



**Agenda
Town Board Meeting
Town of Lisbon, Town Hall
Monday, June 24, 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. 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.
- 5. Approval of Bills.**
- 6. Announcements/Correspondence.**
 - Meeting Schedule
 - 2019 Waukesha County Recycling Dividends
- 7. Department Reports - Presentation of activity statistics and recently attended meetings.**
 - Administrator
 - Clerk
 - Fire 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.

- A. 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.

10. New Business.

- A. 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.
- B. 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.

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, June 20, 2019

RECOMMENDATION:

Approval of the Consent Agenda items.

EXPLANATION:

i. Town Board Meeting Minutes

- June 10, 2019 Town Board minutes

ii. Operator's License

- Cynthia Bosmans – Kwik Trip
- Lucas Clendenning – Kwik Trip
- Leah Pawlicki – Kwik Trip
- Jeffrey Gordon – Kwik Trip
- Joseph Sennott (New) – Kwik Trip
- Suzanne Martin - N/A

iii. Park Committee Member Appointment

- Resident Scott Krieger has requested to be appointed to the Park Committee, which fills the vacant seat, bringing the committee up to full membership. He would serve a three-year term to expire July 1, 2022.

iv. Heartland Event Barn Liquor License

- Please see Clerk Green's memo on the following page.

I recommend approval of all of the Consent Agenda items.

**Minutes of the Town Board Meeting
Town of Lisbon, Town Hall
Monday, June 10, 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.

Scott Rehberg, N75W27021 Oakwood Road, stated he was in favor of lowering the speed limit and addressed concerns of two blind hills on Oakwood Road.

Administrator Gresch – read emails from residents including Diane Meisbauer who was in opposition and Allan Legler who wants this action to be postponed until residents can get more information on the matter. The emails from these residents are attached to these minutes.

Andrew Marris N75W27355 Oakwood Road, stated he was in favor of lowering the speed limit. He has two young children and it is hard for people to see over the hills as they approach his home.

Sarah Christon, N75W27095 Oakwood Road, stated she was opposed to the speed limit change. She stated people use their own decorum when driving and there hasn't been a problem in 23 years of living there. If there have not been any issues, she questioned why this needed to be changed.

Ed Nelson, W270N7531 Oakwood Court, stated the road boarders the entire park and after speaking with Administrator Gresch, understood the speed limit could be and possibly should be lowered. He stated he is not necessarily in favor of lowering the speed limit but understands there are two family that live on that road who have children from K-8th grade.

Joseph Schartle, N75W27133 Oakwood Road, Stated he made initial contact with the Town Clerk to suggest this change and submitted an email with a formal request as suggested by the Town Clerk. Mr. Schartle read his email to the board which is attached to the minutes. He also stated he did not want to presume to know that everyone in his neighborhood thought about the change but wanted to get the conversation started. He questioned if there is an example or a definition of what is considered an internal subdivision road and challenged the board to drive Oakwood Road at 35 MPH. He also stated that the inside park road has a speed limit of 15 MPH and thought 25 MPH would be a good middle ground.

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. Tuesday, May 28 Town Board minutes
- ii. Board / Committee / Commission Re-Appointments
- iii. Appoint Public Works Director Joe DeStefano, Jr. as the Weed Commissioner
- iv. Operator's Licenses
- v. 2019-2020 Combination "Class B" Retail License for the Sale of Fermented Malt Beverages & Intoxicating Liquors:
 - Songbird Hills Golf Club, Inc., W259N8700 STH 164, Hartland, WI 53029; Agent Tammara H. Wolfgram, 735 River Reserve Drive, Hartland, WI 53029.
 - Ironwood Golf Course, LLC, W270N6166 Moraine Drive, Lisbon, WI 53089; Agent: Michael P. Lehmann, W266N5226 Janet Drive, Pewaukee, WI 53072.
 - Fairways of Woodside Golf Course LLC, W235N8518 Clubhouse Circle, Lisbon, WI 53089; Agent: Robert McDonald, 607 Dundee Lane, Hartland, WI 53029.
- vi. 2019-2020 Class "B" Retail License for Sale of Fermented Malt Beverages:

