



Agenda
Town Board Meeting
Town of Lisbon, Town Hall
Monday, April 8, 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. Monday, March 25 Town Board minutes
 - ii. Operator's Licenses
 - iii. Barnwood Conservancy Letter of Credit Reduction Request #3
- 5. Approval of Bills.**
- 6. Announcements/Correspondence.**
 - Meeting Schedule
 - Town of Brookfield Entering Into Cooperative Boundary Agreement with the City of New Berlin
- 7. Department Reports - Presentation of activity statistics and recently attended meetings.**
 - Administrator
 - Clerk
 - Parks 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.**

10. New Business.

A. Discussion and necessary action on a Health Insurance Opt-Out Payment Policy.

11. Adjournment.

Joseph Osterman
Town Chairman

Gina C. Gresch, MMC/WCPC
Town Administrator

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

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

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



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Town Board

ITEM DESCRIPTION: Consent Agenda Items

PREPARED BY: Gina C. Gresch, Administrator

REPORT DATE: Thursday, April 4, 2019

RECOMMENDATION:

Approval of the Consent Agenda items.

EXPLANATION:

i. Town Board Meeting Minutes

- March 25, 2019

ii. Operator's Licenses

- Samantha Rogers – Fairways of Woodside

iii. Barnwood Conservancy Letter of Credit Reduction #3

- 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
Monday, March 25, 2019
6:30 p.m.**

Chairman Osterman called the Town Board meeting to order at 6:32 PM.

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

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. March 11, 2019 Town Board minutes
- ii. Operator's Licenses
- iii. Annual Mobile Home Park License for American Mobile Home Communities
- iv. Public Officials Bond

Administrator Gresch explained that the cost of the Public Officials Bond will be \$1360 but will cover a 2 year period.

Motion by Supervisor Beal to approve the Consent Agenda with an amendment to IV, approving a two year public officials bond totally \$1,360.00. Seconded by Supervisor Moonen. Motion carried, 3-0.

Approval of Bills.

Motion by Supervisor Beal to approve the March 25, 2019 check register as presented. Seconded by Supervisor Moonen. Motion carried, 3-0.

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

- Meeting Schedule - Chairman Osterman reviewed the list of upcoming Town meetings.
- SEWRPC Newsletter

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

Town Administrator – I am very happy to announce Natasha John starts her new position with the Town on Monday, March 25. We are very much looking forward to her joining us and helping her get settled in to her new role with the Town. The AV equipment upgrade project started Monday, March 18. It is anticipated to have it fully up and running, including streaming online on YouTube, for the Monday, April 8 Town Board meeting. I will be out of the office on vacation Tuesday, April. 23 and will return Monday, May 6. Assembly Representative Janel Brandtjen's office scheduled a "Listening Session" on Wednesday, May 1, 2019 from 6:00 Pm to 7:00 PM to be held at the Lisbon Town Hall.

Clerk – A reminder to all residents that the Spring Election will be held on Tuesday, April 2. Poll are open from 7:00 AM until 8:00 PM. In-person absentee voting is going on at Town Hall until this Friday, March 29 and residents have until that Friday to register to vote at Town Hall before Election Day.

Parks Department – Marc Moonen updated the Board on Easter Extravaganza which will be held on April 13th from 12:30 to 2:30 PM. The Tire Round up and Appliance Drop off is on the same date from 8:00 AM until 12:00 PM swing at the DPW.

Supervisor's Reports.

Supervisor Beal – Finalizing cost increases for Sanitary District.

New Business.

Discussion and necessary action on Resolution 04-19, Resolution Authorizing Participation in the Preparation of a Cooperative Plan.

Administrator Gresch explained the next step is sending out a mailing. There are 52 mailings to go out and everything is ready to go.

Motion by Supervisor Beal to approve Resolution 04-19, Resolution Authorizing Participation in the Preparation of a Cooperative Plan. Seconded by Supervisor Moonen. Motion carried, 3-0.

Discussion and necessary action referring to the Plan Commission the Town Board's request to rezone a 44.96-acre parcel of the former Lied's property for industrial uses under the M-2 General Industrial Zoning classification.

This is the portion of the property already set to be industrial and was in the boarder agreement.

Motion by Chairman Osterman to refer to the Plan Commission the Town Board's request to rezone a 44.96-acre parcel of the former Lied's property for industrial uses under the M-2 General Industrial Zoning classification. Seconded by Supervisor Beal. Motion carried, 3-0.

Discussion and necessary action to authorize Kunkel Engineering to prepare drawings and contract proposals for both water and sewer for the Lieds Property/TID District, LSBT 0241.999, at the corner of CTH F and CTH V.

Motion by Supervisor Beal to authorize Kunkel Engineering to prepare drawings and contract proposals for both water and sewer for the Lieds Property/TID District, LSBT 0241.999, at the corner of CTH F and CTH V. Seconded by Supervisor Moonen. Motion carried, 3-0.

Discussion and necessary action to authorize Kunkel Engineering to prepare a Certified Survey Map for the Lieds Property/TID District, LSBT 0241.999, at the corner of CTH F and CTH V.

