



**Agenda**  
**Town Board Meeting**  
**Town of Lisbon, Town Hall**  
**Monday, April 22, 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. April 8, 2019 Town Board minutes
  - ii. Operator's Licenses
- 5. Approval of Bills.**
- 6. Announcements/Correspondence.**
  - 2019 WTA Town Officials Workshops
  - Meeting Schedule
  - Hamilton Board of Education May 1 Special Meeting with Village-Town-County Officials
- 7. Department Reports - Presentation of activity statistics and recently attended meetings.**
  - Administrator
  - Building Inspector - Quarterly
  - Clerk
  - Fire 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.**

**10. New Business.**

- A. Discussion and necessary action on the recommendations from the Plan Commission for the following items:
  - (1) One lot Certified Survey Map for John Then, dba SPACE4U LLC, for the property located at W230N9515 Colgate Road, LSBT 0149.999.
  - (2) Unspecified Conditional Use Permit for a wedding and event barn and Conditional Use for a Major Grading Permit, for David and Kim Meyer dba Hartland Weddings and Events, for the property located at W259N8598 State Road 164, Hartland, WI 53029, LSBT 0178.995.001.
- B. Discussion and necessary action to adopt the Virtual Private Network Remote Connection Policy.
- C. Discussion and necessary action on hosting a Fall Appliance Drop-Off event with Refrigerant Depot on Saturday, September 21.

**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 18, 2019

**RECOMMENDATION:**

Approval of the Consent Agenda items.

**EXPLANATION:**

**i. Town Board Meeting Minutes**

- April 8, 2019 Town Board minutes

**ii. Operator's Licenses**

- Timothy Albert Knighton – Sherwood Forest Bowmen
- Michelle Rennie – Sherwood Forest Bowmen
- Nicholas Martinson – Fairways of Woodside

I recommend approval of all of the Consent Agenda items.

**Minutes of the Town Board Meeting  
Town of Lisbon, Town Hall  
Monday, April 8, 2019  
6:30 p.m.**

Chairman Osterman called the Town Board meeting to order at 6:30 PM.

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

**Comments from citizens present.** None.

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

- i. Monday, March 25 Town Board minutes
- ii. Operator's Licenses
- iii. Barnwood Conservancy Letter of Credit Reduction Request #3

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

**Approval of Bills.**

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

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

- Meeting Schedule – Chairman Osterman reviewed the meeting schedule for April
- Town of Brookfield Entering Into Cooperative Boundary Agreement with the City of New Berlin

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

**Town Administrator** – 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.

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.

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.

**Town Clerk** – 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.

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.

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.

**Park Department report** – Tedia gave an update to the Board from John Greiten. The Park staff is working on removing plow trucks and off-road equipment getting ready for their summer programs including getting sport fields ready. Other projects for the Parks Department include public drinking water self-inspections, mowing prairie areas, cleaning plow markers and dead tree removal.

### **Supervisor’s Reports.**

**Supervisor Beal** – The next Sanitary District meeting will be April 17.

**Supervisor Moonen** – Tire round up is on Saturday, April 13 from 8am - Noon and the appliance drop off and Easter Extravaganza will also be going on that day. DPW brush pickup begins April 15. Administrator Gresch stated Public Works Director DeStefano posted a pickup schedule on FB showing the pickup route.

### **Unfinished Business.**

### **New Business.**

### **Discussion and necessary action on a Health Insurance Opt-Out Payment Policy**

Administrator Gresch explained that staff has run across two different opt-out payment schedules. Neither of these schedules appear to be adopted by the Town Board. Ms. Gresch compared current rates to what the Town is saving offering the opt-out payment and currently the Town is saving \$54,000 on insurance premiums. The dental opt-out is only saving the Town \$1,800 and recommended removing the dental opt-out and keeping the health insurance opt-out option.

The Board asked what other municipalities are doing in regards to opt-out, if it is common, and if so, how much do they receive. The Administrator explained the opt-out option was not allowed if municipalities are under State Group Health Insurance plan. Supervisor Gamino questioned the dollar amount the Town was paying for the opt-out benefit and questioned how this was related to promoting a healthy lifestyle for employees. She also suggested that an opt-out payment should be a one-time payment you receive when you first opt out of insurance. Administrator Gresch stated she disagreed and explained the Town pays the benefit bi-weekly so if someone does quit, neither the Town nor employee should owe the other any money.

Chairman Osterman explained that when this was first brought the Town was paying a lot of money for health insurance. He agreed with the Administrator on removing the dental opt-out, but paying \$225 a month on the single plan did save the Town money at that time.

Administrator Gresch stated the current workforce is much younger than it used to be, when this was first determined and younger employees mean lower premium costs. She stated she considered some other options including starting a wellness program, kick back money toward a gym membership or reducing the opt-out payment but using the money for other programs through the Town. The Town Board members discussed these possible options. Supervisor Moonen discussed having annual biometrics that would qualify individuals to receive the opt-out payment. Milwaukee does something similar to this and helps promote a healthy workforce. He explained that this has helped catch health issues for individuals. This may increase rates of insurance if there is a low participation rate. Mr. Moonen also explained more progressive insurance companies use "Healthstat" where employees login to a portal and can earn points towards incentives such as gym memberships and other programs.

The Board also discussed potential issues with opt-out payments if someone where to get on the insurance at some point after already receiving an opt-out payment. Currently this is not an issue as the Town pays out the benefit bi-weekly.

Chairman Osterman suggested that any changes to the opt-out benefit should not be changed until January 1, 2020 and any big changes need to be communicated before open enrollment. This was never discussed at the Town Board and at the time the Board originally discussed this it was worth the benefit. He agreed the current rates seemed high, but at the time they had data backing up the numbers at the time. He also cautioned the board that this benefit was looked at as a wage option for a lot of these people and any changes would be changing the livelihood of those individuals. Supervisor Gamino stated she would like to see this money spread out to the entire workforce. Administrator Gresch asked the Town Board if she could have more time to do further research on what other municipalities do and what types of wellness programs there are, and if our insurance company offers any.

*Motion by Supervisor Moonen to postpone the Health Insurance Opt-Out Payment Policy" until the next meeting to allow the Administrator more time to conduct further research. Seconded by Supervisor Gamino. Motion carried, 5-0.*

**Adjournment.**

*Motion by Supervisor Gamino to adjourn the Monday, April 8, 2019 Town Board of Supervisors meeting at 7:17 PM. Seconded by Supervisor. Motion carried, 5-0.*