- Sherwood Forest Bowmen, Inc., N61W25600 Walnut Road, Lisbon, WI 53089; Agent: Robert Peter Schluga, N55W25655 Richmond Road, Lisbon, WI 53089.
- vii. 2019-2020 Combination "Class A" Retailers License for the sale of Fermented Malt Beverages and Intoxicating Liquor:
 - Kwik Trip, Inc., (Kwik Trip 973), N67W27619 Silver Spring Drive, Lisbon, WI 53089; Agent: Jackie M. Kraus, 2340 Brookstone Lane, Waukesha, WI 53188.
 - County Line Liquor, N95W25901 CTH Q, Colgate, WI 53017; Agent: Rakesh K. Patel, N114W15518 Sylvan Circle, #18, Germantown, WI 53022.
- viii. 2019-2020 Class "A" Retailers License for the sale of Fermented Malt Beverages and Class "A" Liquor & Cider Only License:
 - Quarry Mart Mobil, Inc. N52W23206 Lisbon Road, Lisbon, WI 53089; Agent: Amin K. Hamdan, W294N8461 Camp Whitcomb Road, Hartland, WI 53029.
- ix. 2019-2020 Cigarette and Tobacco Products Retail License:
 - Fairways of Woodside Golf Course LLC, W235N8518 Clubhouse Circle, Lisbon, WI 53089; Agent: Rosemarie Koehler
 - County Line Liquor, N95W25901 CTH Q, Colgate, WI 53017; Agent: Rakesh K. Patel
 - Quarry Mart Mobil, Inc. N52W23206 Lisbon Road, Lisbon, WI 53089; Agent: Amin K. Hamdan

Kwik Trip, Inc., (Kwik Trip 973), N67W27619 Silver Spring Drive, Lisbon, WI 53089; Agent: Jackie M. Kraus.

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

Approval of Bills.

Gina shared an updated total of \$64,429.80 and gave the top five expenditures to the board.

Motion by Supervisor Moonen to approve the June 10, 2019 check register as presented \$64,429.80. Seconded by Supervisor Plotecher. 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 –

EMPLOYEE HANDBOOK & JOB DESCRIPTIONS

I've finally been able to spend time on this project and have it to a point where it needs another set of eyes to review it. I still have a number of questions I need answered about current / past practices, but I think those will be answered once I meet with the Department Heads about it. I emailed a copy to Chairman Osterman and Supervisor Moonen so they could see where I am with this project. Our health insurance agent, The Horton Group, also has a service of putting together a benefits policy manual and will be working with me on that in the fall. This way when benefits change, we don't have to update the handbook; only change the date on that benefit's policy and reprint that page. Also, all of the Town Hall staff's job descriptions have been updated; Department Heads are next. I'd like to present all items at the same time to the Town Board, especially since the benefits are coming out of the handbook and going into its own document. This should be in September / October.

Regarding the job descriptions, UW-Oshkosh's Department of Public Administration has a Policy Analysis class in Spring 2020. The department takes applications for the class to conduct an in-depth job

classification/compensation study. I've asked the Public Administration Department Chair to include the Town of Lisbon on the invite list to apply for this project. I think this would be useful to the Town in many ways to set standards for all positions going forward.

ASSESSMENT SERVICES RFP

The Assessment Services RFP was mailed Monday, June 3 and are due back by 4PM on Friday, June 21.

MAY ACH / AUTOPAY REPORT

The May ACH / Auto Pay report is on the following page for your review/reference.

Public Works Department –

Supervisor Moonen reviewed DPW Director Joe DeStefano's report and highlighted some of the work that was completed during the month of May including 2019 Brush Pick Up, maintaining the Compost Site, repairing sod damage and cleaning up fallen trees from storm damage. He also reviewed some of the meeting Mr. DeStefano attended including a Town Board meeting and a bid opening for the 2019 Crack Filling Contract.

Get report from TB packet. Mark reviewed report. DPW doing sod damage repair.

Parks Department -

Supervisor Gamiño reviewed Parks Director John Greiten's report and highlighted some of the work that was completed during the month of May including sport field maintenance on baseball fields, seasonal mowing and equipment & fleet maintenance. She also reviewed some of Mr. Greiten's specific duties including training 3 new seasonal workers, preparing for the Lisbon Community Festival event and for the Lions Ride for the Blind Event.

Supervisor's Reports.

Supervisor Beal – Meeting of the Sanitary District on Wednesday night.

Unfinished Business.

New Business.