Motion by Chairman Osterman to authorize Kunkel Engineering to prepare a Certified Survey Map for the Lieds Property/TID District, LSBT 0241.999, at the corner of CTH F and CTH V. Seconded by Supervisor Beal. Motion carried, 3-0.

Discussion and necessary action to approve a contract with Corre Engineering, Bill Hove for the Plainview Bridge Inspection.

Administrator Gresch explained on March 1st she received an email from Waukesha County stating we are responsible for the inspection of this bridge.

Motion by Supervisor Beal to approve a contract with Corre Engineering, Bill Hove for the Plainview Bridge Inspection for the cost not to exceed \$500. Seconded by Supervisor Moonen. Motion carried, 3-0.

Discussion and necessary action the recommendation from the Plan Commission to approve the following items:

1. **Ordinance 05-19, an Ordinance Rezoning LSBT 0205.995 from A-10 Agricultural District a**

District to R-1 Suburban Single-Family Residential District for Neumann Developments Inc, for the property located on Hillside Road. ([link to the P.C. Packet](#))

Motion by Chairman Osterman to approve Ordinance 05-19, an Ordinance Rezoning LSBT 0205.995 from A-10 Agricultural District a District to R-1 Suburban Single-Family Residential District for Neumann Developments Inc, for the property located on Hillside Road. Seconded by Supervisor Beal. Motion carried, 3-0.

2. Ordinance 07-19, an Ordinance Rezoning LSBT 0167.999 from A-10 Agricultural District to R-1 Suburban Single-Family Residential District, for Town owned land located on Lake Five Road, a/k/the Pauline Haass land. ([link to the P.C. Packet](#))

Commissioner Beal asked if there would be a conversion fee for the land no longer being used for agricultural purposes. The Chairman explained that this is Town owned land and is currently exempt from property taxes.

Motion by Chairman Osterman to approve Ordinance 07-19, an Ordinance Rezoning LSBT 0167.999 from A-10 Agricultural District to R-1 Suburban Single-Family Residential District, for Town owned land located on Lake Five Road, a/k/the Pauline Haass land. Seconded by Supervisor Beal. Motion carried, 3-0.

3. Ordinance 08-19, an Ordinance Rezoning LSBT 0167.999.001 from A-3 Agricultural/Residential Estate District to R-1 Suburban Single-Family Residential District, for Mike Kaerek, on behalf of Donald and Eileen Dlobik, for the property located at W275N9101 Lake Five Road. ([link to the P.C. Packet](#))

Motion by Chairman Osterman to approve the Ordinance 08-19, an Ordinance Rezoning LSBT 0167.999.001 from A-3 Agricultural/Residential Estate District to R-1 Suburban Single-Family Residential District, for Mike Kaerek, on behalf of Donald and Eileen Dlobik, for the property located at W275N9101 Lake Five Road. Seconded by Supervisor Moonen. Motion carried, 3-0.

Adjournment.

Motion by Supervisor Beal to adjourn the Monday, March 25, 2019 Town Board of Supervisors meeting at 6:50 PM. Seconded by Supervisor Moonen. Motion carried, 5-0.

Respectfully submitted,

Dan Green, WCMC
Town Clerk



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

007

April 2, 2019

RECEIVED

By Gina Gresch at 1:35 pm, Apr 02, 2019

VIA EMAIL ONLY

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

**Re: Barnwood Conservancy
Letter of Credit SB95151 - Reduction Request #3**

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 an invoice from Gallitz Grading, Inc. dated March 25, 2019, in the amount of \$102,471.08 along with a lien waiver from the Developer's contractor. In accordance with the development agreement the Town is in position to reduce the letter of credit in the amount of \$102,471.08 computed as follows:

Letter of Credit Reduction

- Total Letter of Credit (Includes 20% Financial Guarantee) = \$1,725,433.32
- Amount of previous reductions = \$493,757.00
- Total amount of construction completed = \$596,228.08
- Amount Approved this request = \$102,471.08
- Balance of Letter of Credit = \$1,129,205.24

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, all 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

BARNWOOD CONSERVANCY LETTER OF CREDIT TRACKING SHEET			
SUBDIVISION NAME Barnwood Conservancy		LOC Reduction #1	LOC Reduction #2
DEVELOPER NAME Chris Miller		11/20/18	02/05/19
FINAL PLAT APPROVED		Initial LOC	LOC Reduction #3
		7/27/18	04/02/19
LETTER OF CREDIT COSTS			
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
SUB-TOTAL LOC FOR ROAD CONSTRUCTION OWED	\$1,437,861.10	\$1,143,361.10	\$944,104.10
120% Contingency	120%	\$287,572.22	\$287,572.22
TOTAL LOC FOR ROAD CONSTRUCTION OWED	\$1,725,433.32	\$1,430,933.32	\$1,231,676.32

Gallitz Grading, Inc.

