET FOR TURN SIGNAL ON	02/28/2019	7.91	.00		
Total FALLS AUTO PARTS & SUPPLIES:					1,168.42	.00		
<b>FIRE &amp; POLICE SELECTION INC</b>								
317	FIRE & POLICE SELECTION INC	18572	TEST FOR HIRING PROCESS	03/07/2019	500.00	.00		
Total FIRE & POLICE SELECTION INC:					500.00	.00		
<b>GROSS HEATING INC</b>								
404	GROSS HEATING INC	190525	1 YEAR MAINTENANCE CONTR	03/01/2019	704.00	.00		
Total GROSS HEATING INC:					704.00	.00		
<b>GROTA APPRAISALS LLC</b>								
405	GROTA APPRAISALS LLC	MARCH 2019	ASSESSMENT WORK - MARCH	02/28/2019	2,675.00	.00		
Total GROTA APPRAISALS LLC:					2,675.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>HI-LINE INC.</b>								
431	HI-LINE INC.	10679204	2 LOCKABLE UTILITY CABINET	01/31/2019	392.08	.00		
Total HI-LINE INC.:					392.08	.00		
<b>HIPPENMEYER REILLY BLUM</b>								
2483	HIPPENMEYER REILLY BLUM	47418	REVIEW FILE OF HAASS LAND	02/18/2019	56.25	.00		
Total HIPPENMEYER REILLY BLUM:					56.25	.00		
<b>ITU ABSORB TECH INC.</b>								
469	ITU ABSORB TECH INC.	7195511	MATS AND RUGS	03/04/2019	72.10	.00		
Total ITU ABSORB TECH INC.:					72.10	.00		
<b>JERAD &amp; EMILY BROCKEL</b>								
2033	JERAD & EMILY BROCKEL	2019-5	2018 TAX REFUND	03/07/2019	206.16	.00		
Total JERAD & EMILY BROCKEL:					206.16	.00		
<b>JOE DESTEFANO JR</b>								
2551	JOE DESTEFANO JR	0991	FUEL NOZZLE REIMBURSEMEN	02/21/2019	97.98	.00		
Total JOE DESTEFANO JR:					97.98	.00		
<b>KUNKEL ENGINEERING GROUP</b>								
370	KUNKEL ENGINEERING GROUP	0233667	TID #1 SAN DIST EXP	02/13/2019	337.50	.00		
370	KUNKEL ENGINEERING GROUP	0233668	ROAD PROGRAM AUDIT RESEA	02/13/2019	62.50	.00		
370	KUNKEL ENGINEERING GROUP	0233671	HAASS LAND	02/13/2019	510.75	.00		
370	KUNKEL ENGINEERING GROUP	0233671	TWIN PINE FARMS	02/13/2019	2,758.00	.00		
370	KUNKEL ENGINEERING GROUP	0233671	HICKORY FIELDS	02/13/2019	745.00	.00		
370	KUNKEL ENGINEERING GROUP	0233671	BARNWOOD	02/13/2019	1,185.00	.00		
370	KUNKEL ENGINEERING GROUP	0233671	CHANGE OF ENGINEER, PICK	02/13/2019	184.00	.00		
370	KUNKEL ENGINEERING GROUP	0233671	MS4 PERMITTING	02/13/2019	1,026.00	.00		
Total KUNKEL ENGINEERING GROUP:					6,808.75	.00		
<b>LAKESIDE INTERNATIONAL</b>								
547	LAKESIDE INTERNATIONAL	1274235P	INJECTORS, SEAL KIT, BOOST	02/26/2019	2,516.93	.00		
547	LAKESIDE INTERNATIONAL	1274594P	TURBO HOSE FOR TRUCK #7	03/01/2019	273.85	.00		
547	LAKESIDE INTERNATIONAL	1274601P	GASKET KIT FOR FRONT COVE	03/01/2019	116.17	.00		
547	LAKESIDE INTERNATIONAL	1274732P	OIL PAN GASKET & SEAL KIT F	03/01/2019	551.96	.00		
547	LAKESIDE INTERNATIONAL	1274895P	IDLER BRACKET & PULLEY FO	03/05/2019	347.55	.00		