Respectfully submitted,

Dan Green,  
Town Clerk

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>ACCURATE GRAPHICS, INC.</b>								
2574	ACCURATE GRAPHICS, INC.	36411	PRINT PAYROLL CHECKS	04/08/2019	400.93	.00		
Total ACCURATE GRAPHICS, INC.:					400.93	.00		
<b>ADVANCED DISPOSAL SERVICES</b>								
13	ADVANCED DISPOSAL SERVIC	MARCH 2019	GARBAGE & RECYC COLLECTI	04/08/2019	64,728.13	.00		
Total ADVANCED DISPOSAL SERVICES:					64,728.13	.00		
<b>ALBERT NIENAS</b>								
677	ALBERT NIENAS	2019 SPRING	16 HRS @\$9.32	04/02/2019	149.12	.00		
Total ALBERT NIENAS:					149.12	.00		
<b>BAKER TILLY VIRCHOW KRAUSE, LLP</b>								
2572	BAKER TILLY VIRCHOW KRAUS	BT1393493	2018 AUDIT	03/31/2019	10,000.00	.00		
Total BAKER TILLY VIRCHOW KRAUSE, LLP:					10,000.00	.00		
<b>BARBARA HELD</b>								
2501	BARBARA HELD	2019 SPRING	16.5 HRS @\$9.32	04/02/2019	153.78	.00		
Total BARBARA HELD:					153.78	.00		
<b>BILL LAMERS</b>								
549	BILL LAMERS	2019 SPRING	16.5 HRS @ \$9.32	04/02/2019	153.78	.00		
Total BILL LAMERS:					153.78	.00		
<b>BRIAN HRON</b>								
447	BRIAN HRON	2019 SPRING	16 HRS @ \$9.32	04/02/2019	149.12	.00		
Total BRIAN HRON:					149.12	.00		
<b>BUELOW VETTER BUIKEMA OLSON &amp;</b>								
145	BUELOW VETTER BUIKEMA OL	APRIL 2019	FD - LEGAL	04/08/2019	5,133.00	.00		
145	BUELOW VETTER BUIKEMA OL	APRIL 2019	GENERAL LABOR	04/08/2019	119.00	.00		
Total BUELOW VETTER BUIKEMA OLSON &:					5,252.00	.00		
<b>CENTURYLINK</b>								
168	CENTURYLINK	1465470289	LONG DISTANCE - LAST BILL	03/31/2019	1.10	.00		
Total CENTURYLINK:					1.10	.00		
<b>CHARLES KNADE</b>								
513	CHARLES KNADE	2019 SPRING	16.5 HRS @ \$9.32	04/02/2019	153.78	.00		
Total CHARLES KNADE:					153.78	.00		
<b>CHERYL KRAUSE</b>								
527	CHERYL KRAUSE	2019 SPRING	16 HRS @ \$9.32	04/02/2019	149.12	.00		
Total CHERYL KRAUSE:					149.12	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>CLAUDIA KALTZ</b>								
503	CLAUDIA KALTZ	2019 SPRING	16 HRS @\$9.32	04/02/2019	149.12	.00		
Total CLAUDIA KALTZ:					149.12	.00		
<b>COLLEEN WANDSNIDER</b>								
2385	COLLEEN WANDSNIDER	2019 SPRING	8.5 HRS @ \$9.32	04/02/2019	79.22	.00		
Total COLLEEN WANDSNIDER:					79.22	.00		
<b>COMMUNITY MEMORIAL HOSPITAL</b>								
193	COMMUNITY MEMORIAL HOSPI	032519	FD - AMBO DRUGS	03/25/2019	171.60	.00		
Total COMMUNITY MEMORIAL HOSPITAL:					171.60	.00		
<b>COMPASS MINERALS</b>								
194	COMPASS MINERALS	436613	117.13 TONS OF SALT DELIVER	04/09/2019	8,185.04	.00		
Total COMPASS MINERALS:					8,185.04	.00		
<b>CONNIE NEMETZ</b>								
670	CONNIE NEMETZ	2019 SPRING	10.5 HRS @\$9.32	04/02/2019	97.86	.00		
Total CONNIE NEMETZ:					97.86	.00		
<b>CRAMER MULTHAUF &amp; HAMMES LLP</b>								
212	CRAMER MULTHAUF & HAMME	313	BORDER AGREEMENTS	03/31/2019	1,687.50	.00		
212	CRAMER MULTHAUF & HAMME	313	REVIEW P.C. DOCS	03/31/2019	95.00	.00		
212	CRAMER MULTHAUF & HAMME	313	P.C. EMAILS WITH CLERK	03/31/2019	380.00	.00		
212	CRAMER MULTHAUF & HAMME	313	ADMIN PHONE CALL RE TWIN P	03/31/2019	281.25	.00		
212	CRAMER MULTHAUF & HAMME	313	P.C. MTG ATTENDANCE	03/31/2019	950.00	.00		
212	CRAMER MULTHAUF & HAMME	313	HALQUIST RECLAMATION PLA	03/31/2019	160.00	.00		
212	CRAMER MULTHAUF & HAMME	313	RESEARCH A5 MINI FARM	03/31/2019	225.00	.00		
212	CRAMER MULTHAUF & HAMME	313	LANNON STONE AGREEMENT (	03/31/2019	997.50	.00		
212	CRAMER MULTHAUF & HAMME	313	TWIN PINE FARMS IIB DA REVI	03/31/2019	232.75	.00		
212	CRAMER MULTHAUF & HAMME	313	HILLSIDE DEV REZONING (REI	03/31/2019	95.00	.00		
212	CRAMER MULTHAUF & HAMME	313	VARIOUS TOWN RELATED ISSU	03/31/2019	1,246.00	.00		
212	CRAMER MULTHAUF & HAMME	3-2019	ATTY TIF #1	03/31/2019	5,118.75	.00		
212	CRAMER MULTHAUF & HAMME	3-2019	ATTY BORDER AGREEMENTS	03/31/2019	450.00	.00		
212	CRAMER MULTHAUF & HAMME	3-TID	TID #1 ATTORNEY	03/31/2019	8,325.00	.00		
Total CRAMER MULTHAUF & HAMMES LLP:					20,243.75	.00		
<b>CYNTHIA KNADE</b>								
514	CYNTHIA KNADE	2019 SPRING	16.5 HRS @\$9.32	04/02/2019	153.78	.00		
Total CYNTHIA KNADE:					153.78	.00		
<b>DAN GREEN</b>								
399	DAN GREEN	Q1 MILEAGE	CLERK MILEAGE	04/04/2019	125.45	.00		
Total DAN GREEN:					125.45	.00		
<b>DEBRA BROOK</b>								
139	DEBRA BROOK	APRIL ELECTI	14.5 HRS @ 9.32 PER HR	04/02/2019	135.14	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total DEBRA BROOK:					135.14	.00		
<b>DIANE DUVAL</b>								
260	DIANE DUVAL	2019 SPRING	16 HRS @ \$9.32	04/02/2019	149.12	.00		
Total DIANE DUVAL:					149.12	.00		
<b>DIANE MATUSZAK</b>								
2505	DIANE MATUSZAK	2019 SPRING	16.5 HRS @ \$9.32	04/02/2019	153.78	.00		
Total DIANE MATUSZAK:					153.78	.00		
<b>EH WOLF &amp; SONS</b>								
267	EH WOLF & SONS	814545	501.2 GAL	02/18/2019	1,341.21	.00		
267	EH WOLF & SONS	814589	438.3 GAL	02/22/2019	1,194.81	.00		
267	EH WOLF & SONS	814911	515.3 GAL	04/09/2019	1,404.72	.00		
267	EH WOLF & SONS	814912	150.4 GAL	04/09/2019	388.93	.00		
Total EH WOLF & SONS:					4,329.67	.00		
<b>ELLIE SCHMIDTKE</b>								
818	ELLIE SCHMIDTKE	2019 SPRING	16 HRS @\$9.32	04/02/2019	149.12	.00		
Total ELLIE SCHMIDTKE:					149.12	.00		
<b>ELLIOT'S ACE HARDWARE</b>								
271	ELLIOT'S ACE HARDWARE	815954	PARKS - PLUMBING PARTS HO	04/11/2019	4.72	.00		
Total ELLIOT'S ACE HARDWARE:					4.72	.00		
<b>EMILY IPSA</b>								
468	EMILY IPSA	2019 SPRING	10.5 HRS @\$9.32	04/02/2019	97.86	.00		
Total EMILY IPSA:					97.86	.00		
<b>FABICK CAT</b>								
303	FABICK CAT	C 251794	CATERPILLAR EXCAVATOR FILT	04/03/2019	223.64	.00		
Total FABICK CAT:					223.64	.00		
<b>FALLS AUTO PARTS &amp; SUPPLIES</b>								
307	FALLS AUTO PARTS & SUPPLIE	580121	FD - BLOWER MOTOR 2653	04/02/2019	73.23	.00		
307	FALLS AUTO PARTS & SUPPLIE	580613	DPW - FUEL FILTER TRUCK #2	04/11/2019	25.59	.00		
307	FALLS AUTO PARTS & SUPPLIE	580614	PARKS - VACUUM TESTING KIT	04/11/2019	74.99	.00		
Total FALLS AUTO PARTS & SUPPLIES:					173.81	.00		
<b>FRANK KONVALINKA</b>								
523	FRANK KONVALINKA	2019 SPRING	16 HRS @\$9.32	04/02/2019	149.12	.00		
Total FRANK KONVALINKA:					149.12	.00		
<b>FRED'S SANITARY SERVICE</b>								
340	FRED'S SANITARY SERVICE	126217	SHOP DRAIN HOLDING TANK P	04/09/2019	129.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total FRED'S SANITARY SERVICE:					129.00	.00		
<b>GROSS HEATING INC</b>								
404	GROSS HEATING INC	199243	FURNACE SERVICE - DPW	03/01/2019	120.00	.00		
Total GROSS HEATING INC:					120.00	.00		
<b>HAMILTON SCHOOL DISTRICT</b>								
413	HAMILTON SCHOOL DISTRICT	MARCH 2019	MARCH 2019 MOBILE HOME PA	03/31/2019	4,190.10	.00		
Total HAMILTON SCHOOL DISTRICT:					4,190.10	.00		
<b>HIPPENMEYER REILLY BLUM</b>								
2483	HIPPENMEYER REILLY BLUM	47702	PAULINE HAASS LAND LEGAL	04/16/2019	56.25	.00		
Total HIPPENMEYER REILLY BLUM:					56.25	.00		
<b>JAMES SMITH</b>								
851	JAMES SMITH	2019 SPRING	16.25 HRS @\$9.32	04/02/2019	151.45	.00		
Total JAMES SMITH:					151.45	.00		
<b>JENNIFER JOHNSON</b>								
493	JENNIFER JOHNSON	2019 SPRING	16 HRS @ \$9.32	04/02/2019	149.12	.00		
Total JENNIFER JOHNSON:					149.12	.00		
<b>JENSEN EQUIPMENT CO. INC.</b>								
483	JENSEN EQUIPMENT CO. INC.	J-637127	BAR & CHAIN OIL - DPW	04/10/2019	23.90	.00		
Total JENSEN EQUIPMENT CO. INC.:					23.90	.00		
<b>JOANNE HANSON</b>								
415	JOANNE HANSON	2019 SPRING	16.25 HRS @\$9.32	04/02/2019	151.45	.00		
Total JOANNE HANSON:					151.45	.00		
<b>JOURNAL SENTINEL INC.</b>								
541	JOURNAL SENTINEL INC.	5TNLISL-5-3-1	PUBLISH LEGAL NOTICES	03/01/2019	109.24	.00		
541	JOURNAL SENTINEL INC.	5TOWNLL-5-3-	NOTICES	03/31/2019	174.07	.00		
Total JOURNAL SENTINEL INC.:					283.31	.00		
<b>JUDY DAHL</b>								
222	JUDY DAHL	2019 SPRING	16.5 HRS @\$9.32	04/02/2019	153.78	.00		
Total JUDY DAHL:					153.78	.00		
<b>KATHLEEN SMITH</b>								
850	KATHLEEN SMITH	2019 SPRING	16.25HRS @ 9.32	04/02/2019	151.45	.00		
Total KATHLEEN SMITH:					151.45	.00		
<b>KERSHEK LAW OFFICES</b>								
509	KERSHEK LAW OFFICES	18422	Prosecutorial Services	04/04/2019	750.00	.00		
509	KERSHEK LAW OFFICES	18423	Prosecutorial Services	04/04/2019	168.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total KERSHEK LAW OFFICES:					918.00	.00		
<b>KIM McCARTY</b>								
657	KIM McCARTY	2019 SPRING	16.5 HRS@\$9.32	04/02/2019	153.78	.00		
Total KIM McCARTY:					153.78	.00		
<b>LANNON STONE PRODUCTS INC.</b>								
554	LANNON STONE PRODUCTS IN	1207945	DPW - COMPOST SITE OPENIN	04/08/2019	763.71	.00		
554	LANNON STONE PRODUCTS IN	1208700	DRIVEWAY CULVERT STONE - I	04/13/2019	94.51	.00		
Total LANNON STONE PRODUCTS INC.:					858.22	.00		
<b>LAURA MEISSNER</b>								
606	LAURA MEISSNER	2019 SPRING	14.5 HRS @\$9.32	04/02/2019	135.14	.00		
Total LAURA MEISSNER:					135.14	.00		
<b>LORI GITTO</b>								
377	LORI GITTO	2019 SPRING	16.25 HRS@9.32	04/02/2019	151.45	.00		
Total LORI GITTO:					151.45	.00		
<b>LOUISE EVERT</b>								
290	LOUISE EVERT	2019 SPRING	16 HRS @ \$9.32	04/02/2019	149.12	.00		
Total LOUISE EVERT:					149.12	.00		
<b>MARLENE KUMITSCH</b>								
531	MARLENE KUMITSCH	2019 SPRING	16.25HRS@9.32	04/02/2019	151.45	.00		
Total MARLENE KUMITSCH:					151.45	.00		
<b>MARY BETH BUNNOW</b>								
148	MARY BETH BUNNOW	2019 SPRING	16 HRS @\$9.32	04/02/2019	149.12	.00		
Total MARY BETH BUNNOW:					149.12	.00		
<b>MARY KNAPP</b>								
515	MARY KNAPP	2019 SPRING	16.25 HRS @ \$9.32	04/02/2019	151.45	.00		
Total MARY KNAPP:					151.45	.00		
<b>MENARDS -- GERMANTOWN</b>								
608	MENARDS -- GERMANTOWN	61099	SHOP STORAGE CABINETS - D	04/12/2019	387.83	.00		
608	MENARDS -- GERMANTOWN	61101	GARDEN HOSE SPRAY NOZZLE	04/12/2019	25.96	.00		
Total MENARDS -- GERMANTOWN:					413.79	.00		
<b>MENARDS -- PEWAUKEE</b>								
607	MENARDS -- PEWAUKEE	42561	DPW - GARAGE DOOR TRIM BO	03/28/2019	3.89	.00		
607	MENARDS -- PEWAUKEE	42856	DPW - PAINT & MATERIALS FO	04/02/2019	55.70	.00		
607	MENARDS -- PEWAUKEE	43335	PARKS - CLOCK, BRAKE FLUID,	04/11/2019	10.26	.00		
607	MENARDS -- PEWAUKEE	43583	GFI OUTLET COVER & NIPPLE	04/15/2019	11.73	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
					81.58	.00		
	Total MENARDS -- PEWAUKEE:							
	<b>MILES PRO AUDIO VISUAL, LLC</b>							
2552	MILES PRO AUDIO VISUAL, LLC	019114	AV UPGRADE BALANCE	04/18/2019	2,273.00	.00		
	Total MILES PRO AUDIO VISUAL, LLC:				2,273.00	.00		
	<b>MILLER-BRADFORD &amp; RISBERG INC</b>							
628	MILLER-BRADFORD & RISBER	R01192	COMPOST SITE GRINDING LOA	03/26/2019	500.00	.00		
	Total MILLER-BRADFORD & RISBERG INC:				500.00	.00		
	<b>MILWAUKEE JOURNAL SENTINEL</b>							
627	MILWAUKEE JOURNAL SENTIN	APR-MAY	J/S SUBSCRIPTION	04/08/2019	26.00	.00		
	Total MILWAUKEE JOURNAL SENTINEL:				26.00	.00		
	<b>NEU'S BUILDING CENTER INC.</b>							
672	NEU'S BUILDING CENTER INC.	3933425	WALL HANGERS FOR TOOLS -	04/12/2019	48.93	.00		
	Total NEU'S BUILDING CENTER INC.:				48.93	.00		
	<b>PATSY ALWIN</b>							
33	PATSY ALWIN	2019 SPRING	16 HRS @ 9.32 PER HOUR	04/02/2019	149.12	.00		
	Total PATSY ALWIN:				149.12	.00		
	<b>PERSONNEL CONCEPTS</b>							
715	PERSONNEL CONCEPTS	9339858792	LABOR LAW POSTERS & SIGNS	04/05/2019	561.00	.00		
	Total PERSONNEL CONCEPTS:				561.00	.00		
	<b>PROVEN POWER INC</b>							
753	PROVEN POWER INC	01-294659	PARKS - BRAKE CALIPER ASSE	04/11/2019	192.84	.00		
	Total PROVEN POWER INC:				192.84	.00		
	<b>RELIANT FIRE APPARATUS INC.</b>							
776	RELIANT FIRE APPARATUS INC.	119-21299	FD - REPLACEMENT PARTS &	04/03/2019	12,463.69	.00		
	Total RELIANT FIRE APPARATUS INC.:				12,463.69	.00		
	<b>RICHARD OSTERMAN</b>							
2521	RICHARD OSTERMAN	2019 SPRING	18.5 HRS @\$9.32	04/02/2019	172.42	.00		
	Total RICHARD OSTERMAN:				172.42	.00		
	<b>RITTER TECHNOLOGY LLC</b>							
787	RITTER TECHNOLOGY LLC	X03094-001	DPW - HOSE & FITTINGS FOR S	03/29/2019	228.76	.00		
787	RITTER TECHNOLOGY LLC	X03294-001	DPW - MISC FITTINGS FOR STO	03/29/2019	16.28	.00		
	Total RITTER TECHNOLOGY LLC:				245.04	.00		
	<b>SCOTT KRIEGER</b>							
2571	SCOTT KRIEGER	2019 SPRING	5 HRS @ \$9.32	04/02/2019	46.60	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total SCOTT KRIEGER:					46.60	.00		
<b>SHIRLEY FINK</b>								
316	SHIRLEY FINK	2019 SPRING	2.5 HRS@9.32	04/02/2019	23.30	.00		
Total SHIRLEY FINK:					23.30	.00		
<b>SUSAN GEHLBACH</b>								
362	SUSAN GEHLBACH	2019 SPRING	16.5 HRS @\$9.32	04/02/2019	153.78	.00		
Total SUSAN GEHLBACH:					153.78	.00		
<b>SUSAN RECHCYGL</b>								
771	SUSAN RECHCYGL	2019 SPRING	16.25HRS@9.32	04/02/2019	151.45	.00		
Total SUSAN RECHCYGL:					151.45	.00		
<b>SUSSEX ACE HARDWARE</b>								
7	SUSSEX ACE HARDWARE	184845	FD - SIPHON PUMP	03/31/2019	5.39	.00		
7	SUSSEX ACE HARDWARE	184871	FD - NEW KEY	04/01/2019	7.16	.00		
7	SUSSEX ACE HARDWARE	185014	PARKS - PORT-O-LET DRIVER K	04/09/2019	2.58	.00		
Total SUSSEX ACE HARDWARE:					15.13	.00		
<b>SUSSEX COUNTRY FLORAL SHOPPE</b>								
891	SUSSEX COUNTRY FLORAL SH	17733	FUNERAL ARRANGEMENT PIC	04/05/2019	62.50	.00		
Total SUSSEX COUNTRY FLORAL SHOPPE:					62.50	.00		
<b>TEN 2 COMMUNICATIONS</b>								
2099	TEN 2 COMMUNICATIONS	5265	STAFF RAIN GEAR - DPW	04/16/2019	277.70	.00		
Total TEN 2 COMMUNICATIONS:					277.70	.00		
<b>TERESA PELT</b>								
712	TERESA PELT	2019 SPRING	18.75 HRS @ \$9.32	04/02/2019	174.75	.00		
Total TERESA PELT:					174.75	.00		
<b>ULINE SHIPPING SUPPLY</b>								
2346	ULINE SHIPPING SUPPLY	107539292	PARKS - MISC SHOP SUPPLIES	04/09/2019	667.17	.00		
Total ULINE SHIPPING SUPPLY:					667.17	.00		
<b>UNIFIRST CORPORATION</b>								
2349	UNIFIRST CORPORATION	096 1067721	DPW UNIFORMS & MATS	04/15/2019	70.37	.00		
2349	UNIFIRST CORPORATION	0961064391	DPW UNIFORMS & MATS	03/25/2019	65.17	.00		
2349	UNIFIRST CORPORATION	0961066610	DPW UNIFORMS & MATS	04/08/2019	70.37	.00		
Total UNIFIRST CORPORATION:					205.91	.00		
<b>UPBEAT INC.</b>								
2355	UPBEAT INC.	611221	DOG WASTE REPLACEMENT B	04/10/2019	196.75	.00		
Total UPBEAT INC.:					196.75	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>VIERBICHER ASSOCIATES INC</b>								
2374	VIERBICHER ASSOCIATES INC	00003-2019	PAULINE HAASS LAND DEVELO	04/10/2019	845.00	.00		
2374	VIERBICHER ASSOCIATES INC	00003-2019	BORDER AGREEMENTS	04/10/2019	833.00	.00		
2374	VIERBICHER ASSOCIATES INC	00003-2019	LIEDS PROPERTY REZONING	04/10/2019	687.50	.00		
2374	VIERBICHER ASSOCIATES INC	00003-2019	1ST TIME PLANNER APPTS	04/10/2019	250.00	.00		
2374	VIERBICHER ASSOCIATES INC	00003-2019	P.C. MTGS & GENERAL PLANNI	04/10/2019	1,037.50	.00		
2374	VIERBICHER ASSOCIATES INC	00003-2019	HILLSIDE ROAD DEVELOPMEN	04/10/2019	1,032.50	.00		
2374	VIERBICHER ASSOCIATES INC	00003-2019	LISBON ROAD DEVELOPMENT (	04/10/2019	307.50	.00		
2374	VIERBICHER ASSOCIATES INC	00003-2019	JOHN THEN CSM & S.P.P.O.O. (	04/10/2019	307.50	.00		
2374	VIERBICHER ASSOCIATES INC	00003-2019	HALQUIST S.P.P.O.O. AMENDM	04/10/2019	608.75	.00		
2374	VIERBICHER ASSOCIATES INC	00015	MEYER WEDDING & EVENT BA	04/10/2019	627.50	.00		
Total VIERBICHER ASSOCIATES INC:					6,536.75	.00		
<b>VILLAGE OF SUSSEX</b>								
2376	VILLAGE OF SUSSEX	4545	CLEAN WATER PRINCIPAL	04/03/2019	102,253.85	.00		
2376	VILLAGE OF SUSSEX	4545	CLEAN WATER LOAN INTERES	04/03/2019	12,987.58	.00		
2376	VILLAGE OF SUSSEX	4550	MONTHLY TICKET PROCESSIN	04/03/2019	436.15	.00		
Total VILLAGE OF SUSSEX:					115,677.58	.00		
<b>WALDSCHMIDT'S TOWN &amp; COUNTRY</b>								
2384	WALDSCHMIDT'S TOWN & COU	661524	DPW - EARTH AUGER & CORE	04/04/2019	720.75	.00		
2384	WALDSCHMIDT'S TOWN & COU	661524	DPW - POWER BROOM W/ CAR	04/04/2019	621.19	.00		
Total WALDSCHMIDT'S TOWN & COUNTRY:					1,341.94	.00		
<b>WAUKESHA COUNTY</b>								
2389	WAUKESHA COUNTY	2019-0000000	Q1 2019 TRANSCRIPTION SERV	04/10/2019	2,123.18	.00		
2389	WAUKESHA COUNTY	2019-0000000	JOHN THEN CSM REVIEW (REI	04/11/2019	216.26	.00		
2389	WAUKESHA COUNTY	2019-0000000	PONIEWAZ PLANNER APPT LO	04/11/2019	43.25	.00		
2389	WAUKESHA COUNTY	2019-0000000	VARIOUS TOWN RELATED P.C./	04/11/2019	1,679.74	.00		
2389	WAUKESHA COUNTY	2019-0000003	Q1 2019 POLICE SERVICES - O	04/10/2019	3,784.06	.00		
2389	WAUKESHA COUNTY	2019-0000004	MAY 2019 POLICE SERVICES	04/10/2019	58,970.88	.00		
2389	WAUKESHA COUNTY	2019-0000005	MARCH 2019 PRISONER HOUSI	04/09/2019	246.65	.00		
Total WAUKESHA COUNTY:					67,064.02	.00		
<b>WAUKESHA COUNTY TREASURER</b>								
2390	WAUKESHA COUNTY TREASUR	APRIL 2019	MFL/FCL WITHDRAWALS	04/08/2019	2,543.57	.00		
Total WAUKESHA COUNTY TREASURER:					2,543.57	.00		
<b>WAUKESHA LANDSCAPE SUPPLY LLC</b>								
2573	WAUKESHA LANDSCAPE SUPP	16024	DPW - COMPOST SITE BRUSH	03/29/2019	6,500.00	.00		
Total WAUKESHA LANDSCAPE SUPPLY LLC:					6,500.00	.00		
<b>WCTC</b>								
2411	WCTC	S0688313	FD - TUITIONS	03/26/2019	6,008.65	.00		
Total WCTC:					6,008.65	.00		
<b>WESTERN CULVERT &amp; SUPPLY INC.</b>								
2421	WESTERN CULVERT & SUPPLY	057491	CULVERT REPLACEMENT - INDI	04/09/2019	388.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total WESTERN CULVERT & SUPPLY INC.:					388.00	.00		
<b>WISCONSIN TOWNS ASSOCIATION</b>								
2435	WISCONSIN TOWNS ASSOCIAT	2019-2020	2019 WTA DUES	03/25/2019	660.00	.00		
Total WISCONSIN TOWNS ASSOCIATION:					660.00	.00		
Grand Totals:					350,263.16	.00		