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

Invoice

DATE	INVOICE #
3/25/2019	10142

BILL TO
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	
	Draw #4 Site work for grading thru 3/22/2019	50,000.00	50,000.00	✓
	Extras Clean up rest of existing farm buildings (27 loads)	20,471.08	20,471.08	✓
	Site work moving additional topsoil (4000 yds) & filling / compacting area to replace topsoil (approx. 6' deep)	32,000.00	32,000.00	✓
	Sales Tax - Waukesha Co	5.10%	0.00	
Thank you for your business! 1.5% Interest Charged Per Month After 30 days.			Total	\$102,471.08 ✓

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.

WAIVER OF LIEN

March 25, 2019

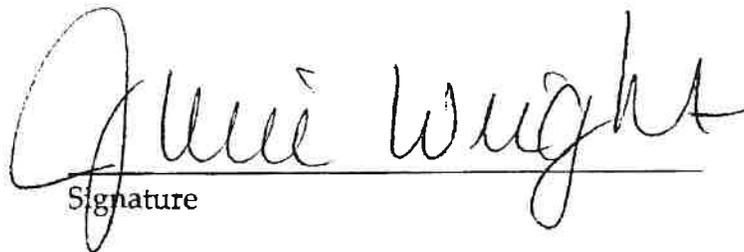
For Value Received, we hereby waive rights and claims for lien on hand and on buildings about to be erected, being erected, erected, altered or repaired and to the appurtenances thereunto,

FOR: Miller Marriott Custom Homes, LLC / Barnwood Conservancy owner,

BY: Gallitz Grading, Inc.

FOR: work done to date

same being situated in Waukesha County, State of Wisconsin, described as Silver Spring & Lake Five, Town of Lisbon, WI, or all labor performed and for all material furnished for the erection, construction, alteration or repair of said building and appurtenances, except NONE.

A handwritten signature in cursive script, reading "Julie Wright", is written over a horizontal line.