547	LAKESIDE INTERNATIONAL	CM1274594P	CREDIT FOR 2 RETURNED CLA	03/05/2019	70.52-	.00		
Total LAKESIDE INTERNATIONAL:					3,735.94	.00		
<b>LANGE ENTERPRISES INC.</b>								
552	LANGE ENTERPRISES INC.	68222	STOLEN SIGN REPLACEMENT -	02/12/2019	63.58	.00		
552	LANGE ENTERPRISES INC.	68312	RAILROAD SIGN & PLAYGROUN	02/20/2019	124.58	.00		
Total LANGE ENTERPRISES INC.:					188.16	.00		
<b>MARK G SEVERSON</b>								
2562	MARK G SEVERSON	2019-7	2018 TAX REFUND	03/07/2019	164.14	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total MARK G SEVERSON:					164.14	.00		
<b>MATT KRASUCKI</b>								
2559	MATT KRASUCKI	2019-4	2018 TAX REFUND	03/07/2019	2,759.81	.00		
Total MATT KRASUCKI:					2,759.81	.00		
<b>MENARDS -- PEWAUKEE</b>								
607	MENARDS -- PEWAUKEE	40987	SHOP TOOLS	02/26/2019	380.23	.00		
607	MENARDS -- PEWAUKEE	41417	METAL HALIDE	03/06/2019	11.99	.00		
Total MENARDS -- PEWAUKEE:					392.22	.00		
<b>MERRY MAIDS</b>								
612	MERRY MAIDS	FEB2019	FEBRUARY CLEANING	02/28/2019	218.00	.00		
Total MERRY MAIDS:					218.00	.00		
<b>MILES PRO AUDIO VISUAL, LLC</b>								
2552	MILES PRO AUDIO VISUAL, LLC	DEPOSIT	DEPOSIT ON AV INSTALLATION	03/01/2019	7,700.00	.00		
Total MILES PRO AUDIO VISUAL, LLC:					7,700.00	.00		
<b>MILWAUKEE CTY EMS</b>								
632	MILWAUKEE CTY EMS	3559	UNPAID INVOICE FOR BLS INST	05/01/2017	5.00	.00		
Total MILWAUKEE CTY EMS:					5.00	.00		
<b>MJ AUTO ELECTRIC</b>								
2506	MJ AUTO ELECTRIC	80358	ALTERNATOR FOR TRUCK #11	02/27/2019	165.00	.00		
Total MJ AUTO ELECTRIC:					165.00	.00		
<b>OFFICE COPYING EQUIPMENT LTD</b>								
686	OFFICE COPYING EQUIPMENT	AR79000	COPIER CONTRACT RICHMON	02/28/2019	54.73	.00		
686	OFFICE COPYING EQUIPMENT	AR79001	COPIES	02/28/2019	1.54	.00		
Total OFFICE COPYING EQUIPMENT LTD:					56.27	.00		
<b>ONE CLICK COMPUTERS</b>								
693	ONE CLICK COMPUTERS	94698	COMPUTERS & SOFTWARE	01/18/2019	2,898.96	.00		
693	ONE CLICK COMPUTERS	95092	IT SERVICE TO SWITCH TO GM	02/24/2019	2,655.00	.00		
Total ONE CLICK COMPUTERS:					5,553.96	.00		
<b>OSI ENVIRONMENTAL INC.</b>								
699	OSI ENVIRONMENTAL INC.	1045313	FILTERS UNCRUSHED	02/18/2019	90.00	.00		
Total OSI ENVIRONMENTAL INC.:					90.00	.00		
<b>POMP'S TIRE SERVICE INC</b>								
738	POMP'S TIRE SERVICE INC	60170921	4 NEW REAR TIRES INSTALLED	02/21/2019	1,302.00	.00		
738	POMP'S TIRE SERVICE INC	60171410	2651 BALL JOINTS & ALIGNMEN	02/22/2019	473.34	.00		
Total POMP'S TIRE SERVICE INC:					1,775.34	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>SHAWN'S DEER PICK UP</b>								
