

**Minutes of the Town Board Meeting
Town of Lisbon, Town Hall
Monday, June 24, 2019
6:30 p.m.**

Supervisor Moonen called the Town Board meeting to order at 6:30 PM.

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

Comments from citizens present. Edward Wick, N65W22201 St. James Parkway Lot 9, stated on June 5, 2015 there was arson in his neighborhood and he saved neighbors life and would like to apply for the medal of valor for the Town of Lisbon.

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. June 10, 2019 Town Board minutes.
- ii. Operator's Licenses.
- iii. Appoint Scott Krieger to the Park Committee, for a three-year term to expire July 1, 2022.
- iv. Combination "Class B" Liquor and Beer License for Heartland Wedding Barn, W259N8598 State Road 164, Hartland, Kim Meyer, agent, contingent on occupancy from the building and fire inspector and Waukesha County Environmental Health approval.
- v. Veridian Homes Temporary Limited Easement.

Motion by Supervisor Gamiño to approve the Consent Agenda. Seconded by Supervisor Plotecher. Motion carried, 4-0.

Approval of Bills.

Administrator Gresch reviewed the top 5 expenditures, Advanced Disposal, Waukesha County Treasurer, Compass Minerals, LF Georgia, and Grota Appraisals. Supervisor Beal asked if the driveway culvert replacements were reimbursable. DPW Director Joe DeStefano explained that the cost of the first culvert is on the cost of the homeowner, but the Town covers the cost once it needs to be replaced. He stated the lifespan of these culverts is usually 20 to 30 years.

Motion by Supervisor Plotecher to approve the June 24, 2019 check register as presented. Seconded by Supervisor Beal. Motion carried, 4-0.

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

- Meeting Schedule - Marc Moonen reviewed the meeting schedule.
- 2019 Waukesha County Recycling Dividends – Administrator Gresch reviewed the decreasing dividends. The Town had over \$53,000 last year and this year we only received \$19,000.

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

Town Administrator –

COMPOST SITE BUDGET REVENUES

While learning how to do compost site passes, Deputy Clerk John asked if non-residents other than the Town of Merton and Village of Merton can use the compost site, and if not, would the Town be open to creating a non-resident compost site fee. We frequently have people from other municipalities asking if they can use it. If the Board doesn't mind, we'd like to conduct a survey online to see if there really would be interest. Once we know

that answer, and if there is interest, the Town Board and Public Works Director can discuss it at a future meeting.

DPW Director Joe DeStefano explained that they never run out of mulch because they are always getting branches. He explained they are almost always going to have enough mulch and compost. Supervisor Plotecher explained that Payne and Dolan will not like the idea of opening this up to even more municipalities and did not like when we opened it up to the Town and Village of Merton. She stated this is why they charge those municipalities \$1,000 to use it.

IMPACT FEES SPENDING PLAN - UPDATE

At the May 23 Town Board meeting, I reviewed the Town's Impact Fees and how and when they must be spent and reported there are two possible projects to pick from and Parks Director John Greiten & I would like to proceed with building a restroom facility with flushable toilets in the Community Park. As reported last time, the Town needs to spend at least \$17,647 (buildings & parks added together) in 2019 to be compliant with the Impact Fee laws. Our engineering firm, Kunkel Engineering, has a certified architect that can draw the plans and are meeting next week to come up with a design and a quote for the design process. Once we have an agreed upon design, we can send it out for a public construction bid, which Kunkel will also take the lead on that part of the process, like they do for the road program.

2020 BUDGET WORK

The 2020 Budget work has begun. Department Heads have the Capital Improvement Plan and Operating Budget worksheets to start on. Below is the timeline, so please mark your calendars with the extra meeting dates.

Administrator Gresch also explained that the State is looking to take away local control of quarries by regulating them from the State level. She asked the Board for their permission to send a letter to Tony Evers showing the Town's opposition to this bill. The Board agreed to send the letter.

Clerk - Newsletter

It is that time of year again where I will be looking for articles to put into the fall newsletter. If the board members have anything you would like included please let me know by Friday, August 2. New ideas are always welcome!

Filing Project Updates

Gina and I had a chance to go through files at the Fire Station and in the back closet at Town Hall. We are working on getting quotes for a shredding company to rent a bin for a few months while we go through what files can be destroyed.