Signature

Gallitz Grading, Inc.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
AIR ONE EQUIPMENT INC								
23	AIR ONE EQUIPMENT INC	139484	FD-MULTIGAS DETECTOR	02/11/2019	805.00	.00		
23	AIR ONE EQUIPMENT INC	142270	FD-SCBA O-RING	03/22/2019	15.00	.00		
23	AIR ONE EQUIPMENT INC	142271	FD-VEHICLE WASHING SOAP	03/22/2019	19.00	.00		
Total AIR ONE EQUIPMENT INC:					839.00	.00		
COMMUNITY MEMORIAL HOSPITAL								
193	COMMUNITY MEMORIAL HOSPI	031319	FD-DRUGS	03/13/2019	37.68	.00		
Total COMMUNITY MEMORIAL HOSPITAL:					37.68	.00		
COMPASS MINERALS								
194	COMPASS MINERALS	427364	20.9 TONS OF ROAD SALT DELI	03/16/2019	1,460.49	.00		
Total COMPASS MINERALS:					1,460.49	.00		
COREY OIL LTD								
205	COREY OIL LTD	123525	DPW-55 GALLONS OIL	02/05/2019	649.40	.00		
Total COREY OIL LTD:					649.40	.00		
DEPARTMENT OF TREASURY								
2354	DEPARTMENT OF TREASURY	2019 Q1	Q1-2019-941 PAYMENT SHORT	04/02/2019	13.51	.00		
Total DEPARTMENT OF TREASURY:					13.51	.00		
DOUGLAS BRAHM								
132	DOUGLAS BRAHM	03282019	FD-CELL PHONE BATTERY	03/28/2019	73.56	.00		
Total DOUGLAS BRAHM:					73.56	.00		
EH WOLF & SONS								
267	EH WOLF & SONS	814797	550.0 GAL	03/25/2019	1,526.80	.00		
267	EH WOLF & SONS	814798	148.2 GAL	03/25/2019	365.46	.00		
Total EH WOLF & SONS:					1,892.26	.00		
ELLIOT'S ACE HARDWARE								
271	ELLIOT'S ACE HARDWARE	815595	PARK-5 GAL WATER	03/28/2019	20.97	.00		
Total ELLIOT'S ACE HARDWARE:					20.97	.00		
FALLS AUTO PARTS & SUPPLIES								
307	FALLS AUTO PARTS & SUPPLIE	579731	FILTERS	03/25/2019	93.52	.00		
307	FALLS AUTO PARTS & SUPPLIE	579813	FD-ENGINE 2687 BRAKE PADS	03/26/2019	70.97	.00		
Total FALLS AUTO PARTS & SUPPLIES:					164.49	.00		
FLEMING'S FIRE 1 INC.								
330	FLEMING'S FIRE 1 INC.	110860	FD-ANNUAL FIRE EXTINGUISH	03/18/2019	350.59	.00		
330	FLEMING'S FIRE 1 INC.	110861	FD-ANNUAL FIRE EXTINGUISH	03/19/2019	62.22	.00		
Total FLEMING'S FIRE 1 INC.:					412.81	.00		
GROTA APPRAISALS LLC								
405	GROTA APPRAISALS LLC	APRIL 2019	ASSESSMENT CONTRACT - 201	03/31/2019	2,675.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total GROTA APPRAISALS LLC:					2,675.00	.00		
HAMILTON SCHOOL DISTRICT								
413	HAMILTON SCHOOL DISTRICT	APRIL	MOBILE HOME LOTTERY & GA	04/01/2019	14,207.42	.00		
Total HAMILTON SCHOOL DISTRICT:					14,207.42	.00		
INSIGHT SERVCO FS MAPLETON								
346	INSIGHT SERVCO FS MAPLETO	57008689	PARK-TURF MGT	03/27/2019	1,402.70	.00		
346	INSIGHT SERVCO FS MAPLETO	57008689	PARK-SPORT FIELD SUPPLIES	03/27/2019	953.62	.00		
Total INSIGHT SERVCO FS MAPLETON:					2,356.32	.00		
INTERNAL REVENUE SERVICE								
2570	INTERNAL REVENUE SERVICE	CP134B	Q4-2018-FED TAX PAYMENT SH	04/01/2019	465.77	.00		
Total INTERNAL REVENUE SERVICE:					465.77	.00		
ITU ABSORB TECH INC.								
469	ITU ABSORB TECH INC.	7213429	MATS & RUGS	04/01/2019	72.10	.00		
Total ITU ABSORB TECH INC.:					72.10	.00		
JENSEN EQUIPMENT CO. INC.								
483	JENSEN EQUIPMENT CO. INC.	J-635432	CHAIN FOR SAWS	03/19/2019	33.90	.00		
Total JENSEN EQUIPMENT CO. INC.:					33.90	.00		
JERRY'S TRANSMISSION SERVICE								
485	JERRY'S TRANSMISSION SERVI	0032608	FD-AMBO LIGHT BULBS	03/21/2019	282.96	.00		
Total JERRY'S TRANSMISSION SERVICE:					282.96	.00		
JOE DESTEFANO JR								
2551	JOE DESTEFANO JR	24199893	DINNER WHILE PUMPING SWE	03/14/2019	44.82	.00		
Total JOE DESTEFANO JR:					44.82	.00		
JX ENTERPRISES INC.								
499	JX ENTERPRISES INC.	1266708P	EXHAUST PARTS	03/25/2019	161.30	.00		
Total JX ENTERPRISES INC.:					161.30	.00		
KUNKEL ENGINEERING GROUP								
370	KUNKEL ENGINEERING GROUP	0234146	TPF-LOC & CASH PMTS REVIE	03/13/2019	625.00	.00		
370	KUNKEL ENGINEERING GROUP	0234146	BARNWOOD-INSPTS & LOC RED	03/13/2019	672.50	.00		
370	KUNKEL ENGINEERING GROUP	0234146	SUB PLAN STAFF MTGS-2 (NON	03/13/2019	500.00	.00		
370	KUNKEL ENGINEERING GROUP	0234146	MS4 PERMITTING	03/13/2019	1,900.00	.00		
370	KUNKEL ENGINEERING GROUP	0234225	TID #1 ENGINEERING	03/18/2019	4,660.00	.00		
Total KUNKEL ENGINEERING GROUP:					8,357.50	.00		
LISBON SANITARY DISTRICT #1								
575	LISBON SANITARY DISTRICT #1	FEBRUARY 20	FEBRUARY 2019	03/20/2019	178.64	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total LISBON SANITARY DISTRICT #1:					178.64	.00		
LUND, MIKE								
2568	LUND, MIKE	11497	SAFETY BOOT REIMBURSEME	03/14/2019	100.00	.00		
Total LUND, MIKE:					100.00	.00		
MENARDS -- GERMANTOWN								
608	MENARDS -- GERMANTOWN	59746	SHOP SUPPLIES	03/19/2019	10.66	.00		
Total MENARDS -- GERMANTOWN:					10.66	.00		
MERRY MAIDS								
612	MERRY MAIDS	64660032&33	CLEANING	03/13/2019	218.00	.00		
Total MERRY MAIDS:					218.00	.00		
MID-AMERICAN RESEARCH								
620	MID-AMERICAN RESEARCH	0660527-IN	RELEASE AGENT FOR ASPHAL	03/20/2019	174.63	.00		
Total MID-AMERICAN RESEARCH:					174.63	.00		
OFFICE COPYING EQUIPMENT LTD								
686	OFFICE COPYING EQUIPMENT	AR76490	FD-COPIER LEASE-RICHMOND-	01/30/2019	57.24	.00		
686	OFFICE COPYING EQUIPMENT	AR81476	COPIER CONTRACT RICHMON	03/28/2019	74.04	.00		
686	OFFICE COPYING EQUIPMENT	AR81811	FD-COPIER LEASE-GOOD HOP	03/29/2019	2.50	.00		
Total OFFICE COPYING EQUIPMENT LTD:					133.78	.00		
PREMIER BLDG INSPECTIONS LLC								
745	PREMIER BLDG INSPECTIONS	MARCH 2019	PERMITS - MARCH 2019	03/31/2019	11,485.85	.00		
745	PREMIER BLDG INSPECTIONS	MARCH 2019	MEETINGS	03/31/2019	25.00	.00		
Total PREMIER BLDG INSPECTIONS LLC:					11,510.85	.00		
PROVEN POWER INC								
753	PROVEN POWER INC	01-293263	PARK-GATOR PARTS	03/28/2019	211.00	.00		
Total PROVEN POWER INC:					211.00	.00		
REINDERS INC.								
775	REINDERS INC.	1773839-00	NEW TIRE FOR TORO MOWER	03/06/2019	216.25	.00		
Total REINDERS INC.:					216.25	.00		
RELIANT FIRE APPARATUS INC.								
776	RELIANT FIRE APPARATUS INC.	11820186	FD-FUEL LEVEL GUAGE & PART	10/15/2018	132.86	.00		
Total RELIANT FIRE APPARATUS INC.:					132.86	.00		
ROAD EQUIPMENT PARTS CENTER								
791	ROAD EQUIPMENT PARTS CEN	895215	BRAKES & MUFFLER	03/25/2019	233.58	.00		
Total ROAD EQUIPMENT PARTS CENTER:					233.58	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
STATEWIDE SERVICES								
869	STATEWIDE SERVICES	82463	DPW UNIFORMS & MATS	03/25/2019	65.17	.00		
869	STATEWIDE SERVICES	82463	2 YR PUBLIC OFFICIALS BOND	03/25/2019	1,360.00	.00		
Total STATEWIDE SERVICES:					1,425.17	.00		
SUSSEX ACE HARDWARE								
7	SUSSEX ACE HARDWARE	184638	FD-FURNACE FILTERS	03/18/2019	17.96	.00		
7	SUSSEX ACE HARDWARE	184645	FD-AMBO HARDWARE	03/19/2019	74.26	.00		
7	SUSSEX ACE HARDWARE	184699	FD-BATTERIES	03/21/2019	24.25	.00		
7	SUSSEX ACE HARDWARE	184922	EVENT CART WHEEL	04/03/2019	15.29	.00		
Total SUSSEX ACE HARDWARE:					131.76	.00		
THE FLORIAN EVENT VENUE								
2569	THE FLORIAN EVENT VENUE	2019	ANNUAL FD AWARD BANQUET	03/28/2019	2,496.00	.00		
Total THE FLORIAN EVENT VENUE:					2,496.00	.00		
UNIFIRST CORPORATION								
2349	UNIFIRST CORPORATION	0961065542	DPW UNIFORMS & MATS	04/01/2019	70.37	.00		
Total UNIFIRST CORPORATION:					70.37	.00		
VILLAGE OF SUSSEX								
2376	VILLAGE OF SUSSEX	4536	BRINE SALES	03/21/2019	105.00	.00		
Total VILLAGE OF SUSSEX:					105.00	.00		
WAUKESHA COUNTY TREASURER								
2390	WAUKESHA COUNTY TREASUR	2019-0000001	STORM WATER EDUCATION	03/14/2019	2,845.00	.00		
Total WAUKESHA COUNTY TREASURER:					2,845.00	.00		
WILDE'S LAKE COUNTRY GARAGE								
2429	WILDE'S LAKE COUNTRY GARA	22375	FD-REPLACE GARAGE DOOR H	03/20/2019	213.00	.00		
Total WILDE'S LAKE COUNTRY GARAGE:					213.00	.00		
WISCONSIN TOWNS ASSOCIATION								
2435	WISCONSIN TOWNS ASSOCIAT	2019	2019 WTA DUES	03/25/2019	531.50	.00		
Total WISCONSIN TOWNS ASSOCIATION:					531.50	.00		
Grand Totals:					55,159.31	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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Dated: _____