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

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

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

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

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

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

**TOP 5 EXPENDITURES**

\$ 115,677.58	Village of Sussex - Clean Water Payment & Ticket Processing
\$ 67,064.02	Waukesha County - All Things Sheriff's Department
\$ 64,728.13	Advanced Disposal - March Services
\$ 20,243.75	Cramer Multhauf & Hammes LLP - March Legal Fees
\$ 12,463.69	Reliant Fire Apparatus Inc - Fire Engine Repairs

Report Criteria:

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

## Who Should Attend

Town board members, clerks, and treasurers.

## Teaching Team

Carol Nawrocki, Jann Charette, Lara Carlson and Joe Ruth;  
Wisconsin Towns Association

Ben Jordan, Steve Pudloski and Andi Bill;  
UW-Madison Transportation Information Center

Dan Fedderly or representatives from the  
Wisconsin County Highway Association

Daniel Foth, Philip Freeburg, Yunji Kim,  
UW-Madison Extension's Local Government Center

## Comments from most recent Town Officials Workshops

"Great information and very knowledgeable presenters!"

"Always a good refresher on this topic."  
(Open Meetings)

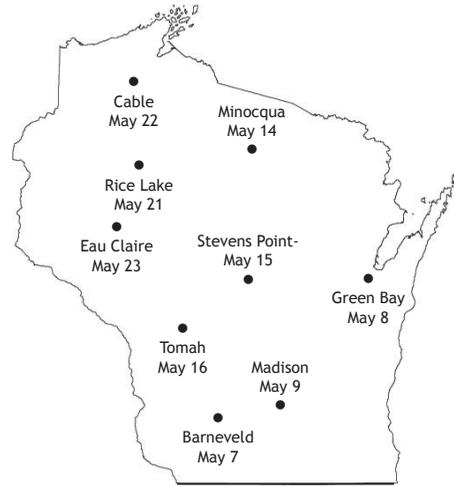
"I will use this information to do the right thing the first time." (Ethics)

"I will use this information to look closer at road safety and condition." (Road Operations)

"A lot of great information and helpful for a new town official."

"Good information--heavy at times but necessary--good presenter." (Powers and Duties of Town Officials)

"Who thought open meetings law could be fun?!"



- 5/7 **Barneveld:** Deer Valley Lodge. 401 W. Industrial Dr. US 18/US 151 toward Dodgeville, exit 58 Cty Hwy ID toward Barneveld, left onto W. Business ID/Cty Hwy ID, right onto W. Industrial Dr.
- 5/8 **Green Bay:** Radisson Hotel & Conference Center, 2040 Airport Dr. Hwy 41 toward Green Bay. Exit WI-172/A Straubel Airport/I 43, exit 164B on left toward A Straubel Airport., Green Bay. Enter next roundabout and take first exit onto Radisson Dr, to hotel on Airport Dr.
- 5/9 **Madison:** Radisson Hotel & Conference Center, 517 Grand Canyon Dr. I-39/90 to exit US 12 west, take-exit 255, keep right at fork in ramp, turn right onto S. Gammon Rd, turn right onto Odana Rd, turn right onto Grand Canyon Dr.
- 5/14 **Minocqua:** AmericInn/Reulands, 700 US Hwy 51 N. On US Hwy 51 in the heart of Minocqua.
- 5/15 **Stevens Point:** Holiday Inn Conv. Ctr., 1001 Amber Ave. From I-39; Exit #158 onto Hwy 10 heading east.
- 5/16 **Tomah:** Cranberry Country Lodge, 319 Wittig Rd. Near intersection of US 12 and WI 21 west of I-94.
- 5/21 **Rice Lake:** Wisconsin Indianhead Technical College, 1900 College Dr. Off US 53 and Cty O.
- 5/22 **Cable:** Lakewoods Resort, 21540 Cty Hwy M. 8 miles east of Cable on Hwy M.
- 5/23 **Eau Claire:** Florian Gardens, 2340 Lorch Ave. From I-94 take exit 68 onto WI-93, turn south toward Eleva, turn right onto Lorch Ave.

An EEO/AA employer, UW-Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements. Requests for reasonable accommodations for disabilities or limitations should contact the Local Government Center at (608) 262-9960 at least 72 hours prior to the program so that proper arrangements can be made. Requests are kept confidential.

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Nonprofit Organization  
US POSTAGE PAID  
Madison, Wisconsin  
Permit No. 658

University of Wisconsin-Extension  
Cooperative Extension Service  
Local Government Center  
610 Langdon Street, Rm. 229  
Madison, WI 53703-1104



Local  
Government  
CENTER



Extension  
UNIVERSITY OF WISCONSIN-MADISON

# 2019 Town Officials Workshops

9 Locations  
Around Wisconsin



Sponsored by:

UW-Madison Extension's Local Government Center  
Wisconsin Towns Association  
UW-Madison Transportation Information Center  
UW-Madison Extension County Offices

Town Officials Workshops  
May 2019

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Town/Village \_\_\_\_\_  
County \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

I plan to attend the following workshop:

- Tuesday, May 7: Barneveld
- Wednesday, May 8: Green Bay
- Thursday, May 9: Madison
  
- Tuesday, May 14: Minocqua
- Wednesday, May 15: Stevens Point
- Thursday, May 16: Tomah
  
- Tuesday, May 21: Rice Lake
- Wednesday, May 22: Cable
- Thursday, May 23: Eau Claire
- Materials only (\$30 per packet)

FEE: \$65 early registration fee (when payment is received seven days in advance of workshop date)  
\$75 late registration and walk-ins

Fee covers the cost of instruction, materials, snack and lunch. A full refund will be made if notice of cancellation is received in writing, by email, or by fax, seven days prior to the workshop.

No-shows will not receive a refund, but materials will be sent.

Registration: Make check payable to Wisconsin Towns Association and mail to

Wisconsin Towns Association  
W7686 County Rd MMM  
Shawano, WI 54166  
Fax (715) 524-3917

Registration questions? Please email  
wtowns@wisctowns.com

For further workshop information call the  
Local Government Center at (608) 262-9960.

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# 2019 Town Officials Workshop Agenda

## New Board Members

- 8:00 - 8:25 Registration
- 8:25 - 10:30 Powers and Duties of Town Officials  
*Carol Nawrocki or Jann Charette*
- 10:30 - 10:45 Break
- 10:45 - 11:45 Budget and Finance Basics  
*Yunji Kim*
- 11:45 - 12:30 Lunch
- 12:30 - 1:20 Fundamentals of Town Road Operations  
*Ben Jordan or Steve Pudloski*
- 1:20 - 1:35 Break
- 1:35 - 2:35 Open Meetings Law  
*Lara Carlson or Joe Ruth*
- 2:35 - 3:30 Ethics for Town Officials  
*Philip Freeburg*
- 3:30 - 3:35 Evaluations and Adjourn

## Continuing Board Members

- 8:00 - 8:25 Registration
- 8:25 - 9:25 Local Bridge Program Administration and Oversight 2019  
*Dan Fedderly or WCHA representatives*
- 9:25 - 10:30 Speed Limits  
*Andi Bill or Steve Pudloski*
- 10:30 - 10:45 Break
- 10:45 - 11:45 Medley of Town Topics: Answers to Common Questions  
*Carol Nawrocki or Jann Charette*
- 11:45 - 12:30 Lunch
- 12:30 - 1:20 Getting Started with Grants  
*Daniel Foth*
- 1:20 - 1:35 Break
- 1:35 - 2:35 Wisconsin's Fence Law  
*Philip Freeburg*
- 2:35 - 3:30 Public Records Issues and Answers  
*Daniel Foth*
- 3:30 - 3:35 Evaluations and Adjourn

To make a request for reasonable accommodations for disabilities or limitations, registrants should contact the Local Government Center at (608) 262-9960 at least 72 hours prior to the program so that arrangements can be made.

Please note that UW-Extension and Wisconsin Towns Association staff may be taking videos and pictures of the participants at the 2019 Town Officials Workshops. UW-Extension and Wisconsin Towns Association will use these videos and pictures in a manner consistent with UW-Madison Extension's mission. Your attendance at these events indicates your consent for your image to be recorded and used in this manner.



**Thursday, April 11, 2019**

Dear Board Members:

This is to notify you of the Town of Lisbon meetings, office closures and elections from **April 23, 2019 through June 1, 2019** at the Town Hall, W234N8676 Woodside Road, unless indicated otherwise.

Wednesday, May 1, 2019	Listening Session w/Rep Brandtjen 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.
Monday, May 20, 2019	Park Committee at 6:30 P.M. (Richard Jung Memorial Fire Station)
<b>Monday, May 27, 2019</b>	<b>OFFICES CLOSED - MEMORIAL DAY</b>

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)



**Wednesday, May 1, 2019**  
**Board of Education/Special Meeting with Village/Town/County Officials**

**Hamilton High School/Large Group Area**  
**6:30 p.m.**

**1. Order of Business**

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- A. Call to Order
- B. Meeting Notice
- C. Roll Call Vote
- D. Pledge of Allegiance
- E. Approval of Agenda
- F. Welcome and Introductions

**2. Update From Village of Butler Regarding Development in the Hamilton School District**

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- A. Residential Growth
- B. Business Development
- C. Tax Incremental Finance District
- D. Infrastructure Development

**3. Update From Village of Lannon Regarding Development in the Hamilton School District**

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- A. Residential Growth
- B. Business Development
- C. Tax Incremental Finance District
- D. Infrastructure Development

**4. Update From Town of Lisbon Regarding Development in the Hamilton School District**

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- A. Residential Growth
- B. Business Development
- C. Tax Incremental Finance District
- D. Infrastructure Development

**5. Update From Village of Menomonee Falls Regarding Development in the Hamilton School District**

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- A. Residential Growth
- B. Business Development

C. Tax Incremental Finance District

D. Infrastructure Development

**6. Update From City of Pewaukee Regarding Development in the Hamilton School District**

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A. Residential Growth

B. Business Development

C. Tax Incremental Finance District

D. Infrastructure Development

**7. Update From Village of Sussex Regarding Development in the Hamilton School District**

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A. Residential Growth

B. Business Development

C. Tax Incremental Finance District

D. Infrastructure Development

**8. Update From Waukesha County Regarding County Development/Issues Relating to Hamilton School District**

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A. Infrastructure Development

B. Other

**9. Update Regarding Hamilton School District Initiatives Including Status of Strategic Vision/Tactical Planning, Academic Achievement, Enrollment Planning and Construction Projects**

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**10. Identification of Future Agenda Items/Set Next Meeting Date**

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**11. Adjournment**

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A. Adjournment





## ADMINISTRATOR REPORT

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

**REPORT DATE:** Thursday, April 18, 2019

### **AV EQUIPMENT UPGRADE**

The AV upgrade is 100% complete. The audio and video have been able to broadcast to Channel 14. Thanks to some avid Town of Lisbon Facebook page followers, they've been able to help us fine tune the audio settings. There is a very slight hum to the cable fee, but that is on Spectrum's end to fix. The Channel 14 computer/slideshow is also back up and running and the audio to YouTube live stream is working now.