Discussion and necessary action by roll call vote to adopt Ordinance 12-19, Ordinance Reducing the Speed Limit on Oakwood Road from 35MPH to 25 MPH.

Administrator Gresch explained there are some instances where the board can change a speed limit with specific criteria and this request met those standards. She explained this is one of the easier requests the Town has had with the proximity of the park and being in a residential area.

Chairman Osterman explained that if everyone had been unanimous for the reduction he would have recommended this get approved. Since this is a two sided debate, he would like to see this go to the Public Safety Committee. Supervisor Beal wanted to see how many residents along Oakwood Road were in support of the reduction. Supervisor Beal also questioned if this was a Town road or if it was incorporated into a subdivision. The Chairman explained this is something the Public Safety Committee could look at. Supervisor Gamiño wanted to hear the reasons why the residents wanted the speed limit lowered or kept the same.

The Board unanimously agreed to refer this item to the Public Safety Committee.

Discussion and necessary action on the request from the Hamilton School District to obtain a portion of Town owned lands, formally known as the Leid's property, adjacent to the Hamilton High School campus.

Chairman Osterman explained he had a phone conversation with Hamilton School District Superintendent Paul Mielke from the school district who inquired as to if the Town would sell a piece of land from the Leid's property.

The school is looking for two to ten acres on the north side of the property line that abuts their parking lots to create room for additional parking. Supervisor Beal had concerns about the future growth of the Leid's property being that it is in the TIF district. Chairman Osterman stated it would depend on what they sell the property for. Supervisor Gamiño stated it wouldn't hurt to engage in a discussion and see the pros and cons. Supervisor Moonen agreed and added if the road had to be removed to develop the TID, he would hate to block it to put in something that doesn't go along with the rest of the TID development. Chairman Osterman explained the area they would be looking to purchase is where the proposed storm water drainage is going. Supervisor Plotecher was not opposed to selling them something but should re-look at what is planned for that area.

Chairman Osterman explained that if the Board considers analyzing the impact of this sale, it will cost the Town more money to hire a consultant to look into. Supervisor Gamiño stated they should look into how much the land is worth or what we would consider charging for it. The Board agreed to have Chairman Osterman contact the school district to discuss a price point and bring back proposals for a closed session conversation.

Adjournment.

Motion by Supervisor Gamiño to adjourn the Monday, June 10, 2019 Town Board of Supervisors meeting at 7:04 PM. Seconded by Supervisor Beal. Motion carried, 5-0.