Chairman: _____

Board Member #1: _____

Board Member #2: _____

Board Member #3: _____

Board Member #4: _____

TOP 5 EXPENDITURES

\$	14,207.42	Hamilton School District Mobil Home Lottery & Gaming Credit
\$	11,510.85	Premier Building Inspections - March
\$	8,357.50	Kunkel Engineering
\$	2,845.00	Waukesha County Treasurer Storm Water Education Annual Fee
\$	2,675.00	Grota Appraisals April Services

Report Criteria:

Detail report.

Invoices with totals above \$.00 included.

Only unpaid invoices included.



Wednesday, April 03, 2019

Dear Board Members:

This is to notify you of the Town of Lisbon meetings, office closures and elections from **April 9, 2019 through May 18, 2019** at the Town Hall, W234N8676 Woodside Road, unless indicated otherwise.

Thursday, April 11, 2019	Joint Town Board and Plan Commission Public Hearing following by the regular Plan Commission meeting at 6:30 P.M.
Monday, April 15, 2019	Park Committee at 6:30 P.M. (Richard Jung Memorial Fire Station)
Tuesday, April 16, 2019	Annual Town Meeting of the Electors at 7:00 P.M. (Richard Jung Memorial Fire Station)
Wednesday, April 17, 2019	Sanitary District Committee at 7:30 P.M.
Monday, April 22, 2019	Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M.
Wednesday, May 1, 2019	Listening Session w/Rep Brandjten at 6:00 P.M.
Thursday, May 9, 2019	Plan Commission at 6:30 P.M.
Monday, May 13, 2019	Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M.
Wednesday, May 15, 2019	Sanitary District Committee at 7:30 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)

Town Clerk's Office | Town of Brookfield
645 N. Janacek Road | Brookfield, WI 53045
Phone: (262)796-3788 | Fax: (262)796-0339



March 22, 2019

NOTICE OF AUTHORIZATION TO PARTICIPATE IN A COOPERATIVE PLAN

To Whom It May Concern:

In accordance with the provisions of Sec. 66.0307(4), Wis. Stats., notice is hereby given that the Town Board of the Town of Brookfield has authorized the participation in the preparation of a Cooperative Plan involving territories in the Town of Brookfield and City of New Berlin.