We are working on different options for the Town to purchase an electronic filing system called Laserfische to help store files in digital format to eliminate the need for storing physical files which take up a considerable amount of space. Electronic filing will be an even bigger asset when it comes to document searches. Not only does this benefit us in open record requests, this feature will assist in planner applications and inquiries, building records, subdivision records, financial records; anything the town can scan, we can access. Just in the past week we had a resident who needed to review documents regarding old permits on their property. The ability to do a quick search for that property's tax key number would have saved a lot of staff time and ultimately served the Town resident better. These requests are constant, whether from residents, or our contracted service providers. We will report to the board as we learn more about the size and scope of this project.

Fire Department – Supervisor Moonen reviewed the Fire Department reports, statistics and meetings attended by Fire Chief Brahm. He also reported on new employees and the number of calls for service in the month of May.

Supervisor's Reports.

Supervisor Beal – Reported there will be a Sanitary District meeting on July 17th

Supervisor Gamiño – reported that the first community picnic went very well. There were about 550 people total. Supervisor Moonen added they had a nice car show, a band, and food truck.

Unfinished Business

Discussion and necessary action to approve the front office and meeting room countertop upgrade with La Belle Vernice at a cost not to exceed \$2,755.

Administrator Gresch explained that last month she brought this to the Board and was directed to see if we could get a better price by doing the counters in the Town Board room as well. La Belle Vernice can get us scheduled for August 12th at a cost of \$2,755 which would empty the balance of the Town Hall improvement account. Supervisor Gamino asked if she could see anything that could come up through the rest of the year that would require money from that account. Administrator Gresch stated she did not know, but that the Town of Brookfield is looking to purchase another liquor license which could provide the Town with additional monies. Any other projects that may come up can wait until next year.

Motion by Supervisor Beal to approve the front office and meeting room countertop upgrade with La Belle Vernice at a cost not to exceed \$2,755. Seconded by Supervisor Gamiño. Motion carried, 4-0.

New Business

Discussion and necessary action the recommendation from the Plan Commission to approve the Haass Farms Preliminary Plat for Town of Lisbon, c/o Mike Kaerek, Kaerek Homes, for the properties located at W275N9101 Lake Five Road, Hartland, LSBT 0167.999.001 and 0167.999, subject to conditions of approval set forth by the Department of Administration, Waukesha County Parks and Land Use, the Town Planner and Engineer and recommendation to Waukesha County of the same.

This item was approved at the June Plan Commission meeting and the developer is looking to move forward with the sale of the Pauline Haass land on July 1, 2019. Mike Kaerek wanted to have the preliminary plat approved before the closing. Administrator Gresch explained Richfield has extraterritorial jurisdiction and the plat is going through that process now. The developer's agreement along with the declaration of restriction will be going on the July 11, 2019 Plan Commission. Administrator Gresch recommended approval.

Motion by Supervisor Beal to approve the Haass Farms Preliminary Plat for Town of Lisbon, c/o Mike Kaerek, Kaerek Homes, for the properties located at W275N9101 Lake Five Road, Hartland, LSBT 0167.999.001 and 0167.999, subject to conditions of approval set forth by the Department of Administration, Waukesha County Parks and Land Use, the Town Planner and Engineer and recommendation to Waukesha County of the same. Seconded by Supervisor Plotecher. Motion carried, 4-0.

Discussion and necessary action to have Fahrner Asphalt Sealers apply GSB-88 to the roads in the Hillside Meadows Subdivision at a cost not to exceed \$8,340.

DPW Director Joe DeStefano explained that the GSB-88 seals and preserves asphalt at a minimal cost. He stated if the Town can preserve or extend the life of a road for 5 or more years we should do it. He explained this would be a good test to try this product because there is not a lot of traffic on this particular road. This would be a starting point to determine how much the product preserves the asphalt over time. He also explained by doing this we are not taking away from any other crack sealing projects. He has money in the budget for this. The Board questioned if they should test this on a road that gets more use which Mr. DeStefano responded he would

not want to do this product to our major roadways but this will be a good start. He stated if this works out we can gradually move to busier subdivision roadways.

Motion by Supervisor Moonen to have Fahrner Asphalt Sealers apply GSB-88 to the roads in the Hillside Meadows Subdivision at a cost not to exceed \$8,340. Seconded by Supervisor Gamiño. Motion carried, 4-0.

Adjournment.

Motion by Supervisor Gamiño to adjourn the Monday, June 24, 2019 Town Board of Supervisors meeting at 7:06 PM. Seconded by Supervisor Beal. Motion carried, 4-0.

Respectfully submitted,

Dan Green, WCMC
Town Clerk