Respectfully submitted,

Dan Green, WCMC
Town Clerk



LIQUOR LICENSE REPORT

PREPARED BY: Dan Green, Town Clerk

ITEM DESCRIPTION: Heartland Event Barn Liquor License

REPORT DATE: Monday, June 24, 2019

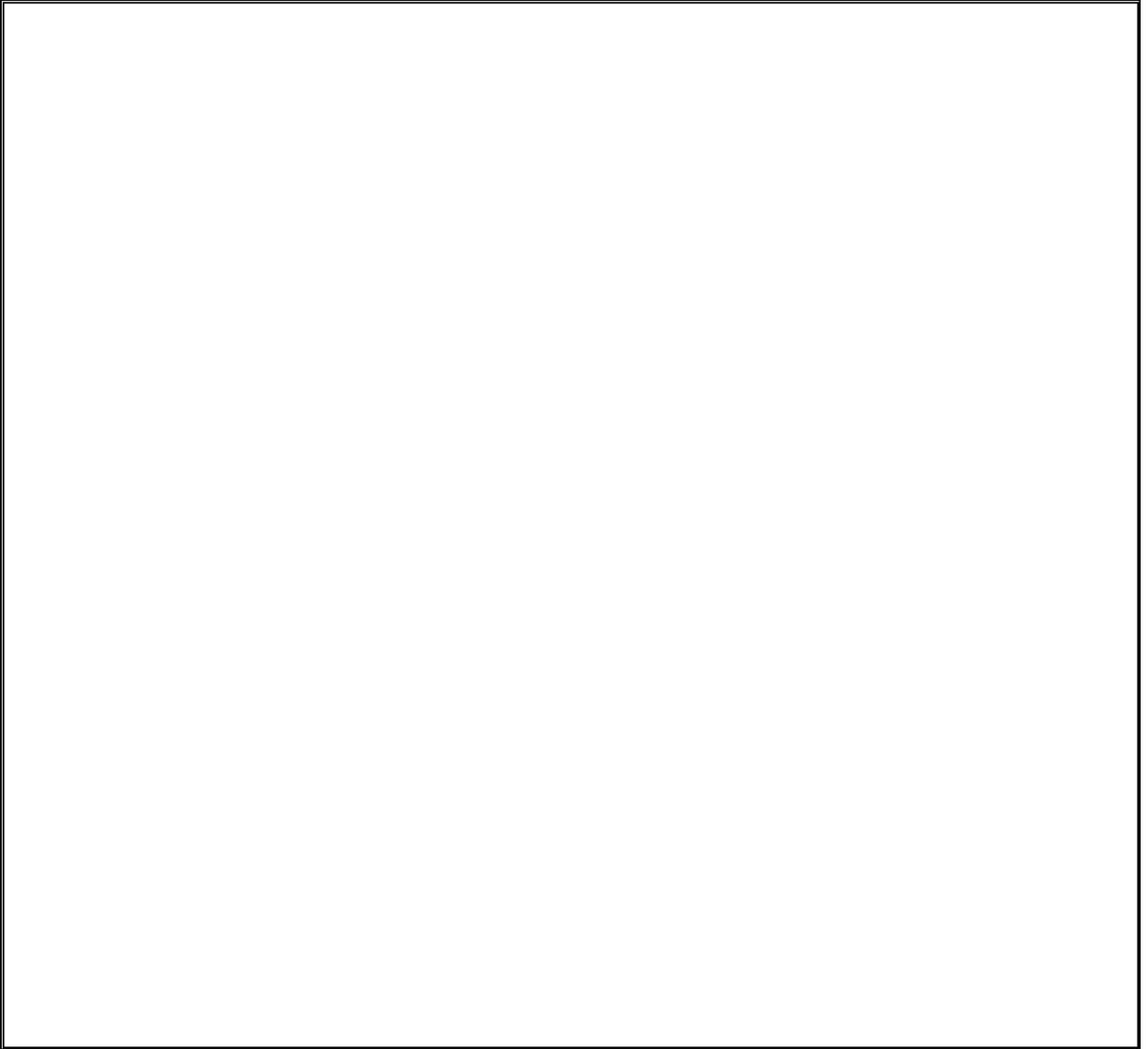
RECOMMENDATION: Approval Liquor License contingent on building and fire inspection/plan approval