837	SHAWN'S DEER PICK UP	01-2019	JANUARY PICK-UP	01/01/2019	156.00	.00		
837	SHAWN'S DEER PICK UP	02-2019	FEBRUARY PICK-UP	02/01/2019	260.00	.00		
Total SHAWN'S DEER PICK UP:					416.00	.00		
<b>SHERWIN INDUSTRIES INC.</b>								
839	SHERWIN INDUSTRIES INC.	SC041922	.99 TONS OF COLD PATCH FOR	02/15/2019	103.95	.00		
Total SHERWIN INDUSTRIES INC.:					103.95	.00		
<b>SUSSEX ACE HARDWARE</b>								
7	SUSSEX ACE HARDWARE	184195	HARDWARE FOR BAIL OUT PR	02/21/2019	14.32	.00		
7	SUSSEX ACE HARDWARE	184195	PAINT SUPPLIES FOR BAIL OUT	02/21/2019	8.22	.00		
7	SUSSEX ACE HARDWARE	184354	BOLTS FOR PULLEY PULLER O	03/04/2019	8.80	.00		
Total SUSSEX ACE HARDWARE:					31.34	.00		
<b>THOMAS HAWORTH</b>								
2558	THOMAS HAWORTH	2019-3	2018 TAX REFUND	03/07/2019	243.28	.00		
Total THOMAS HAWORTH:					243.28	.00		
<b>TIM ZIEGLER</b>								
2477	TIM ZIEGLER	FP022819	FEB 2019 MTG	02/28/2019	25.00	.00		
Total TIM ZIEGLER:					25.00	.00		
<b>TRUST AGREEMENT OF JAMES &amp; SUSAN JESSEN</b>								
2556	TRUST AGREEMENT OF JAMES	2019-1	REFUND 2018 TAXES	03/07/2019	347.88	.00		
Total TRUST AGREEMENT OF JAMES & SUSAN JESSEN:					347.88	.00		
<b>ULINE SHIPPING SUPPLY</b>								
2346	ULINE SHIPPING SUPPLY	106339469	60 GAL FUEL CABINET FOR SH	03/01/2019	991.18	.00		
Total ULINE SHIPPING SUPPLY:					991.18	.00		
<b>UNIFIRST CORPORATION</b>								
2349	UNIFIRST CORPORATION	1058679	UNIFORMS HWY \$12.09 CREDIT	02/18/2019	58.28	.00		
2349	UNIFIRST CORPORATION	1059798	UNIFORMS HWY	02/25/2019	70.37	.00		
2349	UNIFIRST CORPORATION	1060962	UNIFORMS HWY	03/04/2019	70.37	.00		
Total UNIFIRST CORPORATION:					199.02	.00		
<b>VIERBICHER ASSOCIATES INC</b>								
2374	VIERBICHER ASSOCIATES INC	00001-2019	NEUMANN HILLSIDE	03/07/2019	62.50	.00		
2374	VIERBICHER ASSOCIATES INC	00001-2019	NEUMANN STOLZ	03/07/2019	62.50	.00		
2374	VIERBICHER ASSOCIATES INC	00001-2019	MATTER CSM	03/07/2019	410.00	.00		
2374	VIERBICHER ASSOCIATES INC	00001-2019	LANNON STONE	03/07/2019	410.00	.00		
2374	VIERBICHER ASSOCIATES INC	00001-2019	CESCHI S.P.P.O.O.	03/07/2019	410.00	.00		
2374	VIERBICHER ASSOCIATES INC	00001-2019	PLAN COMMISSION MEETINGS	03/07/2019	261.25	.00		
2374	VIERBICHER ASSOCIATES INC	00001-2019	GENERAL PLANNING/ASSISTA	03/07/2019	250.00	.00		
2374	VIERBICHER ASSOCIATES INC	00001-2019	HAASS LAND	03/07/2019	375.00	.00		
2374	VIERBICHER ASSOCIATES INC	00013	SCHNEIDER CSM	03/07/2019	256.25	.00		
2374	VIERBICHER ASSOCIATES INC	00013	CASEY'S SIGNAGE	03/07/2019	392.50	.00		
2374	VIERBICHER ASSOCIATES INC	00013	TOWN DEVELOPMENT GUIDE	03/07/2019	760.00	.00		