A copy of the notice is enclosed.

Sincerely,

Elisa M Cappozzo

Elisa M Cappozzo
Municipal Clerk

Enclosure



STATE OF WISCONSIN:

TOWN OF BROOKFIELD:

WAUKESHA COUNTY

**RESOLUTION AUTHORIZING PARTICIPATION IN THE PREPARATION OF A
COOPERATIVE PLAN**

WHEREAS, Section 66.0307, Wis. Stats., authorizes municipalities to enter into Cooperative Plans with the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the territory to be included in the Cooperative Plan, consistent with the Comprehensive Plan of each municipality; and,

WHEREAS, the Town Board of the Town of Brookfield has determined that the best interests of the Town will be served by participating in the preparation of a Cooperative Plan in accordance with Section 66.0307, Wis. Stats., which Cooperative Plan shall include territories within the Town of Brookfield and the City of New Berlin; and,

NOW THEREFORE, the Town Board of the Town of Brookfield does ordain as follows:

BE IT RESOLVED, that Town officials and staff members, acting under the direction and authority of the Town Board be, and hereby are, authorized to participate in the preparation of a Cooperative Plan with the City of New Berlin, which Cooperative Plan shall be prepared and submitted to the Department of Administration for review and approval in accordance with the provisions of Section 66.0307, Wis. Stats.

BE IT FURTHER RESOLVED, that notice of the adoption of this Resolution shall be given in writing, by the Town Clerk, within five (5) days after the adoption of this Resolution, to the municipalities, school districts and other agencies as required by Section 66.0307(4), Wis. Stats.

PASSED AND APPROVED this 19th day of March, 2019.

**TOWN BOARD, TOWN OF BROOKFIELD,
WAUKESHA COUNTY, WISCONSIN**

BY: [Signature]
Keith Henderson, Chairman

BY: [Signature]
Terry Heidmann, Supervisor

BY: [Signature]
Steve Kohlmann, Supervisor

BY: [Signature]
John R. Schatzman, Sr., Supervisor

BY: [Signature]
Ryan Stanelle, Supervisor

ATTEST: [Signature]
Elisa Cappozzo, Clerk

This document drafted by:

Attorney James W. Hammes
CRAMER, MULTHAUF & HAMMES, LLP
1601 East Racine Avenue • Suite 200
P.O. Box 558
Waukesha, WI 53187
(262)-542-4278



ADMINISTRATOR REPORT

PREPARED BY: Gina C. Gresch, Administrator

REPORT DATE: Thursday, April 4, 2019

AV EQUIPMENT UPGRADE

The AV upgrade is coming along nicely. We will be able to televise the meeting Monday night! As of writing this report, OneClick is working on getting the Channel 14 computer up and running so we can get the slideshow working again.

ACTUARY OPEB REPORT RESULTS

The actuary study of the Town's OPEB (Other Post-Employment Benefits) draft study has been completed. After reviewing it with the actuary firm, there are a few numbers that have to change, but overall the Town is responsible for about \$251,000 in OPEB payouts for those employees who qualify for it, which they were hired prior to 2000. This overall all number will change over the years. It depends on when the person retires and the insurance rate at the time of retirement. Worst case scenario is our payments could go out as far as 2040. These are monies the Town Board will need to set aside during budget time, like we do for equipment, via a "sinking fund". The updated report will include a timeline of approximately how much we should be budgeted for each year. We are currently paying one retired employee through 2020 with four more who are eligible for this benefit.

Since the Auditor will be reviewing this at the Annual Meeting during her audit report presentation, I suggest the Town Board have this as a discussion item on an agenda after the Annual Meeting, but before budget workshops begin.

ACH / AUTOPAY PAYMENT REPORT

Attached to my report is the ACH / Autopay Payment Report. Last year the Town Board adopted an ordinance allowing these types of payments. Now that we have improved our processes, we've been able to provide a report.