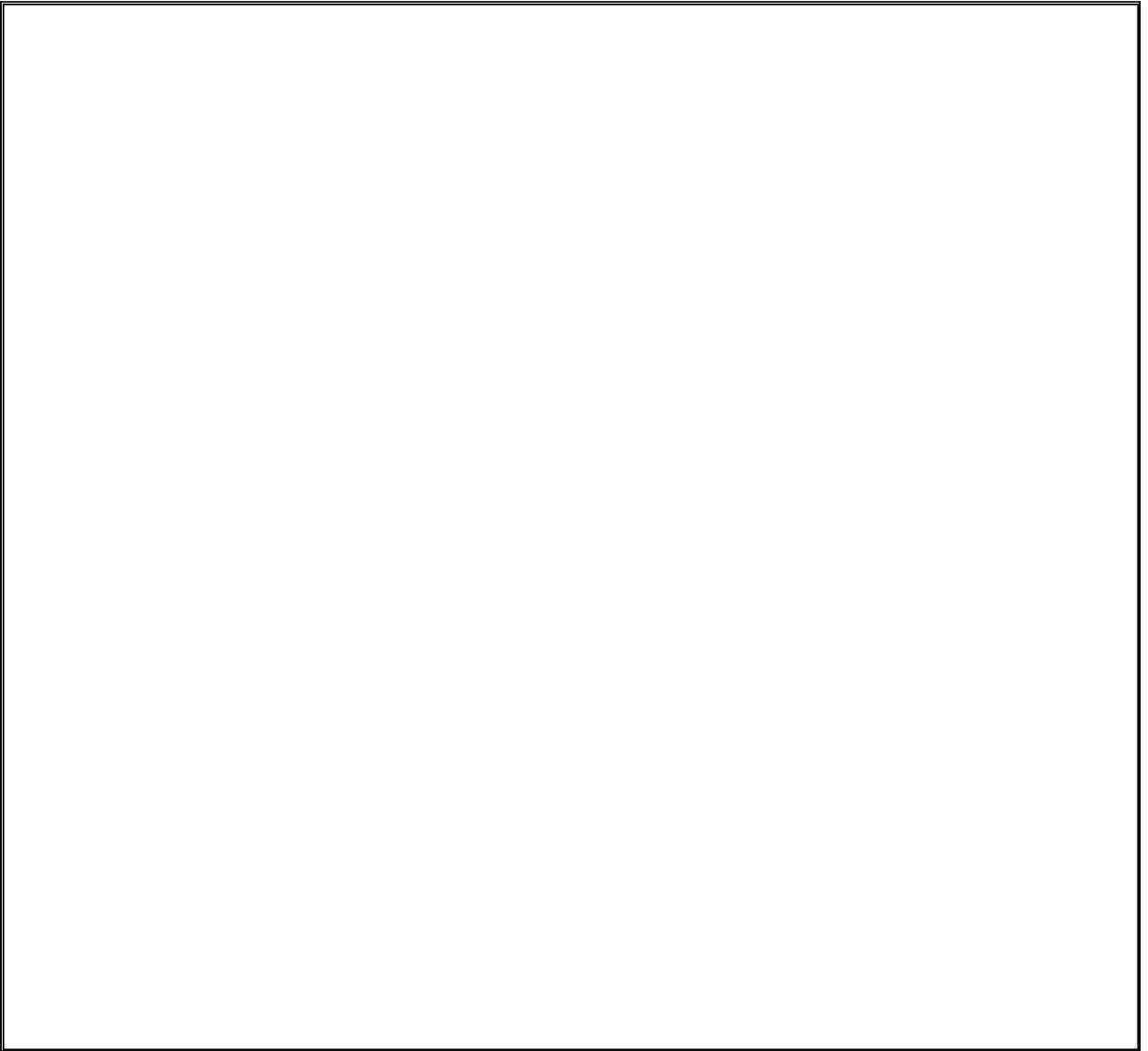
EXPLANATION

The Town received an application from Kim and David Meyer for a "Class B" Liquor and Beer license for their wedding and event barn which was approved by the Plan Commission and Town Board in May. The applicants are currently working on getting occupancy and getting their plans reviewed by the State, the building inspector and the fire inspector. The applicants will also need to get approval from the Waukesha County Environmental Health Department. Operations will be limited to State requirements as well as the plan of operation that was approved by the Plan Commission. The applicant also submitted a premises description indicating the consumption of alcohol will be limited to the barn and the lean to.

RECOMMENDATION

The staff recommendation is to approve a "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.





| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|--|----------------------------|----------------|----------------------------------|--------------|-----------------------|--|
| ADVANCED DISPOSAL SERVICES | | | | | | |
| 13 | ADVANCED DISPOSAL SERVIC | MAY 2019 | GARBAGE & RECYCLING COLLECTIO | 05/31/2019 | 66,740.19 | 10-546-530-4810 CONTRACT SVCS - REFUSE COLLECT |
| Total ADVANCED DISPOSAL SERVICES: | | | | | 66,740.19 | |
| AIR ONE EQUIPMENT INC | | | | | | |
| 23 | AIR ONE EQUIPMENT INC | 145080 | FLASHLIGHT REPAIR - FD | 06/07/2019 | 12.63 | 10-522-530-5410 EQUIPMENT MAINTENANCE - FD |
| 23 | AIR ONE EQUIPMENT INC | 145126 | RADIO STRAPS & HOLDERS - FD | 06/11/2019 | 436.00 | 10-522-530-5410 EQUIPMENT MAINTENANCE - FD |
| Total AIR ONE EQUIPMENT INC: | | | | | 448.63 | |
| AIRGAS USA LLC | | | | | | |
| 338 | AIRGAS USA LLC | 1603386137 | LATE FEE - LAST INVOICE OXYGEN | 05/31/2019 | 3.06 | 10-523-530-3850 OXYGEN - AMBO |
| Total AIRGAS USA LLC: | | | | | 3.06 | |
| BUELOW VETTER BUIKEMA OLSON & | | | | | | |
| 145 | BUELOW VETTER BUIKEMA OL | MAY 2019 - 2 | PERSONNEL RECORDS RETENTION | 06/01/2019 | 354.00 | 10-518-530-4110 LEGAL FEES - GEN GOV'T |
| Total BUELOW VETTER BUIKEMA OLSON &: | | | | | 354.00 | |
| CANON FINANCIAL SERVICES INC | | | | | | |
| 157 | CANON FINANCIAL SERVICES I | 20216544 | TOWN HALL COPIER CONTRACT | 06/12/2019 | 246.50 | 10-518-530-4000 EQUIPMENT LEASES - GEN GOV'T |
| Total CANON FINANCIAL SERVICES INC: | | | | | 246.50 | |
| COMPASS MINERALS AMERICA | | | | | | |
| 194 | COMPASS MINERALS AMERICA | 396073 | 22.39 TONS OF ROAD SALT DELIVERE | 02/01/2019 | 1,564.61 | 10-542-530-3530 SALT - HIGHWAY |
| 194 | COMPASS MINERALS AMERICA | 397640 | 165.87 TONS OF ROAD SALT DELIVER | 02/04/2019 | 11,591.00 | 10-542-530-3530 SALT - HIGHWAY |
| 194 | COMPASS MINERALS AMERICA | 397667 | 127.60 TONS OF ROAD SALT DELIVER | 02/04/2019 | 8,916.69 | 10-542-530-3530 SALT - HIGHWAY |
| Total COMPASS MINERALS AMERICA: | | | | | 22,072.30 | |
| COUNTY MATERIALS CORPORATION | | | | | | |
| 208 | COUNTY MATERIALS CORPOR | 3238791-00 | BASIN RISER STORM SEWER PROJE | 05/31/2019 | 153.75 | 90-533-530-3100 SUPPLIES / GRASS SEED - SW |
| Total COUNTY MATERIALS CORPORATION: | | | | | 153.75 | |
| CRAMER MULTHAUF & HAMMES LLP | | | | | | |
| 212 | CRAMER MULTHAUF & HAMME | INV #5 | TIF #1 ATTY WORK | 05/31/2019 | 562.50 | 65-561-530-2100 TID #1 - ATTORNEY |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|--|----------------------------|----------------|---------------------------------|--------------|-----------------------|--|
| Total CRAMER MULTHAUF & HAMMES LLP: | | | | | 562.50 | |
| DEMAND & PRECISION PARTS CO | | | | | | |
| 236 | DEMAND & PRECISION PARTS | 48143 | REPLACE 2 TETHER BALLS W/ ROPE | 06/12/2019 | 80.00 | 10-552-530-3130 SPORTS FIELDS SUPPLIES - PARKS |
| Total DEMAND & PRECISION PARTS CO: | | | | | 80.00 | |
| DTAK INC | | | | | | |
| 2588 | DTAK INC | 35163 | SAND/GRAVEL/WOOD CHIPS - PLAYG | 06/04/2019 | 2,150.00 | 70-552-570-8100 EQUIPMENT - PARK |
| 2588 | DTAK INC | 35163 | WOOD CHIPS FOR PARKS | 06/04/2019 | 2,150.00 | 10-552-530-3170 SAND, GRAVEL & WOODCHIPS |
| Total DTAK INC: | | | | | 4,300.00 | |
| EHLERS & ASSOCIATES INC | | | | | | |