Town of Lisbon WI

 Payment Approval Report  
 Report dates: 2/25/2019-3/7/2019

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total VIERBICHER ASSOCIATES INC:					3,650.00	.00		
<b>VILLAGE OF SUSSEX</b>								
2376	VILLAGE OF SUSSEX	4526	MONTHLY TICKET PROCESSIN	02/28/2019	356.24	.00		
Total VILLAGE OF SUSSEX:					356.24	.00		
<b>WALDSCHMIDT'S TOWN &amp; COUNTRY</b>								
2384	WALDSCHMIDT'S TOWN & COU	658434	AIR FILTERS, LOOP HANDLE, S	02/26/2019	52.07	.00		
2384	WALDSCHMIDT'S TOWN & COU	658697	STHL BR800 C MAGNUM BACK	03/01/2019	584.99	.00		
Total WALDSCHMIDT'S TOWN & COUNTRY:					637.06	.00		
<b>WI DEPT OF SAFETY &amp; PROFESSIONAL SVCS</b>								
2554	WI DEPT OF SAFETY & PROFE	CREDFEE0305	APPLICATION FOR INSPECTIO	03/05/2019	55.00	.00		
Total WI DEPT OF SAFETY & PROFESSIONAL SVCS:					55.00	.00		
<b>WISCONSIN DEPT OF JUSTICE</b>								
2436	WISCONSIN DEPT OF JUSTICE	2019-02	BACKGROUND CK - OPERATOR	03/05/2019	7.00	.00		
Total WISCONSIN DEPT OF JUSTICE:					7.00	.00		
Grand Totals:					89,569.17	.00		

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

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

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

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

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

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

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.



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

**Thursday, March 07, 2019**

Dear Board Members:

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

Thursday, March 14, 2019	Joint Town Board and Plan Commission Public Hearings at 6:30P.M followed by the regular Plan Commission meeting.
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)





## January 2019 Fire Chiefs Report Continued

### Notes on special activities and events:

1. January 7<sup>th</sup>, Lisbon Fire Dept. provides instruction and CPR certification to the Hamilton HS 10<sup>th</sup> grade health class students.
2. January 8<sup>th</sup>, The Optimist Club visited the FD and served the firefighters dinner before training.
3. January 19<sup>th</sup>, Lisbon Fire Dept. stood by the Saber Cat Wrestling matches held at Hamilton High School.
4. January 19<sup>th</sup>, Awards dinner was held for the firefighters, spouses and guests. Congratulations to Firefighter/EMT; Joseph Honrath for receiving the 2018 Chief's Award. Natalia Cuske was honored as the EMT of the year, and Laura Mayer and Ricky Dominguez received the Achievement and Merit awards.