### **ADMINISTRATOR VACATION**

Just a reminder I'm out of the office starting Tuesday, April 23 and will return Monday, May 6. Office staff, Department Heads, Attorney, Planner and Engineer have all been sent notes on who is handling what while I'm out. Clerk Dan is the main contact if you need anything. The Town is in great hands while I'm gone!



# BUILDING INSPECTOR REPORT

**PREPARED BY:** Bryan Oelhafen, Building Inspector

**REPORT DATE:** Monday, April 15, 2019

	<b>2017</b>	<b>2018</b>	<b>DIFFERENCE</b>
	<b>JANUARY - APRIL</b>		
<b>TOTAL PERMITS</b>	189	186	-3
<b>TOTAL NEW HOME PERMITS</b>	9	12	3



# TOWN CLERK REPORT

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

**REPORT DATE:** Monday, April 22, 2019

## **Licensing**

All but one of our liquor license establishments have turned in their renewal license. The Town Board will be seeing those renewals in the second meeting in May. Operator renewals have been coming in more steadily and those will start to be added to the Town Board agenda the first meeting in May. We will be adding a new liquor license for the upcoming licensing year with the Heartland Weddings and Events application coming the second meeting in May.

## **BOR Training**

I have ordered the Board of Review DVD for the public hearing piece of the procedures. The DVD should be arriving early next week (the week of April 29). For those of you who need training, you can check out the DVD and the material packet. We will have copies of the test and affidavit you can return to me to report to the Department of Revenue. Board members who are expired or will be expired are below.

Chairman Osterman  
Supervisor Moonen (expires 6/13)  
Supervisor Plotecher (expires 4/26)  
Supervisor Beal (expires 6/12)

# MARCH 2019 DPW MONTHLY REPORT



## TOWN BOARD & ADMINISTRATOR,

- Staff was out 4 times throughout the month for snow plowing and de-icing operations.
  - 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 performed repairs and preventive maintenance on trucks and equipment when needed, including a front cover R&R for one of the internationals, parts alone would have been over \$1,800 but we used our resources and had a piece made and welded in for \$20. Took the guys about 2 days to complete the R&R.
  - Staff brought all the files to the Town Hall from Jahnke & Jahnke.
  - Staff filled pot holes as needed.
  - Staff pumped water from the Sweetbriar area for a day and an evening. Thanks to the FD for the use of all 3 tenders.
  - Staff started to sweep ditches and perform sod damage repair from the plow season.
  - Staff spent the last week in March grinding brush and yard waste at the compost site.
- 
- I attended the monthly WCPWA luncheon.
  - I met with Mitch (Kunkel) to go over 2019 road projects.
  - I attended a jobsite meeting at the Barnwood Subdivision.
  - I put together the list of roads for 2019 crack filling.
  - I attended a road rating and maintenance seminar at Ruekert & Mielke.
  - I attended the 2019 Waukesha County Storm Water workshop.
  - I was out with staff during the 4 winter weather events.
  - I worked with staff throughout the month on truck maintenance, receiving salt deliveries, grinding at the compost site and pumping out the Sweetbriar area.

**REGARDS,  
JOE DE STEFANO JR.  
DPW DIRECTOR**

## February 2019 Fire Chiefs Report Continued

### Notes on special activities and events:

1. February 9<sup>th</sup>, Lisbon FD participated in Winterfest at the park
2. February 16<sup>th</sup>, Lisbon FD conducted the full-time position testing
3. February 18<sup>th</sup>, Waukesha Fire Department presented hazmat training to Bark River at Lisbon FD

### Meetings attended by the Chief:

1. February 4<sup>th</sup>, Officer Meeting
2. February 25<sup>th</sup>, Lifequest meeting
3. February 26<sup>th</sup>, Department Head meeting
4. February 28<sup>th</sup>, Fire & Police commission meeting

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

## March 2019 Fire Chiefs Report Continued

### Notes on special activities and events:

1. March 2<sup>nd</sup>, Lisbon FD judged the regional Boy Scout first aid meet at Hamilton High School.
2. March 10<sup>th</sup>, Lisbon FD Participated in a Hamilton High School project
3. March 13<sup>th</sup>, Lisbon FD hosted the Waukesha County Fire Chiefs meeting
4. March 16<sup>th</sup>, Lisbon FD stood by with an ambulance and crew at Richfield during their awards dinner.
5. March 23<sup>rd</sup>, Lisbon FD covered Hartland Fire during their fund raiser.

### Meetings attended by the Chief:

1. March 4<sup>th</sup>, Officer meeting
2. March 7<sup>th</sup>, Bark River meeting
3. March 5<sup>th</sup>, Officer Meeting
4. March 13<sup>th</sup>, Bark River meeting
5. March 13<sup>th</sup>, County Fire Chiefs meeting

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





# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:** Recommendations from Plan Commission

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

**REPORT DATE:** Thursday, April 18, 2019

**RECOMMENDATION:** Approve Plan Commission Recommendations

## EXPLANATION

The following items were on the Thursday, April 11 Plan Commission agenda and are ready for Town Board approval. There were other action items on the Plan Commission agenda with recommendations to the Town Board, but are waiting on Attorney review on their respective ordinances and/or resolutions. Those items will be on the May 13 Town Board agenda.

**One lot Certified Survey Map for John Then, dba SPACE4U LLC, for the property located at W230N9515 Colgate Road, LSBT 0149.999.**

*Motion by Commissioner Nelson to approve a one lot Certified Survey Map for John Then, dba SPACE4U LLC, for the property located at W230N9515 Colgate Road, LSBT 0149.999, seconded by Commissioner Samanske. Motion carries 7-0.*

**Unspecified Conditional Use Permit for a wedding and event barn and Conditional Use for a Major Grading Permit, for David and Kim Meyer dba Hartland Weddings and Events, for the property located at W259N8598 State Road 164, Hartland, WI 53029, LSBT 0178.995.001.**

*Motion by Commissioner Nelson to approve an Unspecified Conditional Use Permit for a wedding and event barn and Conditional Use for a Major Grading Permit, for David and Kim Meyer dba Hartland Weddings and Events, for the property located at W259N8598 State Road 164, Hartland, WI 53029, LSBT 0178.995.001, seconded by Commissioner Samanske. Motion carries 7-0.*

I recommend approval of both items.



## LETTER OF TRANSMITTAL

**Date:** 1/2/19      **Project No.:** 17748

**Space4U, LLC**  
**W230 N9515 Colgate Road**  
**CSM Application**

**To: Town of Lisbon**  
 Town Clerk  
 W234 N8676 Woodside Road  
 Lisbon, WI 53089

**We are sending you the following items:**

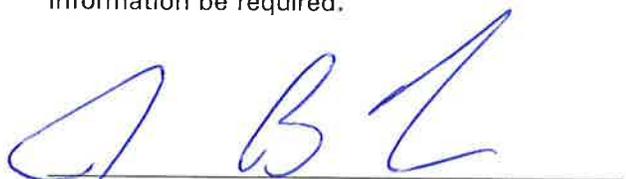
- |   |   |                                       |         |
|---|---|---------------------------------------|---------|
| <input type="checkbox"/> Prints         | <input type="checkbox"/> Plans          | <input type="checkbox"/> Reports      | X Other |
| <input type="checkbox"/> Specifications | <input type="checkbox"/> Copy of letter | <input type="checkbox"/> Change order |         |

COPIES	ENCLOSED	UNDER SEPARATE COVER	DESCRIPTION
1	X		Plan Commission Application
1	X		Professional Service Reimbursement Form
1	X		Site Inspection Notification Form
3	X		CSM Copies
1	X		\$220 CSM Application Fee (Sigma Check #75332)

**These are transmitted as checked below:**

- |   |  |   |
|---|--|---|
| X For approval                                  | <input type="checkbox"/> No exceptions taken         | <input type="checkbox"/> Resubmit ___ copies for review     |
| X For your use                                  | <input type="checkbox"/> Make corrections noted      | <input type="checkbox"/> Submit ___ copies for distribution |
| <input type="checkbox"/> As requested           | <input type="checkbox"/> Rejected; resubmit as noted | <input type="checkbox"/> Return _____ corrected prints      |
| <input type="checkbox"/> For review and comment | <input type="checkbox"/> For Bids due _____          | <input type="checkbox"/> Prints returned after loan to us   |

On behalf of Space4U, LLC, The Sigma Group, Inc. is submitting the attached application materials for a proposed CSM to split the existing parcel located at W230 N9515 Colgate Road. This is being submitted for the February 14, 2019 Plan Commission meeting. Please note that this CSM has also been submitted to Waukesha County. Please do not hesitate to contact us should any additional information be required.



James B. Leedom, P.E., LEED A.P.  
 Senior Project Engineer

031  
4-643-4210



W234 N8676 WOODSIDE RD.  
LISBON, WI 53089-1545  
TEL: (262) 246-6100

# Plan Commission Application

## Application Type and Fee (check all that apply)

\*Application fees are non-refundable. Fees cover costs associated with public notification, postage, copies, and document recording, however applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs and studies.

- Commercial**  
\*All commercial projects including any change of occupancy, change of use, or construction/alteration must be submitted to the Lisbon Fire Department as well for review and inspections.
- Residential** – Home-Based Bus. / In-Law Unit

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Accessory Building Waiver: \$100<br/>(Size/Location/Architectural Review)</li> <li><input type="checkbox"/> After the Fact Application: Double Fees</li> <li><input checked="" type="checkbox"/> Certified Survey Map: \$200 + \$10 Per lot                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Dedication Fee (Per lot): \$2,658<br/>(Paid upon receipt of signed CSM)</li> </ul> </li> <li><input type="checkbox"/> Conditional Use Permit: \$350                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Amendment / Original</li> <li><input type="checkbox"/> Major Grading Permit</li> </ul> </li> <li><input type="checkbox"/> Deed Restriction: \$100</li> <li><input type="checkbox"/> Developer's Agreement: \$250</li> <li><input type="checkbox"/> Groundwater Separation Waiver: \$100</li> <li><input type="checkbox"/> Land Use Amendment: \$300</li> <li><input type="checkbox"/> Conceptual: \$100</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Plat Review:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Final - \$200</li> <li><input type="checkbox"/> Preliminary - \$500</li> </ul> </li> <li><input type="checkbox"/> Re-Submittal: \$200</li> <li><input type="checkbox"/> Rezone: \$350</li> <li><input type="checkbox"/> Sign Permit Application: \$30 + Sign Fees<br/>(See Adopted Fee Schedule)</li> <li><input type="checkbox"/> Site Plan/Plan of Operation:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> Amendment: \$250</li> <li><input type="checkbox"/> Original: \$500</li> <li><input type="checkbox"/> Temporary: \$125</li> </ul> </li> <li><input type="checkbox"/> Special Meeting: \$600</li> <li><input type="checkbox"/> Waivers/Modification from Land Division and<br/>Development Ordinance: \$200</li> </ul> |
|--|---|

## Property Information

W230 N9515 Colgate Road Lisbon 53089

Property Address	City	Zip
LSBT0149999	Lisbon	53089
Tax Key/Parcel ID #	Lot Size	Current Zoning
	5.85 acres	B3

## Property Owner

Space4U, LLC - Jon Then

Name / Company Name 12/26/18

Signature  
 W230 N9491 Colgate Road  
 Address  
 Lisbon WI 53089  
 City State Zip  
 2620391-6065 jwithen@yahoo.com  
 Phone E-mail Address

## Applicant

James Leedom, P.E.

Name  
 The Sigma Group, Inc.  
 Company  
 1300 W. Canal Street  
 Address  
 Milwaukee WI 53233  
 City State Zip  
 414-643-4200 jleedom@thesigmagroup.com  
 Phone E-Mail Address

**A complete application** along with the appropriate fees shall be submitted by the deadline stated on the meeting schedule. In order for an application to be considered **complete**, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required. *The Town of Lisbon reserves the right not to accept an application that is deemed incomplete.*



W234 N8676 WOODSIDE RD.  
LISBON, WI 53089-1545  
TEL: (262) 246-6100

## Project Review Checklist

**Prior to the Plan Commission submittal deadline the property owner or applicant presents a site plan prepared with the information below to the Deputy Clerk at the Town Hall. The submittal material is reviewed and if appropriate, discussed at the next regularly scheduled Plan Commission meeting.**

*The information below is a required minimum and the other materials may be requested of the applicant during the review process.*

*[Signature]* 12/26/18

- 1) A statement describing the general character of the intended development and including the property address, tax key number and correct legal description. General items to include in the statement are: hours of operation, number of employees, traffic patterns, parking requirements, trash removal, etc.
- 2) An accurate map (site plan) of the project area. The site plan should be professionally prepared by a licensed architect, surveyor and/or engineer, with accurate dimensions indicating the property size, its relationship to surrounding properties, existing topography, key natural features and show the location of all existing and proposed:
 

<ol style="list-style-type: none"> <li>A. Structures, showing all entrances</li> <li>B. Driveways &amp; street access</li> <li>C. Parking areas</li> <li>D. Walkways</li> <li>E. Existing landscaping</li> <li>F. Abutting public and private streets</li> <li>G. Public easements</li> <li>H. Surrounding land uses and zoning</li> <li>I. Retaining walls</li> <li>J. Decorative accessories</li> </ol>	<ol style="list-style-type: none"> <li>K. Dumpster location and screening</li> <li>L. Location, color, message, dimensions and materials of all signs</li> <li>M. Location, size and character of dedicated or private open space</li> <li>N. Location of sanitary sewer, storm sewer, water mains and services and stormwater detention facilities</li> <li>O. Floor plan of building or addition</li> </ol>
---	---
- 3) Stormwater management plan.
- 4) Grading plan showing existing and finished grades to Town datum.
- 5) Professionally prepared landscape plan.
- 6) Lighting plan; photometric plan, type of fixtures, wattage and location and height of lighting structures.
- 7) Topographic data or pertinent grade elevations, if necessary, for proper remodeling of existing buildings showing finished exterior treatment.
- 8) Colored elevations of proposed buildings, structures and fencing, or of proposed remodeling of existing buildings, showing finished exterior treatment and a listing of building materials.
- 9) Names, address, telephone number, fax number and email address of the owner(s) and/or agent to be contacted with regard to the application.
- 10) Proof of ownership or agent status.



