

**Minutes of the Town Board Meeting
Town of Lisbon, Town Hall
Tuesday, May 28, 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. May 13, 2019 Town Board minutes
- ii. May 20, 2019 Town Board minutes
- iii. Operator's Licenses
- iv. Allow E.H. Wolf & Sons fuel invoices to be paid via ACH to receive a \$0.05 per gallon discount.

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

Approval of Bills.

Motion by Supervisor Plotecher to approve the May 28, 2019 check register as presented. Seconded by Supervisor Moonen. Motion carried, 5-0.

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

Chairman Osterman reviewed the list of upcoming Town meetings.

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

Town Administrator –

IMPACT FEES SPENDING PLAN

The Town has been collecting Impact Fees for land divisions over the years and there is a time limit on how long the Town has to spend them. Prior to WI Act 243, which was enacted April 3, 2018, municipalities had 10 years to utilize the impact fee monies. That has been shortened to eight years, which means the Town has to utilize some of our available balance by the end of 2019 or the funds must be refunded. Below is the impact fee tracking sheet. We need to spend at least \$17,647 (buildings & parks added together). Park Director John Greiten is working on acquiring estimates for two projects to pick from; flush toilets to replace the pit toilets in Community Park or to replace the Town Hall Park Pavilion and include flush toilets and a kitchen with a sink. Once we pick a project, those costs needing to be spent this year will be used towards planning/engineering costs to get the project going. (**Spending plan is on the next page**)

ASSESSMENT SERVICES RFP

The Assessment Services RFP will be mailed next week to our current firm, Grota Appraisals as well as Magnan Assessment Service, Tyler Technologies and Schultz Appraisal Agency. These are the four most used assessment firms used in Waukesha County. RFPs are due by 4PM on Friday, June 21.

Fire Department – Chairman Osterman reviewed the Fire Department report for the month of April including the special events and activities the department staff have worked on and what meetings the Fire Chief attended.

**Town Clerk –
LICENSING**

Liquor license renewals will be on the first meeting in June as the publication was delayed a week as we were anticipating one more renewal to come forward. All current license holder information was sent to the County as well as our Fire Department and building inspector and Bryan Oelhafen has nearly completed his required inspections. All Mineral Extraction Permits have been paid and issued to the local quarries which the Plan Commission members have been inspecting over the past two months.

BOARD OF REVIEW UPDATE

The Town needs to schedule a Board of Review meeting before the May 28, 2019 Town Board meeting so they fulfill their statutory requirement to convene within the 40-day timeframe. The Board will then meet again on Wednesday, June 12 for the two-hour meeting and scheduled hearings. If you are still interested in taking the training, I have the DVD available.

OTHER UPDATES

The County Clerk scheduled a countywide municipal clerk meeting on July 25 which I will be attending. Tentatively they plan to review the electronic poll books which I hope to bring information back to the Town Board for possibly implementing in the future.

I will be out of the office for vacation from Thursday, May 30 through Wednesday, June 5. I will not have access to email so if staff or officials have any questions please call or email Administrator Gina Gresch.

I will also be out of the office Monday July 15 through Friday, July 19 for the Clerk and Treasurer I will be able to be reached via email during that time.

Supervisor's Reports.

Supervisor Gamiño - Supervisor Gamiño received a phone call from resident concerning unleashed dogs in the park.

Supervisor Moonen – Supervisor Moonen also talked to the resident regarding unleashed dogs and referred her to the Parks Directors.

Unfinished Business.

Discussion and necessary action on the recommendations from the Plan Commission to adopt Ordinance 06-19, An Ordinance establishing a Planned Unit Development Overlay Zoning Classification of Property located along Hillside Road, in the Town of Lisbon, LSBT 0205.995, LSBT 0208.987, for Neumann Developments Inc and recommendation to Waukesha County of the same.

Steve DeCleene from Neumann explained to the board that part of the problem with bringing sewer to that area is that the lots would be too large to compensate for the sewer. He explained that cost of sewer would be an additional \$40,000 per lot and to extend sewer to subdivision would be an additional \$675,000.

Kunkel Engineer Don Neitzel explained that based on the number of lots and the size, the town nor the developer would be able to recoup the cost of extending sewer. Chairman Osterman explained the density according to the border agreement has to be 1 acre per dwelling. He stated he would be recommending we move this forward with septic and mound systems.

Chairman Osterman also explained the developer is currently in the GDP (general development plan) phase of the project. He reviewed concerns from a nearby neighbor who had emailed a list of questions regarding the development. He also read an email from the Town Attorney into the record. The concerns from the neighbor were regarding safety concerns with swales along 164, an easement on a property currently owned by Payne and Dolan, storm water runoff away from the property and the depth and safety of the detention ponds.

The Chairman explained that the question regarding the easement is between the developer and the property owner and they are still working through that issue. In regards to the swale, Mr. DeCleene explained the depth of the swale would not be much deeper than a usually swale and a little wider than average. He reviewed the detention pond depth would have a minimum 5 feet with an additional 4 feet of depth for storm water. The detention ponds will have safety shelves and flow would be intermittent based on the amount of rain that accumulates. Chairman Osterman stated the DNR and Waukesha County standards will have to be met in regards to the safety of these ponds.

Addressing the concerns of storm water runoff being diverted to neighboring properties, Kunkel Engineer Don Neitzel explained that storm water cannot flow to another property at a greater capacity than what was there before. He also stated that Waukesha County will determine this later on in the review process. Chairman Osterman asked on behalf of the neighbor what happens if the developer hits water deep below the surface when developing the detention ponds. Mr. Neitzel explained this will be up to the developer to work through in their design process and have to meet the pre-development plans to move forward.

Chairman Osterman read through the other questions that the nearby neighbor had had. Neumann explained that the Payne in Dolan parcel was included in the overall density as lot number 55. They also explained that the easement will not be needed once the roadways are built. Excluding this 1-acre lot, the development would still be within the allowable density.

Supervisor Beal asked when Neumann would anticipate starting. Mr. DeCleene stated they still have another 2 or 3 months with the SDP having to start back at the Plan Commission.

Motion by Supervisor Gamiño to adopt Ordinance 06-19, An Ordinance establishing a Planned Unit Development Overlay Zoning Classification of Property located along Hillside Road, in the Town of Lisbon, LSBT 0205.995, LSBT 0208.987, for Neumann Developments Inc and recommendation to Waukesha County of the same. Seconded by Supervisor Moonen. Motion carried, 5-0.

New Business.

Discussion and necessary action to approve the quote from La Belle Vernice to epoxy coat the front office counter-top at a cost not to exceed \$1,479.

Administrator Gresch explained she had reviewed different options for replacing the Town Hall counter tops and the epoxy coating was by far the most affordable option. The process would not replace the counter top but would provide an epoxy overlay on the current counter tops. She would be looking to do the front portions near the front customer window. Supervisor Gamiño asked if we might be able to get a better deal if we were quoted on all of the counter tops at Town Hall. The Board agreed that the Administrator should get a quote for the rest of the counter tops for more uniformity in the building.

Adjournment.

Motion by Supervisor Gamiño to adjourn the Tuesday, May 28, 2019 Town Board of Supervisors meeting at 7:10 PM. Seconded by Supervisor Beal. Motion carried, 5-0.

Respectfully submitted,

Dan Green, WCMC
Town Clerk