| 266 | EHLERS & ASSOCIATES INC | 80338 | 2019 DISCLOSURE REPORTING | 06/07/2019 | 750.00 | 10-514-530-4400 CONTRACTED SERVICES -TREASURER |
| Total EHLERS & ASSOCIATES INC: | | | | | 750.00 | |
| EWALD CHEVROLET BUICK LLC | | | | | | |
| 293 | EWALD CHEVROLET BUICK LL | 47148 | FUEL FILTERS FOR TRUCK #6 | 06/19/2019 | 85.64 | 10-533-530-5500 VEHICLE MAINTENANCE - HIGHWAY |
| Total EWALD CHEVROLET BUICK LLC: | | | | | 85.64 | |
| FALLS AUTO PARTS & SUPPLIES | | | | | | |
| 307 | FALLS AUTO PARTS & SUPPLIE | 583543 | AIR & OIL FILTERS FOR 2653 - FD | 06/12/2019 | 66.14 | 10-523-530-5500 MAINTENANCE - AMBO |
| 307 | FALLS AUTO PARTS & SUPPLIE | 583550 | SPARK PLUG FOR 2687 - FD | 06/12/2019 | 6.78 | 10-522-530-5500 VEHICLE MAINTENANCE - FD |
| 307 | FALLS AUTO PARTS & SUPPLIE | 583809 | NEW BELT FOR 3280 TORO MOWER - | 06/18/2019 | 16.81 | 10-552-530-5410 EQUIP MAINTENANCE - PARKS |
| Total FALLS AUTO PARTS & SUPPLIES: | | | | | 89.73 | |
| GENERAL COMMUNICATIONS INC | | | | | | |
| 366 | GENERAL COMMUNICATIONS I | 270185 | HANDHELD RADIO W/ REMOTE MICS | 06/07/2019 | 316.21 | 10-533-530-5430 RADIO MAINTENANCE - HIGHWAY |
| Total GENERAL COMMUNICATIONS INC: | | | | | 316.21 | |
| GEO-SYNTHETICS SYSTEMS LLC | | | | | | |
| 371 | GEO-SYNTHETICS SYSTEMS L | IV-46722 | STAPLES FOR STRAW MAT | 06/04/2019 | 60.00 | 90-533-530-3100 SUPPLIES / GRASS SEED - SW |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|--------------------------------------|--------------------------|----------------|-------------------------------------|--------------|-----------------------|--|
| Total GEO-SYNTHETICS SYSTEMS LLC: | | | | | 60.00 | |
| GOODYEAR TIRE & RUBBER CO | | | | | | |
| 387 | GOODYEAR TIRE & RUBBER C | 132-1174438 | 2 NEW FRONT TRACTOR TIRES - JD T | 06/17/2019 | 446.59 | 10-552-530-5410 EQUIP MAINTENANCE - PARKS |
| Total GOODYEAR TIRE & RUBBER CO: | | | | | 446.59 | |
| GROTA APPRAISALS LLC | | | | | | |
| 405 | GROTA APPRAISALS LLC | MAY & JUNE 2 | JUNE | 06/11/2019 | 5,350.00 | 10-515-530-4400 CONTRACTED SERVICES - ASSESSOR |
| Total GROTA APPRAISALS LLC: | | | | | 5,350.00 | |
| HAMILTON SCHOOL DISTRICT | | | | | | |
| 413 | HAMILTON SCHOOL DISTRICT | MAY 2019 | MAY 2019 MOBILE HOME PARKING FE | 05/31/2019 | 4,236.87 | 10-200-250-4620 MOBILE HOME DUE TO HAMILTON |
| Total HAMILTON SCHOOL DISTRICT: | | | | | 4,236.87 | |
| HIPPENMEYER REILLY BLUM | | | | | | |
| 2483 | HIPPENMEYER REILLY BLUM | 47981 | HAASS FARMS DEV AGREEMT REVIE | 06/17/2019 | 675.00 | 10-518-530-5700 LAND ACQUISITION/DEVELOPMENT |
| Total HIPPENMEYER REILLY BLUM: | | | | | 675.00 | |
| IIMC | | | | | | |
| 2587 | IIMC | 29970 | CLERK ANNUAL MEMBERSHIP FEE | 06/10/2019 | 170.00 | 10-519-530-3700 DUES/FEES/SUBS - CLERK & RECEP |
| Total IIMC: | | | | | 170.00 | |
| INSIGHT FS COOPERATIVE | | | | | | |
| 344 | INSIGHT FS COOPERATIVE | 57011034 | WEED KILLER & ROOT KILLER | 06/10/2019 | 258.16 | 10-533-530-3100 SUPPLIES - HIGHWAY |
| Total INSIGHT FS COOPERATIVE: | | | | | 258.16 | |
| INTERNAL REVENUE SERVICE | | | | | | |
| 2570 | INTERNAL REVENUE SERVICE | CP220 | Q1 2018 PR TAXES UNPAID - 3/31/18 (| 06/03/2019 | 536.66 | 10-518-530-9200 BAD DEBT WRITEOFF |
| Total INTERNAL REVENUE SERVICE: | | | | | 536.66 | |