ACH & AUTOPAYS CHECKLIST

MARCH 2019

PRINT
PAYMENT FOR
AMY

VENDOR	AMT	DATE PAID	DATE JE DONE	PRINT PAYMENT FOR AMY	POSTED TO MONTH
WE ENERGIES					
Community Park	\$	123.86	2019-03-23	2019-03-07	done March
Down Under Shelter	\$	16.51	2019-03-23	2019-03-07	done March
Hilltop Shelter	\$	15.71	2019-03-23	2019-03-07	done March
Hwy Elec	\$	431.11	2019-03-25	2019-03-07	done March
Park Maint Bldg	\$	121.98	2019-03-23	2019-03-07	done March
Park Dept Gas	\$	316.26	2019-03-25	2019-03-07	done March
Pump House	\$	15.71	2019-03-23	2019-03-07	done March
Richmond St Elec	\$	1,413.13	2019-03-04	2019-03-07	done March
Richmond St Gas	\$	926.29	2019-03-23	2019-03-07	done March
Rivers End Street Lights	\$	10.87	2019-03-20	2019-03-07	done March
Stone Family Park	\$	16.14	2019-03-04	2019-03-07	done March
Street Lights	\$	2,200.28	2019-03-20	2019-03-07	done March
Town Hall Pavillion	\$	42.18	2019-03-06	2019-03-07	done March
911 Memorial				2019-03-07	done March
Town Hall Elec	\$	244.78	2019-03-06	2019-03-07	done March
Town Hall Garage	\$	25.11	2019-03-23	2019-03-07	done March
Town Hall Gas	\$	206.23	2019-03-06	2019-03-07	done March
Town Hall Gas	\$	8.30	2019-03-07	2019-03-07	done March
Good Hope Fire Elec					done March
Good Hope Fire Gas	\$	2,104.63	2019-03-23	2019-03-07	done March
Good Hope Hwy Gas					done March
GRAND TOTAL WE ENERGIES	\$	8,239.08			
AT&T					
Town Hall Fire Station	\$	99.21	2019-03-15	2019-03-15	done March
US CELLULAR					
Park Director Compost Site Fire Chief	\$	134.21	2019-03-11	2019-03-15	done March
SPECTRUM					
Server	\$	172.42	2019-03-04	2019-03-07	done March
Good Hope DPW / FD	\$	114.98	2019-03-24	2019-03-15	done March
Parks	\$	99.99	2019-03-24	2019-03-07	done March
Town Hall	\$	199.99	2019-03-24	2019-04-03	done March

ACH & AUTOPAYS CHECKLIST

MARCH 2019

PRINT
PAYMENT FOR
AMY

VENDOR	AMT	DATE PAID	DATE JE DONE	PRINT PAYMENT FOR AMY	POSTED TO MONTH
VERIZON					
Ambo Data Connection	\$	-	payment will be made in April		
ANTHEM					
Insurance	\$	6,799.13	2019-03-15	2019-03-15	done
DELTA DENTAL					
Insurance	\$	761.74	2019-03-07	2019-03-07	done March
UHC					
Insurance	\$	159.87	2019-03-29	2019-03-15	done
AFLAC					
KP	\$	183.48	2019-03-20	2019-03-15	done March



TOWN CLERK REPORT

PREPARED BY: Dan Green, Town Clerk

REPORT DATE: Monday, April 8, 2019

Election Update

Tuesday's Election was successful with a higher turnout than originally anticipated. Around Waukesha County turnout was higher than most Spring Election with a high number of referendums from communities in the area. Lisbon had a 42% voter turnout. The Town had a total of 446 absentee ballots with 321 residents voting in person at Town Hall. Thank you to all the poll workers who put in long hours to ensure another successful Election. The Town Chair and Supervisors #2 and #4 will be sworn in at the Annual meeting on April 16.



**TOWN OF LISBON
ELECTION RESULTS**

Office	# of votes
Town Board Chairman Joe Osterman	2,003
Town Supervisor #2 Marc Moonen	1,917
Town Supervisor #4 Rebecca Plotecher	1,934

All incumbents won their seats by 99.3% of the vote. Board Members will be sworn in to their positions at the annual meeting held on Tuesday, April 16 at the Richard Jung Memorial Fire Station.

**APRIL 2, 2019 ELECTION
Lisbon Voter Turnout**

Registered Voters on Poll Books	7,340
Election Day Registrations	44
Total Registered Voters	7,371
Number of ballots cast	3090
Turnout Percentage	42%

ABSENTEE	POLLING PLACE
Wards 1 & 6 - 163 Ballots	Wards 1&6 - 889 Ballots
Wards 2 & 3 - 146 Ballots	Ward 2&3 - 797 Ballots
Wards 4 & 5 - 137 Ballots	Wards 4&5 - 958 Ballots
Total number of absentee voters as percentage of total voters	Total election day voter percentage
14.4%	85.6%

Board of Review

The first board of Review meeting will be on Wednesday, June 12 from 6:00 – 8:00 PM. The Board will need to hold a meeting before June 5 to call to order and reconvene to the June 12 date because June 12 does not fall within the DOR's 45 day window between April 22 and June 5. The Board can do this before one of their Town Board meetings between that timeframe.

Other Meetings Dates

Hamilton School District will be holding an annual meeting with municipalities in the districts. The meeting date has not been set but I will inform the board as soon as they have a date set. Thursday, April 11 there will be a Joint Public Hearing prior to the Plan Commission meeting. There is also a scheduled Joint Plan Commission meeting with Sussex for April 18 at the Village of Sussex.