**PROFESSIONAL SERVICE REIMBURSEMENT FEES:**

Pursuant to the Town of Lisbon Municipal Code Section 1.14, the Town of Lisbon Town Board has made a determination that whenever the services of the Town Planner, Town Engineer, Town Attorney, or any other of the Town's professional staff results in a charge to the Town for that professional's time and services, and such service is not a service supplied to the Town as a whole, the Town Treasurer shall charge one hundred and five percent of the cost of that service for the fees incurred by the Town to the property owner incurring those fees even if the request is not approved. The additional five percent cost above the cost of the service is levied to cover Town administrative charges. Also, pursuant to the Town of Lisbon Municipal Code Section 1.14, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved. Imposition of any fees, costs, or charges, however, is subject to the property owner's appeal rights as described in the Town of Lisbon Municipal Code Section 1.14

The undersigned, have been advised that, pursuant to the Town of Lisbon Municipal Code Section 1.14, if the Town Planner, Town Engineer, Town Attorney, or any other Town professional provides services to the Town because of my/our activities, whether at my/our request or at the request of the Town, I/we shall be responsible for the fees incurred by the Town. In addition, I/we have been advised that pursuant to the Town of Lisbon Municipal Code Section 1.14, certain other fees, costs, and charges are my/our responsibility even if my/our request is not approved. By signing this document, I am not waiving my/our appeal rights that are described in the Town of Lisbon Municipal Code Section 1.14.

Statements will be sent monthly so you are kept up to date regarding your current charges.

**RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:**

NAME Jon Then - Space4U, LLC  
ADDRESS W230 N9491 Colgate Road; Lisbon, WI 53089  
DATE 12/26/18 SIGNATURE [Signature]  
PHONE 262-391-6065 EMAIL jwthen@yahoo.com

**PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:**

NAME Same as above  
ADDRESS \_\_\_\_\_  
DATE 12/26/18 SIGNATURE [Signature]  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

PROJECT NAME Highway Q Self Storage

034



**SITE INSPECTION NOTIFICATION:**

The Town of Lisbon Town Plan Commission and Town Board request permission of the property owner or responsible party to enter the subject property, between the hours of 9am to 5pm or upon prior 24 hour notice, for a site inspection prior to any scheduled Plan Commission or Board meeting. The site inspection will allow the Town Plan Commission and Town Board to make more informed decisions with respect to the requested application.

I, the undersigned, have been advised that my signature grants permission to members of the Town Plan Commission and Town Board to conduct site inspections of the subject property. Failure to authorize said site inspection will not be held against the property owner or responsible party in the decision of the requested application; however, the site inspection does allow the Town Plan Commission and Town Board to make more informed decisions.

**RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:**

NAME Jon Then - Space4U, LLC  
ADDRESS W230 N8491 Colgate Road, Lisbon, WI 53089  
DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
PHONE 262-391-6065 EMAIL jwthen@yahoo.com

**PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:**

NAME Same as above  
ADDRESS \_\_\_\_\_  
DATE 12/26/18 SIGNATURE [Signature]  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Town Official Accepting Form

\_\_\_\_\_  
Date



**Parcel ID LSBT0149999: Site Map**  
 Town of Lisbon

1 inch = 250 feet

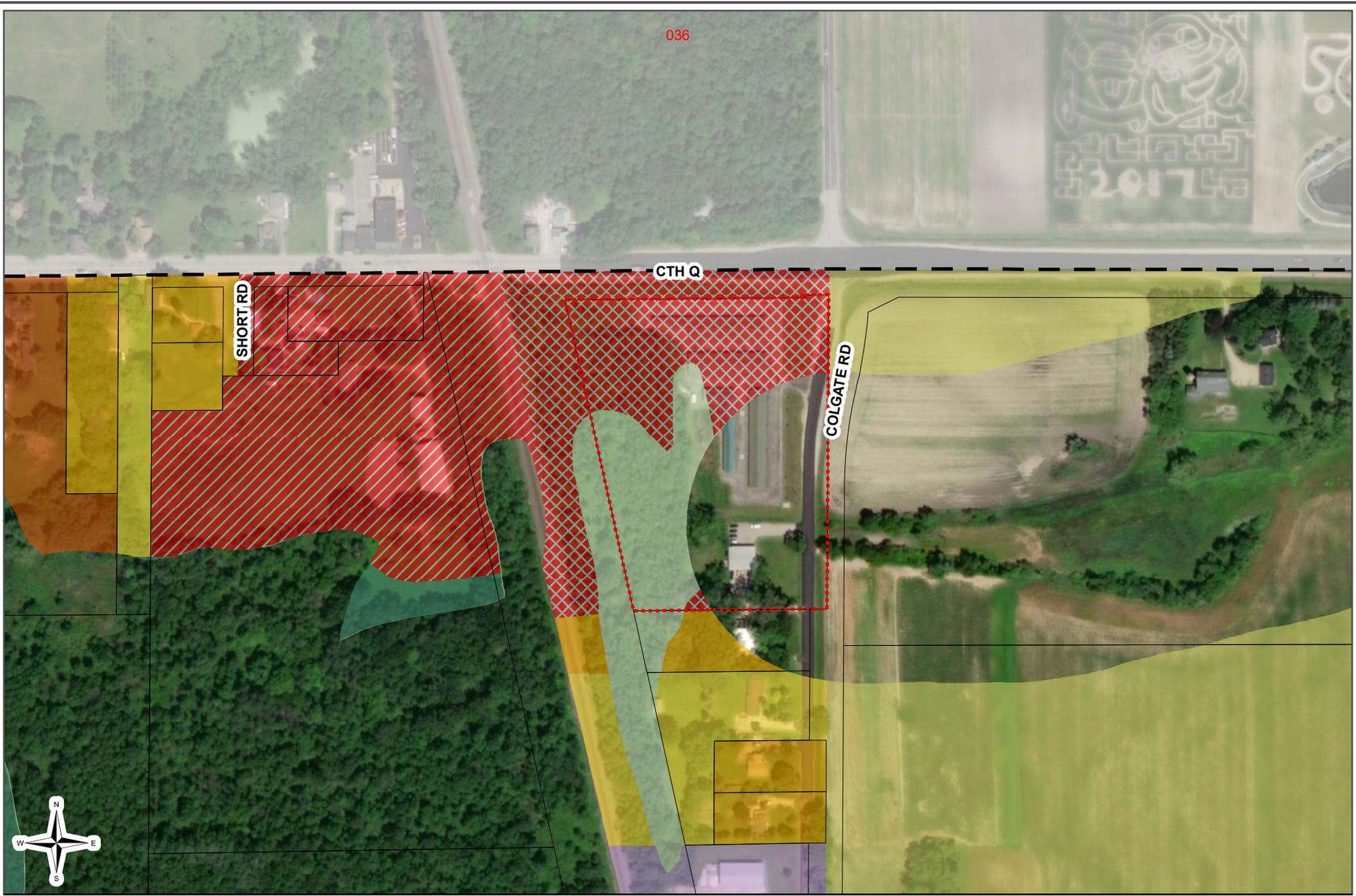


 Town of Lisbon Boundary  
 Subject Parcel

**vierbicher**  
 planners | engineers | advisors



REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE METRO  
 N27 W23957 Paul Road, Suite 105, Pewaukee, WI 53072  
 Phone: (262) 875-5000 Fax: (608) 826-0530



**Parcel ID LSBT0149999: Zoning**  
Town of Lisbon

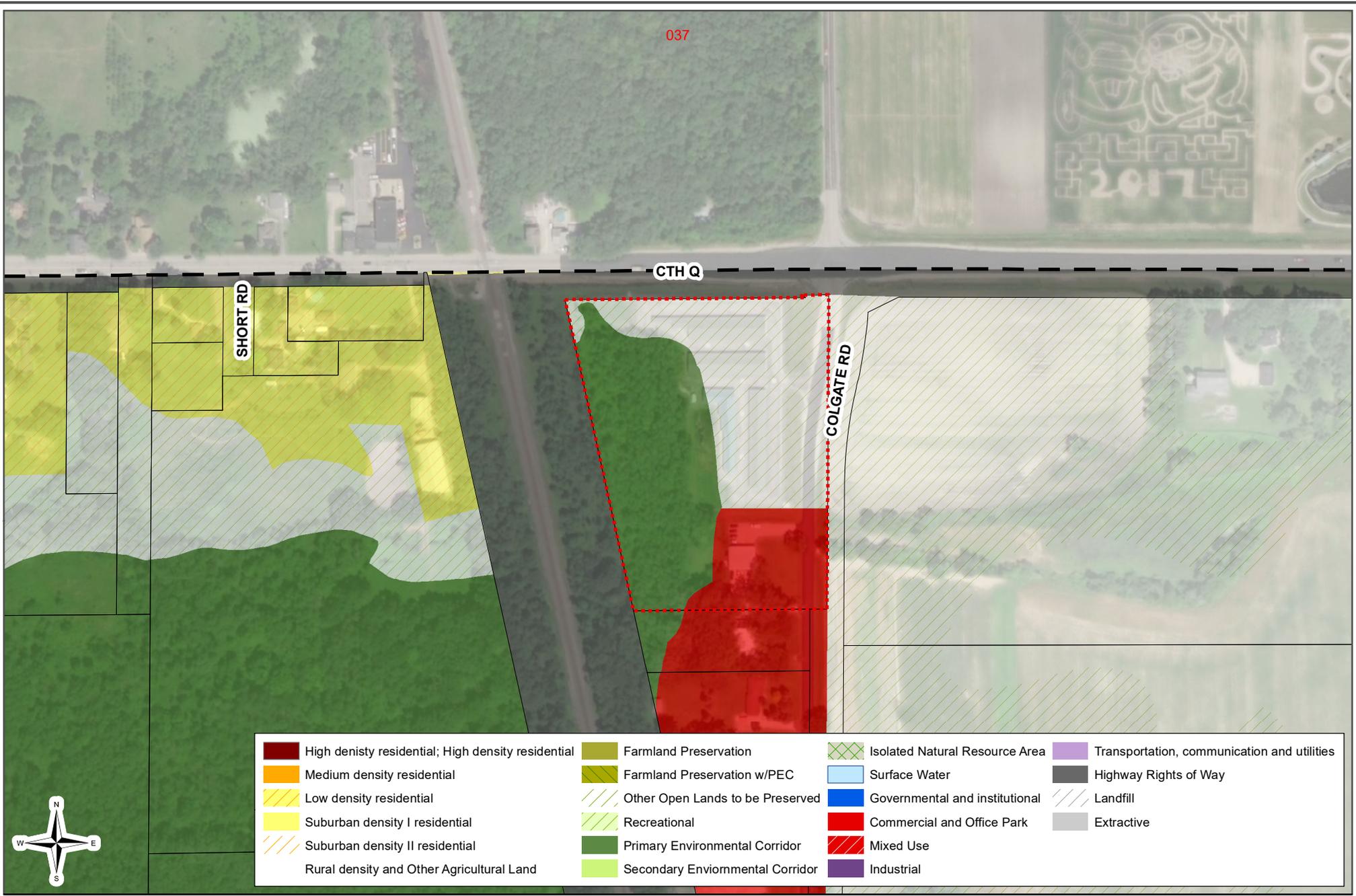


	AD-10		A-5		R-2		B-1		B-4		M-1		C-1
	RD-5		A-3		R-3		B-2		B-P		M-2		UC
	A-10		R-1		RM		B-3		Q-1		P-I		PR

Town of Lisbon Boundary  
 Subject Parcel

**vierbicher**  
planners | engineers | advisors

REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE METRO  
N27 W23957 Paul Road, Suite 105, Pewaukee, WI 53072  
Phone: (262) 875-5000 Fax: (608) 826-0530



High density residential; High density residential	Farmland Preservation	Isolated Natural Resource Area	Transportation, communication and utilities
Medium density residential	Farmland Preservation w/PEC	Surface Water	Highway Rights of Way
Low density residential	Other Open Lands to be Preserved	Governmental and institutional	Landfill
Suburban density I residential	Recreational	Commercial and Office Park	Extractive
Suburban density II residential	Primary Environmental Corridor	Mixed Use	
Rural density and Other Agricultural Land	Secondary Environmental Corridor	Industrial	