### Meetings attended by the Chief:

1. January 4<sup>th</sup>, Attended the swearing in ceremony for Chief Denzien
2. January 7<sup>th</sup>, Officer meeting
3. January 9<sup>th</sup>, Lisbon Fire and Police Commission meeting
4. January 9<sup>th</sup>, Waukesha County Fire Chiefs meeting
5. January 10<sup>th</sup>, Meeting with Asst. Chief of Waukesha
6. January 11<sup>th</sup>, Meeting with the Town Chairman
7. January 23<sup>rd</sup>, WCC meeting
8. January 23<sup>rd</sup>, Pewaukee FD meeting
9. January 24<sup>th</sup>, Attended a retirement function for Sussex Asst. Chief Zoellick
10. January 24<sup>th</sup>, Bark River organization meeting
11. January 25<sup>th</sup>, A fire prevention, inspection, review meeting
12. January 30<sup>th</sup>, Meeting with State Fire Marshal, County Fire investigator

Respectfully Submitted;



Douglas J. Brahm  
Lisbon Fire Chief

# FEBRUARY 2019 DPW MONTHLY REPORT



## TOWN BOARD & ADMINISTRATOR,

- Staff was out 17 times throughout the month for snow plowing and de-icing operations.
  - 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 and underbody flushed all trucks between winter weather events.
  - Staff spent a day performing snow removal in Downtown Merton.
  - Staff performed repairs and preventive maintenance on trucks and equipment when needed, including some serious repairs on 2 of the Internationals.
  - Staff filled pot holes as needed.
  - Staff cleared out sewer grates and prepped our equipment prior to the rain, to be ready for any flooding issues.
- 
- I attended the monthly WCPWA luncheon.
  - I attended the monthly Dept. Head meeting.
  - I attended the 2 staff meetings for planning of the Neumann Developments in the Town.
  - I put together the information needed for our annual MS4 report and sent it to Kunkel.
  - I put together an updated and current asset list for the DPW.
  - I was out with staff during the 17 winter weather events in February.
  - I worked with staff throughout the month on truck maintenance, receiving salt deliveries and prepping for the rain in late February.

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



# ADMINISTRATOR REPORT

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

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

## **FILLING THE DEPUTY CLERK POSITION**

On March 6, 2019, Treasurer Buchman and I held the last of our 2<sup>nd</sup> round interviews. I did make an offer to one of the three final candidates and as of the time I'm writing this memo, I do not have a decision from her yet. She has until Friday afternoon to do so. If she doesn't accept, I have another candidate who is a close second who I will make an offer to. I hope to have an accepted offer by one of these two people by the time of the meeting.

## **2018 FINAL AUDIT FIELDWORK**

The auditors completed their 2018 audit fieldwork on March 6 and everything went very well. They have a lot of work to do yet back at their office before they issue the draft of the final report. Wendi Unger, our lead auditor will attend the April 15 Annual Meeting to present the final audit report to the Town Board.

## **MARCH 9 TOWNS ASSOCIATION UNIT MEETING**

On Saturday March 9, Treasurer Buchman and I are attending a WTA Unit meeting in the Dells. Topics include Legislative Agenda Overview, a Legislative Panel, Town Insurance Fundamentals and FAQs, Municipal Financial Report (Form CT) – GTA Implications as it relates to transportation aids and the Town's levy limits. I will report on what we learned at Monday's meeting.



# TOWN CLERK REPORT

**PREPARED BY:** Dan Green, Town Clerk

**REPORT DATE:** Monday, March 11, 2019

## **Clerk's Office Update**

The Clerk's Office has received ballots for the Spring Election and residents can now come in person to cast an absentee ballot. We encourage residents who will be out of town on Election Day to come in person while they are still in town. Absentee ballots can also be mailed upon request by going to [myvote.wi.gov](http://myvote.wi.gov). Sample ballots are also available both on our website and at Town Hall. Poll worker trainings will be held at Town Hall next week Wednesday and Friday and our pre-lat test is this Friday. The public test will be Tuesday, March 26 at 10:00 am and is open to the public.

Bartender and Liquor license renewal letters were sent out last week and the newsletter has been printed. If you have not received your copy of the Gazette, you will soon!