2019 PARKS APRIL REPORT

TOWN BOARD & PARK COMMITTEE

Staff duties:

- Removing plows, trail groomer, ski trail track setter and spray tanks from park trucks and off road equipment setting them up for summer programs usage.
- Sport field spring maintenance programs have begun on baseball and soccer fields, baseball first game is on April 13 for the season.
- Performing our seasonal public drinking water systems self-inspection of LCP Water system prior to serving water to the public for the DNR and Waukesha County.
- Mowing down the 25 Acres of prairie areas in Community Park.
- Staff attended Reinders 24th Green Industry Conference at the Waukesha Expo Center.
- Remove snow fence in Community Park
- Starting to clean up parks and municipal buildings of plow markers and repairing plow damage turf areas.
- Removed 2 dead elm trees from Halquist Park.

Park Superintendent notes:

- Working on 2019 Town sponsored family events (ordering supplies, meeting with vendors and preparing contracts for vendors).
- Ordered 2019 Sport field and turf products from F/S Insight and Reinders.
- Set up deliveries of port o let restroom facilities
- Finishing and getting the 2019 Stewardship grant for Lake Five Road Pathway in.
- Attending department head, park board and town board meetings as needed.
- Finishing scheduling sport field 2019 seasonal request for Baseball, Lacrosse, and Soccer.
- 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: Insurance Opt-Out Payments

PREPARED BY: Gina C. Gresch, Administrator

REPORT DATE: Thursday, April 4, 2019

RECOMMENDATION: Approve a "Health Insurance Opt-Out Payment" Policy

EXPLANATION

Recently, it came to our attention that there are two different payment schedules for the health and dental insurance opt-out benefit, and the one that we are currently using was never adopted by the Town Board at the time it was put into place. In an effort to understand how much the Town is CURRENTLY saving, I had to compare premiums vs opt-out payments for those employees who chose NOT to enroll, as if they would have taken insurance. However, please note that this really isn't an accurate number since we don't know who would **actually** take the insurance if the Town did not offer this benefit. The numbers presented below are how this currently affects the Town's budget.

EE	TOWN'S SHARE			OPT-OUT	
	ER HEALTH PREMIUM	ADD H.S.A.	TOTAL	OPT-OUT PMT	TOWN SAVES
TOTALS	\$ 72,299.22	\$ 19,750.00	\$ 92,049.22	\$ 37,800.00	\$ 54,249.22

In short, the Town is currently saving about \$54,000. These numbers include health and dental insurance opt-out payments. Since the dental insurance premiums are much less than the health insurance premiums, I wanted to see how much the Town was saving by offering the dental insurance opt-out, which you can see below isn't much.

EE	DENTAL SAVINGS		
	TOWN SHARE	OPT-OUT	TOWN SAVES
Family	\$ 1,048.66	\$ 600.00	\$ 448.66
Family	\$ 1,048.66	\$ 600.00	\$ 448.66
Single	\$ 369.44	\$ 300.00	\$ 69.44
Family	\$ 1,048.66	\$ 600.00	\$ 448.66
Family	\$ 1,048.66	\$ 600.00	\$ 448.66
TOTAL	\$ 4,564.08	\$ 2,700.00	\$ 1,864.08

I request the Town continue and formally approve the current opt-out payment for health insurance, but discontinue the dental insurance opt-out payment. It is up to the Town Board to decide if you want to adjust the health insurance opt-out payment a bit to make up for losing the dental opt-out payment. I've included a draft policy for review as well.



DRAFT
HEALTH INSURANCE OPT-OUT PAYMENT POLICY

General: The objective of this policy is to allow the Town to pay those employees who chose not to enroll with the Town's health insurance in which they are qualified for and were offered, an "Opt-Out" payment, which in turn results in the Town saving money on health insurance premiums.

Scope & Objectives:

1. Any employee who is eligible for health insurance and chooses not to enroll shall receive the following monthly Opt-Out payment:
 - a. If the employee were to enroll under a "Single" plan - \$225.
 - b. If the employee were to enroll under a "Family" plan - \$450.
 - i. "Family" includes spouses and/or children forgoing eligible coverage.
2. "Eligible Employees" are defined in the 2011 Employee Handbook as the following:
 - a. Full-Time Employees:
 - i. Town Hall employees who are paid on a salaried basis or on an hourly basis and work at least thirty-seven and one-half (37.5) hours per week and, forty hours per week for all other employees are considered full-time employees.
 - b. Part-Time Employees:
 - i. Those employees working a regularly scheduled work week that is less than full-time, thirty-seven- and one-half hours (37.5) hours per week and work year-round.
 - ii. Part-time employees will be paid on an hourly basis. Part-time employees working at least 25 hours per week are eligible for the benefits, on a pro-rata basis.
 1. Part-time employees shall be eligible for health and dental insurance, sick time benefits, vacation and holiday time-off, on a pro-rata basis. However, insurance eligibility for part-time employees will be based on the insurance eligibility requirements of the Town's insurance carriers. Eligibility for WRS benefits for part-time employees after they have worked the required number of hours in any consecutive 12-month period.

PASSED AND ADOPTED by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 8th day of April, 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: _____
Daniel Green, WCMC
Town Clerk