**Parcel ID LSBT0149999: Future Land Use**  
 Town of Lisbon



Town of Lisbon Boundary  
 Subject Parcel

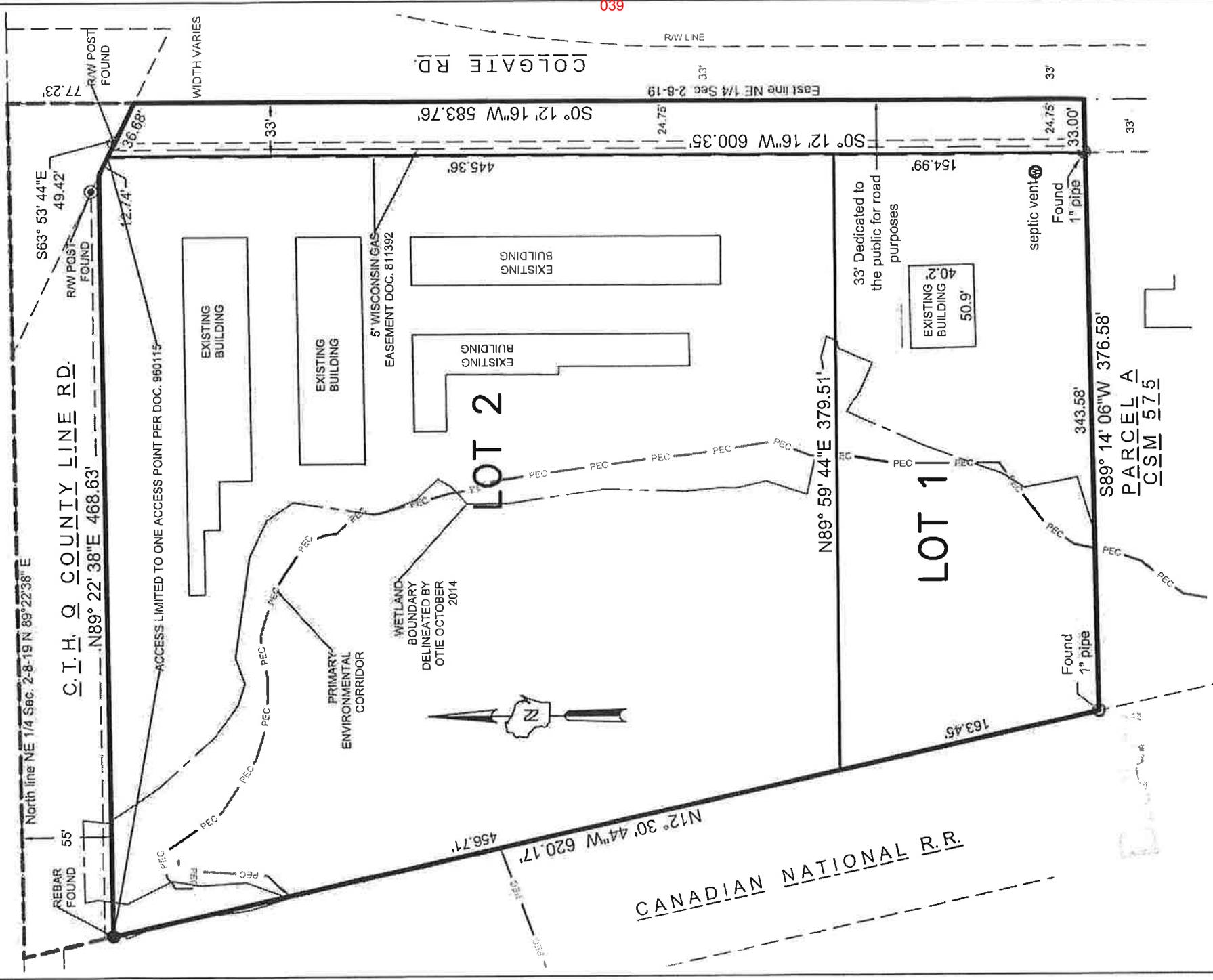
**vierbicher**  
 planners | engineers | advisors

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 N27 W23957 Paul Road, Suite 105, Pewaukee, WI 53072  
 Phone: (262) 875-5000 Fax: (608) 826-0530



# CERTIFIED SURVEY MAP NO.

Part of the Northeast 1/4 of the Northeast 1/4 of Section 2, Town 8 North, Range 19 East, in the Town of Lisbon, County of Waukesha, State of Wisconsin



EXISTING EASEMENTS

**THE SIGMA GROUP**  
Single Source, Sound Solutions.  
www.thesigmagroup.com  
1300 West Canal Street  
Milwaukee, WI 53233  
Phone: 414-643-4200  
Fax: 414-643-4210



# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Part of the Northeast 1/4 of the Northeast 1/4 of Section 2, Town 8 North, Range 19 East, in the Town of Lisbon,  
County of Waukesha, State of Wisconsin

SURVEYOR'S CERTIFICATE  
STATE OF WISCONSIN)  
);SS  
MILWAUKEE COUNTY)

I, BAIBA M. ROZITE, Professional Land Surveyor, hereby certify:

That I have surveyed, divided and mapped that part of the Northeast 1/4 of the Northeast 1/4 of Section 2, Town 8 North, Range 19 East, in the Town of Lisbon, Waukesha County, Wisconsin, bounded and described as follows:

Commencing at the Northeast corner of said Northeast 1/4 section; thence South 0°12'16" West, 77.23 feet along the east line of said 1/4 section to the point of beginning; continue thence South 0°12'16" West, 583.76 feet along said east line; thence South 89°14'06" West, 376.58 feet along the north line of Parcel A of Certified Survey Map No. 575 to the northwest corner thereof and the easterly line of Canadian National Rail Road; thence North 12°30'44" West, 620.17 feet along said easterly line to the south line of CTH "Q" (County Line Road); thence North 89°22'38" East, 468.63 feet along said south line; thence South 63°53'44" East, 49.42 feet along said south line to the centerline of Colgate Road and to the point of beginning.

Said parcel contains 269,280 square feet or 6.182 acres of land, more or less.

THAT I have made the survey, land division, and map by the direction of the owner of said land.

THAT the map is a correct representation of all exterior boundaries of the land surveyed and the land division thereof made.

THAT I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the Town of Lisbon Land Division Ordinance in surveying, dividing and mapping the same.

040

Baiba M. Rozite, Professional Land Surveyor      S-2351  
(SEAL)



# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Part of the Northeast 1/4 of the Northeast 1/4 of Section 2, Town 8 North, Range 19 East, in the Town of Lisbon, County of Waukesha, State of Wisconsin

## TOWN OF LISBON PLAN COMMISSION APPROVAL:

Approved and accepted by the Plan Commission of the Town of Lisbon on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

\_\_\_\_\_  
Jane Stadler, Secretary

## TOWN OF LISBON TOWN BOARD APPROVAL:

Approved and accepted by the Town Board of the Town of Lisbon in accordance with Resolution No. \_\_\_\_\_ approved on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

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

## EXTRATERRITORIAL REVIEW - VILLAGE OF RICHFIELD:

Approved by the Village of Richfield on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

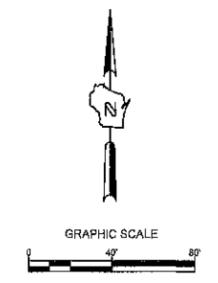
\_\_\_\_\_  
Donna Cox, Deputy Clerk

DRAFT

C.T.H. "Q" (COUNTY LINE ROAD)

COLGATE ROAD

Proposed Lot Split



- LEGEND:**
- |             |                                |   |                          |
|-------------|--------------------------------|---|--------------------------|
| ---         | SECTION 1/4 SECTION LINE       | ○ | IRON PIPE FOUND/SET      |
| ---         | PROPERTY LINE                  | ● | REBAR FOUND/SET          |
| - - - - -   | EASEMENT                       | ⊗ | CHISELED CROSS FOUND/SET |
| -x-x-x-x-   | CHAIN LINK FENCE               | ⊕ | PK NAIL FOUND/SET        |
| ---         | TREE LINE                      | ⊙ | SPIKE/NAIL               |
| OH --- OH   | OVERHEAD UTILITY LINE          | ⊙ | MONUMENT                 |
| E --- E     | ELECTRIC                       | ⊕ | BENCHMARK                |
| T --- T     | TELEPHONE                      | ⊕ | SIGN                     |
| FO --- FO   | FIBER OPTIC                    | ⊕ | DECIDUOUS TREE           |
| CTV --- CTV | CABLE TV                       | ⊕ | CONIFEROUS TREE          |
| SAN --- SAN | SANITARY SEWER                 | ⊕ | BUSH                     |
| FM --- FM   | FORCE MAIN                     | ⊕ | POST                     |
| ST --- ST   | STORM SEWER                    | ⊕ |                          |
| W --- W     | WATER MAIN                     | ⊕ |                          |
| G --- G     | GAS                            | ⊕ |                          |
| ---         | EXISTING CONTOUR               | ⊕ |                          |
| PEC --- PEC | PRIMARY ENVIRONMENTAL CORRIDOR | ⊕ |                          |
- 
- |   |                     |   |                  |
|---|---------------------|---|------------------|
| ○ | MANHOLE             | ○ | WATER VALVE      |
| ⊕ | CATCH BASIN         | ⊕ | UTILITY POLE     |
| ⊕ | CATCH BASIN (ROUND) | ⊕ | GUY WIRE         |
| ⊕ | ROOF DRAIN          | ⊕ | ELECTRIC METER   |
| ⊕ | HYDRANT             | ⊕ | UTILITY PEDESTAL |
| ⊕ | WATER VALVE         | ⊕ | TRAFFIC SIGNAL   |
| ⊕ | GAS VALVE           | ⊕ | LIGHT POLE       |
| ⊕ | UTILITY POLE        | ⊕ | SOIL BORING      |
| ⊕ | GUY WIRE            | ⊕ | MONITORING WELL  |
| ⊕ | ELECTRIC METER      |   |                  |
| ⊕ | UTILITY PEDESTAL    |   |                  |
| ⊕ | TRAFFIC SIGNAL      |   |                  |
| ⊕ | LIGHT POLE          |   |                  |
| ⊕ | SOIL BORING         |   |                  |
| ⊕ | MONITORING WELL     |   |                  |

- GENERAL NOTES:**
1. THE UNDERGROUND UTILITY INFORMATION SHOWN ON THIS DRAWING IS BASED ON FIELD LOCATIONS AND/OR RECORDS FURNISHED BY MUNICIPALITIES AND UTILITY COMPANIES. THE LOCATION AND ACCURACY OF WHICH CANNOT BE GUARANTEED. THERE MAY BE ADDITIONAL UNDERGROUND UTILITY INSTALLATIONS WITHIN THE PROJECT AREA THAT ARE NOT SHOWN.
  2. VERIFY ACTUAL LOCATIONS AND INVERTS IN THE FIELD. ANY POTENTIAL ERRORS, OMISSIONS, OR DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO PROCEEDING WITH CONSTRUCTION.
  3. DRAWING IS BASED ON FIELD SURVEY COMPLETED BY B. ROZITE ON OCTOBER 1 & 6.
  4. VERTICAL DATUM FOR THE PROJECT SURVEY IS N.G.V.D. 1829. BENCHMARK FOR THE PROJECT SURVEY IS THE CONCRETE MONUMENT WITH BRASS CAP AT THE NORTHEAST CORNER OF SECTION 2, T8N, R19E HAVING AN ELEVATION OF 971.56, AS PUBLISHED BY SEWRPC.

HWY Q SELF STORAGE SITE  
 W230 N9515 COLGATE ROAD  
 TOWN OF LISBON, WISCONSIN

**SITE SURVEY**

1. PC SUBMITTAL 2-12-16 TPM  
 NO. REVISION DATE BY

DRAWING NO.	16011-001-SITE-SURV-P.dwg
DRAWN BY:	BMR/TPM
DATE:	02-12-16
PROJECT NO.:	16011
CHECKED BY:	ABH
APPROVED BY:	CTR
SHEET NO.:	

C 001

File: I:\then\_schm15011 - Colgate Rd. Siba\0460 CADVIC - Civil Plans\000-Site Survey\15011-CDD1-SITE-SURV-P.dwg  
 TO TRAIN LICENSEE BY PARTNERS UNDERGROUND FACILITY SURVEY TO BE IN RECORD  
 CALL DIGGERS HOTLINE 1-800-242-8511 TOLL FREE  
 WE VALUE YOUR BUSINESS PLEASE CALL 414-643-4200  
 M.L.W. AREA 259-1181



CALL DIGGERS HOTLINE  
 1-800-242-8511  
 TOLL FREE

THE UNDERGROUND UTILITY INFORMATION SHOWN ON THIS MAP IS BASED ON FIELD MARKINGS AND INFORMATION FURNISHED BY UTILITY COMPANIES AND THE LOCAL MUNICIPALITY. WHILE THIS INFORMATION IS BELIEVED TO BE RELIABLE, ITS ACCURACY AND COMPLETENESS CANNOT BE GUARANTEED.



April 4, 2019

Town of Lisbon  
Plan Commission  
W234 N8676 Woodside Road  
Lisbon, WI 53089-1545

RE: Highway Q Self Storage CSM and SPPOO Review

### **Introduction**

This letter reviews the Certified Survey Map (CSM) and Site Plan/Plan of Operation (SPPOO) submitted by Jon Then (Applicant) on March 11, 2019, for the property located at W230 N9515 Colgate Road in the Town. The property in question is 6.182 acres (5.847 acres not included proposed ROW dedication) and is currently zoned B-3 (General Business), with C-1 (Conservancy Wetland) areas in the western portions of proposed Lots 1 and 2. The eastern two-thirds of Lot 1 and a large part of the southeastern corner of Lot 2 also fall within the Waukesha County Shoreland Jurisdictional Boundary (B-3 District).

The Applicant intends to divide the property into two lots of 1.336 acres (Lot 1) and 4.511 acres (Lot 2). Lot 1 will have the Applicant's existing automotive repair located on it (currently without a business operator), while Lot 2 will accommodate the existing self-storage business. A CUP and SPPOO for the automotive repair will be submitted and reviewed at a later date.

Pertinent details with respect to these applications, the Town of Lisbon Ordinances, and the Wisconsin Statutes are included below.

### **Certified Survey Map**

#### **Town Ordinances:**

- Ordinance §6.01 of Chapter 12 states that all minor land divisions require a CSM prepared by a registered land surveyor, and shall comply with the design standards and improvement requirements set forth in Sections 7.00 and 8.00, and Addendum A of the Town Code.
  - CSM shall show the surveyors name, date, seal, signature, and any revision date on each page prior to receiving signatures.
- Ordinance §6.02 of Chapter 12 states that maps shall show the information required by Sections 4.01, 4.02, and 5.02 of Chapter 12 along with all existing buildings and structures, drives, streams and watercourses, drainage ditches, drainage easements, marshes, wooded areas, railroad tracks, and other pertinent features. After reviewing for compliance with these requirements, we have the following comments and recommended revisions/additions. A separate page(s) may be necessary to show the required items.
  - CSM to show Waukesha County Shoreland and Floodplain protection ordinance boundary line. The boundary line may be subject to change following a potential

wetland delineation requirement requested by Waukesha County detailed later in this review.

- CSM legend shall include all symbols used on the face of the CSM
  - CSM to show topographic contours of no more than 2-feet for the entire CSM.
  - CSM to show any stormwater requirements resulting from the Site Plan and Plan of Operation approval for the self-service storage facility located on Lot 2
  - CSM to show floodplain limits and the contour line lying two feet above the elevation of the 100-year recurrence interval flood.
  - CSM to show the type, width, and elevation of any existing street pavements immediately adjacent to the land division, along with any legally established centerline elevations.
  - CSM to show Canadian National Rail Road right-of-way width.
  - CSM to show existing Town and Waukesha County zoning on and adjacent to the proposed land division. The boundary line may be subject to change following a potential wetland delineation requirement requested by Waukesha County detailed later in this review.
  - CSM to show soil type, slope, and boundaries as shown on the soil survey maps prepared by the U.S. Soil Conservation Service.
  - CSM to show and label the use of all building structures, access drives, etc. located on within the proposed land division and within 50 feet of the exterior boundaries of the CSM. CSM should be revised to include the drive adjacent to Lot 1 of the CSM and the location of structures within 50' of the exterior boundaries of the CSM.
  - CSM to show all easements of record and document numbers, including but not limited to drainage and access easements. Lot 2 contains two drainage easements that need to be shown in the face of the CSM. Lot 1 also appears to share a drive with Parcel ID LSBT0149999001. A shared driveway agreement and/or access easement shall be submitted to the Town for review.
  - CSM shall show wetland delineation information. This includes, but is not limited to delineator name, company, date of survey, etc. The 2014 delineation shall be submitted to Waukesha County Planning and Zoning Division or review. Additionally,
- It appears the Applicant has complied with all requirements specified under Ordinances §6.03 and §6.04 of Chapter 12.

### ***Additional Considerations***

- Waukesha County Department of Public Works shall review and approve of the CSM as it is adjacent to County Highway Q (County Line Road).
- Waukesha County will require a navigability determination of the drainage ditch located on or near the proposed common lot line.
- CSM shall include the season high-groundwater basement restrictions notes.

- CSM shall include Wetland/Primary Environmental Corridor Preservation Restrictions notes. Date of the Wetland/Primary Environmental Corridor Preservation determination shall also be included on the CSM.
- Signature Line Revisions
  - Surveyor signature shall include reference to Town of Lisbon Land Division and Development Ordinance.
  - The CSM lies along County Line Road, just south of the Village of Richfield. The Village has extraterritorial land division review authority for properties in the Town within 1.5 miles from the Village. The CSM shall be subject to Village approval in addition to approval by the Town and Waukesha County. Approval shall be required unless the Village waives the review for review; in such case, waiver documentation shall be submitted to the Town.
  - Include the Waukesha County Department of Parks and Land Use signature line.
- Ordinance §2.05 of Chapter 12 of the Town Code states that the Town Board may waive some CSM requirements when it judges the literal application of these requirements to be inappropriate, subject to the following criteria: exceptional circumstances, preservation of property rights, and/or absence of detriment. The Town should decide whether it wishes to grant a waiver to the unaddressed requirements noted in this letter.

The issues outlined above are meant to act as a guideline to assist you in discussions about issues you think need to be addressed in order to approve this CSM. Any conditions listed by the Plan Commission should be detailed in motion, corrected by the Applicant, and then approved by the Town Planner and Town Engineer prior to Town Board approval and signature.

#### **Site Plan/Plan of Operation Amendment – Highway Q Self Storage**

The site plan has been submitted to remove proposed Lot 1 of the aforementioned CSM from the Site Plan. No Additional changes to the previously approved SPPOO. If the Town Plan Commission elects to grant approval of the site plan amendment. Planning Staff would recommend the following additional conditions.

1. All site plan and operational aspects details on the submitted materials shall be complied with. Site Plan shall be on file at the Town of Lisbon and Waukesha County.
2. Compliance with all Town of Lisbon and Waukesha County conditions of approval, enforceable by the appropriate agency.
3. The Town of Lisbon retains the right to annually review the business operation for compliance with approved plans.
4. Alternations for Building plans and fees must be submitted to the Town for review and approval prior to occupancy.
5. Approval by Waukesha County Environmental Health Division.
6. There shall be no outdoor storage of materials or waste.
7. Any additional or future business signage shall be required to obtain signage approval.
8. The approval is granted for the express conditions stated herein. Changes or alterations including, but not limited to, a change in use, premises, lands, or ownership of the property in question shall require a new Site Plan/Plan of Operation permit with all the zoning procedures at the time of being followed. Any use not specifically listed as permitted shall be considered to be prohibited, except as may be otherwise specified herein.
9. The Town reserves the right to review any condition imposed as part of this Site Plan and Plan of

April 4, 2019

Page 4 of 4

Operation if said use becomes a problem in the area. The Town Plan Commission and Waukesha County may modify, change, delete, add, etc. any conditions, through the Site Plan and Plan of Operation process, which they feel may be reasonable in order to allow this use and ensure it does not become detrimental to the surrounding area.

The issues outlined above are meant to act as a guideline to assist you in discussions as to what issues you feel need to be addressed in order for you to review this proposal. This review is subject to change upon review of any additional information submitted to the Town between the drafting this letter and the Plan Commission meeting. I will be in attendance at the April 11th Plan Commission meeting to answer any questions.

Sincerely,

Daniel J Lindstrom, AICP  
Town Planner

Aaron Prichard  
Planner

DL: AP

cc: Gina Gresch, Administrator, Town of Lisbon  
Dan Green, Clerk, Town of Lisbon  
Jon Then, Applicant

**Paul Farrow**  
County Executive



**Dale R. Shaver**  
Director



**Waukesha County**  
*Department of Parks and Land Use*

**YOUR PERMIT IS ENCLOSED.**

**WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE  
STAFF REVIEW  
SITE PLAN AND PLAN OF OPERATION**

**DATE:** March 11, 2019

**FILE NO.:** SP52

**OWNER/OPERATOR:** Jon Then  
Space 4U LLC  
W230 N9515 Colgate Road  
Lisbon, WI 53089

**TAX KEY NO.:** LSBT 0149.999

**LOCATION:**  
Located in part of the Northeast  $\frac{1}{4}$  of Section 2, Township 8 North, Range 19 East, Town of Lisbon. The property contains approximately 6.2 acres.

**ZONING CLASSIFICATIONS:**  
The property is zoned B-3 General Business, C-1 Wetland Overlay and EC Environmental Corridor Overlay under the Waukesha County Shoreland and Floodland Protection Ordinance, and B-3 General Business and C-1 Conservancy Wetland under the Town of Lisbon Zoning Ordinance.

**EXISTING USES:**  
Four (4) mini storage buildings and an auto-repair business.

**REQUESTED USES:**  
After the fact Site Plan/Plan of Operation (SPPO) approval of four (4) mini-storage buildings, approximately 9,205 sq. ft. in the Waukesha County Shoreland and Floodland Protection Ordinance (SFPO) zoning jurisdiction, and 23,850 sq. ft. overall.

**Planning and Zoning**

515 W. Moreland Blvd., Room AC230 Waukesha, Wisconsin 53188-3878  
Phone: (262) 548-7790 Fax: (262) 896-8071 [www.waukeshacounty.gov/planningandzoning](http://www.waukeshacounty.gov/planningandzoning)

**TOWN PLAN COMMISSION ACTION:**

The mini-storage buildings were approved through a Site Plan/Plan of Operation by the Town of Lisbon Plan Commission at its meeting on March 5, 2015. The applicant was not advised that a County SPPO or zoning permit were necessary.

**STAFF REVIEW:**

**SITE PLAN:** The parcel abuts C.T.H. "Q" and with access from Colgate Road (a dead-end road). The west half of the property is comprised of wetland and Primary Environmental Corridor. There are four (4) mini-storage buildings on the northern portion of the property that were constructed in 2015-2016, and a single story building with an existing auto repair business located in the southern portion of the property. There is no well or septic system associated with the storage buildings to the north.

In approximately 1992, a navigable waterway was determined to be located on property to the east of Colgate Road, which extends jurisdiction of the Waukesha County Shoreland and Floodland Protection Ordinance to the south half of the subject property. The Town approved a Site Plan/Plan of Operation for the storage operation in 2015 and for the auto repair business in 2010. No County permits were obtained for either business. Additional SFPO jurisdiction may be determined on the property through a proposed Certified Survey Map (CSM).

**PROPOSAL AND OPERATION:** A CSM is currently being proposed, dividing the lot into two parcels. The four metal mini-storage buildings are located on proposed Lot 2 of the CSM: Building "A" is 6,608 sq. ft.; Building "B" is 5,600 sq. ft.; Building "C" is 5,700 sq. ft.; and Building "D" is 4,602 sq. ft. All of Building "C" and most of Building "D" are within the County's SFPO jurisdiction. The storage buildings meet maximum building footprint, height, road setback, offset, and the wetland setback (within the County's SFPO jurisdiction). However, the buildings were constructed only 25 ft. from the wetland within the Town's zoning jurisdiction. The Town will need to work with the owner to receive after-the-fact approvals for constructing the buildings within the Town's 75 foot wetland setback area. All of the storage units have either roll-up or overhead doors.

**PARKING/CIRCULATION:** The Waukesha County Shoreland and Floodland Ordinance requires one (1) space for each two (2) employees during any twelve-hour period for industrial or warehouse buildings or general business establishments. There are no employees proposed, as this is a storage use. Tenants are able to park in front of their respective units when dropping off or picking up items from the site. The driveway and access to the units are asphalt pavement from the building to the road. There are, however, three handicap parking stalls located throughout the site as required by the State Approved Plans (at a rate of 5% of the total stalls in the buildings).

**SIGNAGE:** An approximately 6 ft. x 4 ft. free-standing sign exists along C.T.H. "Q." The sign is non-illuminated and double-sided. A second sign for the auto repair business of the same size is also a part of the sign. A Zoning Permit from Waukesha County is not required given its location outside of the County's SFPO jurisdiction; however, the Town should verify the sign has been permitted appropriately and is located outside of the setback areas as the Town granted SPPO approval of a wall sign of an unknown size for the storage business.

**LIGHTING:** Lighting consists of 13-watt LED downward facing lights above the storage doors, at intervals of every three units across the perimeter of the four buildings. No pole lighting is proposed or permitted herein.

**HOURS OF OPERATION:** Tenants will have access to the site (7) days a week, twenty-four (24) hours a day.

**NUMBER OF EMPLOYEES:** There are no employees. The owner leases the tenant spaces.

**LANDSCAPING:** A Landscaping Plan was proposed at the time of application with the Town of Lisbon. The Plan included screening along C.T.H. "Q" and Colgate Road with a combination of Arborvitae, Hetz Junipers, Austrian Pines and Black Hills Spruce trees (31 trees in total). Landscaping has been implemented.

**WASTE DISPOSAL:** No waste disposal is needed per the applicant.

**OUTDOOR STORAGE:** No outdoor storage is proposed or permitted herein.

**SECURITY:** Security cameras are present on the buildings.

**STAFF DECISION:**

Based on the above information, the Planning and Zoning Division Staff **approves** the request subject to the following conditions:

1. An up to date Site Plan and Plan of Operation (SPPO) must be on file, at all times, with the Town of Lisbon Plan Commission and Waukesha County. Any changes to the Site Plan/Plan of Operation shall be approved by the Town and County.
2. Any and all conditions imposed by the Town of Lisbon and Waukesha County for this SPPO shall be complied with and adhered to. In the event of conflicting conditions, the petitioner shall comply with the more restrictive of the conditions of both approvals as determined by the Waukesha County Planning and Zoning Division staff and the Town of Lisbon Planner.
3. Subject to the applicant allowing the premises to be available for inspection by the Town of Lisbon officials and Waukesha County staff at any reasonable time and upon reasonable notice.
4. The applicant shall submit an after-the-fact Zoning Permit for review and approval to the Waukesha County Planning and Zoning Division for the storage buildings within the County's SFPO zoning jurisdiction, **prior to the issuance of a Site Plan/Plan of Operation Use Permit.** *A zoning permit application has been submitted, reviewed and issued in conjunction with this SPPO approval.*
5. The Town shall verify that the current free-standing sign has been permitted and is in a conforming location. If not, the owner shall work with the Town to ensure the current sign is permitted and conforming. ***This condition is enforceable by the Town only.***
6. Documentation that the Town of Lisbon has approved an amendment to the Site Plan/Plan of Operation or Conditional Use or documentation that the Town of Lisbon has waived a review of the Site Plan/Plan of Operation or Conditional Use required by the pending land division (CSM) shall be submitted to Waukesha County Planning and Zoning Division, upon approval or determination. ***This condition is enforceable by the Town only.***

7. No vehicles shall be parked closer than ten (10) feet to any lot line.
8. The applicant is required to obtain a Stormwater Permit from the Waukesha County Land Resources Division. *This condition has been satisfied.*
9. There shall be no business operations conducted in any of the individual storage units, nor shall any renter of any individual storage unit conduct work on machinery or any other item for business purposes that may be stored in any individual storage unit.
10. No outdoor storage is proposed or permitted herein.
11. Since no waste disposal facilities are proposed, the owner shall ensure the site is kept free and clean of litter, trash and debris at all times.
12. No vegetation removal is proposed or permitted herein. Any vegetation removal may require permits from the Waukesha County Planning and Zoning Division **prior to any vegetation removal being conducted**. Please inquire with the County Planning and Zoning Division as to whether permits will be necessary for any vegetation removal proposed.
13. The Town of Lisbon Building Inspector shall conduct a current inspection of the entire premises to determine compliance with all applicable building codes, if necessary. All compliance violations shall be corrected to the Building Inspector's satisfaction. A copy of the State Approved Plans shall be submitted to the Building Inspector for review and approval if not already submitted. ***This condition is enforceable by the Town only.***
14. The Lisbon Fire Chief shall conduct a current inspection of the entire premises to ensure all applicable fire codes are complied with, if necessary. All compliance violations shall be corrected to the Fire Chief's satisfaction. ***This condition is enforceable by the Town only.***
15. Subject to the property being in compliance with all Federal, State, County, and local laws, ordinances, codes, rules, and regulations. Copies of all required current licenses and permits shall be on file with the Town and the County.
16. All activities on the subject property shall not in any way become a nuisance by reason of appearance, noise, dust, smoke, illumination, odor, or any other similar factor.
17. The Town and County reserve the right to review any condition imposed as part of this Site Plan and Plan of Operation if said use becomes a problem in the area. The Town Plan Commission and Waukesha County may modify, change, delete, add, etc. any conditions, which they feel may be reasonable in order to allow this use and ensure it does not become detrimental to the surrounding area. Major changes will require a public hearing with the Town of Lisbon Plan Commission to amend the Conditional Use.
18. Access to the site is from Colgate Road. Per Washington County DPW, access to CTH Q is prohibited.

SP52 Space4U LLC

Page 5

**Your permit is enclosed.** In the event that you have any questions, please contact Rebekah Leto at (262) 548-7790.

Respectfully submitted,

Approved by:

*Rebekah Leto**Sandra L. Scherer*

Rebekah Leto  
Senior Land Use Specialist

Sandy Scherer  
Senior Planner

cc: Town of Lisbon Clerk (*please distribute to the Plan Commission as necessary*)  
Town of Lisbon Building Inspector  
Town of Lisbon Fire Chief  
Town of Lisbon Administrator  
**Town of Lisbon Planner**  
Sandy Scherer, Town of Lisbon Community Assistance Planner (*via email*)  
Alan Barrows, Waukesha County Land Resources Division (*via email*)  
Washington County DPW  
File



**CONDITIONAL USE PERMIT****Title of Document**

Document Number

**WHEREAS**, David and Kimberly Meyer, own certain real property located at W259N8598 State Road 164, in the Town of Lisbon, Waukesha County, Wisconsin, have made application for a Conditional Use Permit; and

**WHEREAS**, a public hearing upon the application for a Conditional Use Permit for the use of an event barn as allowed by the Town of Lisbon Zoning Code, Chapter 11 Section 4(3), was conducted by the Town of Lisbon Plan Commission as required by the Ordinances of the Town of Lisbon on April 11, 2019; and

**WHEREAS**, the Plan Commission has found and determined that the issuance of the Conditional Use permit will be in conformance with the spirit and intent of the Zoning Ordinance of the Town, and will not, under the terms and conditions of the permit as set forth herein, cause any disturbance or nuisance to neighboring properties, and will not adversely affect the value of the neighboring properties;

Recording Area

**Name and Return Address:**

Town of Lisbon  
Dan Green, WCMC  
W234N8676 Woodside Road  
Lisbon, WI 53089

**Tax Key Number:**

LSBT 0178.995.001

**NOW THEREFORE, BE IT RESOLVED** that a Conditional Use permit be granted to the owner of the property described herein subject to the following terms and conditions:

1. Description of Property and Legal Description: W259N8598 State Road 164, Hartland, WI 53029, Town of Lisbon, Waukesha County, Wisconsin zoned A-5 Mini Farm District.

PT NW1/4 SEC 9 T8N R19E; Tax Key No. LSBT 0178.995.001

2. Conditions. The granting of the Conditional Use permit shall be subject to the following terms and conditions:
  - a. The Applicant shall comply with all site plan and operational aspects details on the submitted materials. The Site Plan shall be on file at the Town of Lisbon. It is the Applicant's responsibility to contact the Planning Office when inspections are needed.
  - b. The Town of Lisbon retains the right to annually review the business operation for compliance with approved plans. The Zoning Administrator or designee may enter the premises of the operation in order to inspect those premises and to ascertain compliance with these conditions or to investigate an alleged violation. Zoning staff conducting inspections or investigations will comply with any applicable workplace safety rules or standards for the site.
  - c. Land Use, Licensing, and Operation:
    - (i) Any ongoing business operation must obtain and continue to meet all legally required and applicable local, county, state and federal licensing requirements. Copies of approved licenses or other evidence of compliance will be provided to the zoning administrator upon request.
    - (ii) The Applicant shall apply for, receive and maintain all other legally required and applicable local, county, state and federal permits. Copies of approved permits or other evidence of compliance will be provided to the zoning administrator upon request.

- (iii) The owner or operator must keep a copy of the conditional use permit, including the list of all conditions, on the site, available for inspection to the public during business hours.
- (iv) Hours of operation are a.m. to a.m./p.m., April 1 – September 30 annually (i.e. There is at least one period of 90 consecutive days in which the barn is used for no more than one social event.)
- (v) Outdoor Entertainment shall be limited to the hours of a.m. to p.m.
- (vi) Total site occupancy shall be no more than individuals including staff and/or catering staff.
- (vii) The operation shall be limited to a Class liqueur licenses.
- (viii) There shall be no outdoor storage of materials.
- (ix) All onsite dumpsters shall be stored within enclosure areas.
- (x) The Applicant shall prepare an Emergency Action Plan and review the action plan with the Fire Marshall.
- (xi) Any additional or future business signage shall be required to obtain signage approval.
  - a. No signage in Highway 164 right-of-way.(b) The sign shall be 10 feet from the abutting lot line and right-of-way line to ensure proper vision clearance.
- (xii) Access:
  - a. All vehicles and equipment must access the site only at approved locations identified in the site plan and operations plan.
  - b. On-site parking shall be limited to handicapped accessible spaces and parking for staff and event set up and coordinators/honorees.
  - c. If the State of Wisconsin, Waukesha County Public Works Department or the town engineer determine that road intersection improvements are necessary to safely accommodate the conditional use, the cost of such improvements shall be borne by the landowner. Costs borne by the landowner shall be proportional to the incremental increase in traffic associated with the proposed conditional use.
- (xiii) Building and Site Plan:
  - a. Building plans and must be submitted to the Town for review and approval prior to occupancy. Architectural drawings for the event structure, signed and stamped by a licensed architect, are required and must be submitted prior to the issuance of occupancy. The plans shall include should show the proposed ingress/egress paths, exit/emergency lighting, and fire extinguishers, as well as all other information deemed necessary by the Building Inspector and Fire Marshall.
  - b. The Building Inspector shall inspect the premises to ensure the site is in compliance with the respective building codes. Any identified issues shall be corrected prior to the issuance of an occupancy permit.
  - c. The Applicant shall provide proof that the Fire Department has inspected the site and approved its use. This shall include applicable site drive improvements necessary to access the site in an emergency.

- d. Smoking and all open flames are prohibited in the barn and within 50 feet of the barn, except for certain catering services.
- e. The building shall be inspected by a structural engineer building's structural and any required alterations will be made prior to occupancy. The results shall be submitted to the Town Clerk and Building Inspector.
- f. Exit lights/emergency lights and fire extinguishers are required.
- g. The Applicant is requesting a "warming only" kitchen at this time. A CUP amendment shall be obtained if the Applicant wishes to establish a commercial kitchen.
- h. Site grading shall be approved by the Town Engineer.
- i. All outdoor lighting must be shielded from neighboring properties. Any lighting must be indirect and not cause disturbance to drivers or neighbors. All security lighting must be shielded appropriately.
- j. A statement from the Applicant, owner, architect or engineer must be submitted prior to the building being occupied that says the building, parking, access, and restrooms are in compliance with applicable ADA regulations.

### 3. Septic

- a. Approval by Waukesha County Environmental Health Division (appointment date TBD).
- b. Existing onsite wastewater sewage disposal systems, if any, serving the conditional use must be inspected by a licensed plumber to determine its suitability for the proposed or expanded use. Deficient systems must be brought, at the owner's expense, into full compliance with the current requirements for new developments.

4. The approval is granted for the express conditions stated herein. Changes or alterations including, but not limited to, a change in use, premises, lands, or ownership of the property in question shall require a new Site Plan/Plan of Operation permit with all the zoning procedures at the time of being followed. Any use not specifically listed as permitted shall be considered to be prohibited, except as may be otherwise specified herein.

5. The Town reserves the right to review any condition imposed as part of Conditional Use Permit and Site Plan and Plan of Operation if said use becomes a problem in the area. The Town Plan Commission and Waukesha County may modify, change, delete, add, etc. any conditions, through the Site Plan and Plan of Operation process, which they feel may be reasonable in order to allow this use and ensure it does not become detrimental to the surrounding area.

This permit was issued by the Plan Commission on the 11th day of April, 2019.

**PROPERTY OWNER(S):**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

STATE OF WISCONSIN        )  
  ) ss.  
WAUKESHA COUNTY         )

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2019, the above named David and Kimberly Meyer to me known to be the persons who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, State of Wisconsin

My Commission Expires: \_\_\_\_\_

**MORTGAGE HOLDER:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

STATE OF WISCONSIN        )  
  ) ss.  
WAUKESHA COUNTY         )

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2019, the above named \_\_\_\_\_ of \_\_\_\_\_, to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public, State of Wisconsin

My Commission Expires: \_\_\_\_\_

**TOWN OF LISBON PLAN COMMISSION**

BY: \_\_\_\_\_  
Joseph Osterman, Chairman

**ATTEST:**

BY: \_\_\_\_\_  
Dan Green, WCMC  
Town of Lisbon Clerk



STATE OF WISCONSIN        )  
  ) ss.  
WAUKESHA COUNTY         )

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2019, the above named Joseph Osterman and Dan Green, to me known to be the Town Chairman and Town Clerk, respectively, of the Town of Lisbon, and to me known to be the persons who executed the foregoing instrument on behalf of the Town of Lisbon and acknowledged the same.

\_\_\_\_\_  
Notary Public, State of Wisconsin

My Commission Expires: \_\_\_\_\_

This document drafted by:  
Attorney Kathryn Sawyer Gutenkunst  
CRAMER, MULTHAUF & HAMMES, LLP  
1601 East Racine Avenue • Suite 200  
P.O. Box 558  
Waukesha, WI 53187  
(262)-542-4278



## **VIRTUAL PRIVATE NETWORK REMOTE CONNECTION POLICY**

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### **OVERVIEW**

The intent of this policy is to establish guidelines specifically pertaining to remote access to the Town of Lisbon's internal network. Preventing unauthorized access to company data from insecure networks is of utmost importance to Lisbon. This policy is designed to ensure remote and/or traveling employees have the ability to securely connect to the VPN without fear of threat and to provide the Town with an additional means of monitoring and controlling access to the internal network.

### **SCOPE**

This policy shall apply to all employees, appointed and elected officials of Lisbon, and shall govern remote network access for all authorized users. Remote access is defined as any connection to Lisbon's VPN from a location outside of any affiliated Lisbon office locations.

### **POLICY GENERAL**

Authorized users must protect their login credentials and must not share them with anyone for any reason. All inbound connections to Lisbon's VPN must pass through an access control point before the user can reach a login banner. Remote users must be required to authenticate before being granted access to company information. Remote access must be logged in a central database and kept for a period of at least 30 days. These access logs will show when each user connects and disconnects to and from the network. These logs must be reviewed regularly by the Town Board or designee.

### **HOSTS**

All hosts connected to the Town's VPN must be equipped with the most up-to-date anti-malware software as pre-approved by the Town. Third-party hosts must comply with this requirement before connecting to the network. All hosts connected to the Town's VPN via remote access must be on a Town issued device. No personal devices or computers are permitted.

### **VPN**

Users shall only use the VPN on a trusted third-party network. Users shall not use the VPN on unsecured networks (networks with no password) or public networks (i.e. airports, coffee shops, waiting rooms etc.). Users shall not connect to the Town's VPN while also using another VPN. Authorized users shall not connect to the Town's VPN while the host is connected to a network that is not the user's personal home network.

### **THIRD-PARTIES**

Third-party access shall never be enabled.



**ENFORCEMENT**

It is the responsibility of the end user to ensure compliance with the policies above.

Any exceptions to the policy must be pre- approved by the Town’s IT Service Provider and the Town Administrator. Questions regarding remote access should be directed to the Town’s IT Service Provider and the Town Administrator.

If you believe your connection may have been compromised, please immediately report the incident to the Town’s IT Service Provider and the Town Administrator.

**PASSED AND ADOPTED** by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 22<sup>nd</sup> 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:



061

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

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

Attorney Reviewed: April 17, 2019  
IT Service Provider Approved: April 8, 2019





# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:** Appliance Drop-Off Event

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

**REPORT DATE:** Thursday, April 18, 2019

**RECOMMENDATION:**

Approval of another appliance drop-off event, open County-wide.

**EXPLANATION:**

## **LAST WEEKEND'S TIRE ROUND-UP / APPLIANCE DROP OFF EVENT**

Last weekend's tire round-up and appliance drop off event was a success! In 2017 we collected 82 tires; 2018 collected 122; and in 2019 we collected 230!

Below is a screenshot of Refrigerant Depot's appliance breakdown and car count. We received many compliments and thank you's for holding the appliance drop off. People really appreciated having a way to dispose of items at no cost. People were asking if the Town would be doing this again later in the year. Public Works Director DeStefano and I would like to do this again, especially since Refrigerant Depot has available dates and would like to come back out. This time we would like to open it up to all Waukesha County municipalities since we had many people outside of Lisbon asking if they could participate. Refrigerant Depot will definitely bring more trucks and people too. In fact, no one from the Town is needed at the event so there wouldn't be any overtime expenses.

At the time we scheduled it, we kept it Lisbon only because we didn't know what to expect. We had a great turnout for the first time and everything that was dropped off filled up two, 26-foot-long box trucks. Refrigerant Depot has one date left for the year, Saturday, September 21 and would like to hold it from 9AM to Noon.

Director DeStefano and I would like to include appliances and possibly paper shredding. Mariana will check with her Goodwill representative since they coordinate the electronics collections. There will be some fees for electronics, probably TV's and computers. They might be able to set up a document shredding truck as well. Not sure if there is a charge for that or not. Director DeStefano and I will meet with her in late May, after everyone is back from vacations.

*(screenshot on the 2nd page)*

Town of Lisbon	
Appliance Disposal Report	
(2019 Clean-Up Event)	
(SERVICES RENDERED BY: REFRIGERANT DEPOT, LLC)	
<u>APPLIANCE</u>	<u>APRIL</u>
AIR CONDITIONER	11
CAR BATTERIES	32
DEEP FREEZER	3
DEHUMIDIFIER	48
DISHWASHER	6
DRYER	6
GRILLS	5
LAWN EQUIPMENT	6
LAWN MOWERS	13
MICROWAVE	26
REFRIGERATOR	17
SNOW BLOWERS	7
STOVES	3
EXERCISE EQUIPMENT	2
WASHER	9
WATER COOLERS	0
WATER HEATER	1
<b>TOTAL:</b>	<b>195</b>
<b>8:00-9:00am</b>	<b>35</b>
<b>9:00-1000am</b>	<b>15</b>
<b>10:00-11:00 am</b>	<b>25</b>
<b>11:00-1200pm</b>	<b>15</b>
<b>TOTAL CARS:</b>	<b>90</b>

I recommend approval of having a second appliance drop-off, to be open County wide on Saturday, September 21 from 9am to Noon. We will come back to the Town Board with more information on the electronics and document shredding possibilities. Thank you.