| JOURNAL SENTINEL INC. | | | | | | |
| 541 | JOURNAL SENTINEL INC. | 5TOWNLL-5-5- | MAY LEGAL NOTICES | 05/31/2019 | 233.73 | 10-518-530-3600 LEGAL NOTICES PUBLICATIONS |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|-----------------------------------|---------------------------|----------------|----------------------------------|--------------|-----------------------|---|
| Total JOURNAL SENTINEL INC.: | | | | | 233.73 | |
| LANGE ENTERPRISES INC. | | | | | | |
| 552 | LANGE ENTERPRISES INC. | 69193 | STREET SIGNS - BARK RIVER SUB & | 06/10/2019 | 658.48 | 10-533-530-3540 SIGNS - HIGHWAY |
| 552 | LANGE ENTERPRISES INC. | 69234 | TEMP WEIGHT LIMIT SIGNS FOR SPRI | 06/12/2019 | 2,281.01 | 10-533-530-3540 SIGNS - HIGHWAY |
| Total LANGE ENTERPRISES INC.: | | | | | 2,939.49 | |
| LANNON STONE PRODUCTS INC. | | | | | | |
| 554 | LANNON STONE PRODUCTS IN | 1216687 | GRAVEL & RIP RAP FOR STORMWATE | 06/09/2019 | 466.19 | 90-533-530-6400 GRAVEL - SW |
| Total LANNON STONE PRODUCTS INC.: | | | | | 466.19 | |
| LF GEORGE INC | | | | | | |
| 562 | LF GEORGE INC | EC31258 | STUMPER 280 - CAPITAL PURCHASE - | 06/07/2019 | 12,428.74 | 70-533-570-8100 EQUIPMENT - HIGHWAY |
| Total LF GEORGE INC: | | | | | 12,428.74 | |
| MONTAGE ENTERPRISES INC. | | | | | | |
| 644 | MONTAGE ENTERPRISES INC. | 70978 | KUBOTA MOWER PARTS | 06/10/2019 | 266.36 | 10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY |
| Total MONTAGE ENTERPRISES INC.: | | | | | 266.36 | |
| OSI ENVIRONMENTAL INC. | | | | | | |
| 699 | OSI ENVIRONMENTAL INC. | 1046331 | FILTERS-UNCRUSHED | 05/30/2019 | 90.00 | 10-546-530-7870 RECYCLING - OIL |
| Total OSI ENVIRONMENTAL INC.: | | | | | 90.00 | |
| PRAXAIR DISTRIBUTION, INC | | | | | | |
| 2589 | PRAXAIR DISTRIBUTION, INC | 89899018 | OXYGEN - FD | 06/06/2019 | 629.86 | 10-523-530-3850 OXYGEN - AMBO |
| Total PRAXAIR DISTRIBUTION, INC: | | | | | 629.86 | |
| RESERVE ACCOUNT | | | | | | |
| 778 | RESERVE ACCOUNT | 11668068 | RESERVE ACCOUNT POSTAGE | 06/01/2019 | 5,000.00 | 10-518-530-3400 POSTAGE - GEN GOV'T |
| Total RESERVE ACCOUNT: | | | | | 5,000.00 | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|---------------------------------------|--------------------------|----------------|-----------------------------------|--------------|-----------------------|---|
| SERWE IMPLEMENT MUNICIPAL SALE | | | | | | |
| 832 | SERWE IMPLEMENT MUNICIPA | 6276 | BLADES, BEARINGS & HARDWARE - J | 06/14/2019 | 1,217.16 | 10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY |
| Total SERWE IMPLEMENT MUNICIPAL SALE: | | | | | 1,217.16 | |
| SHAWN'S DEER PICK UP | | | | | | |
| 837 | SHAWN'S DEER PICK UP | 100 | DEER REMOVAL - NATASHA, OLIVIA, P | 05/01/2019 | 208.00 | 10-533-530-4400 CONTRACTED SERVICES - HIGHWAY |
| Total SHAWN'S DEER PICK UP: | | | | | 208.00 | |
| STARK ASPHALT | | | | | | |
| 866 | STARK ASPHALT | 50046012 | RECYCLED ASPHALT FOR SHOULDE | 05/31/2019 | 1,637.86 | 10-533-530-3550 GRAVEL - HIGHWAY |
| 866 | STARK ASPHALT | 50046012 | ASPHALT POT HOLES & PATCHES | 05/31/2019 | 289.69 | 10-533-530-3570 IN-HOUSE PAVING - HIGHWAY |
| Total STARK ASPHALT: | | | | | 1,927.55 | |
| SUSSEX ACE HARDWARE | | | | | | |
| 7 | SUSSEX ACE HARDWARE | 186018 | PAINT ROLLER & TRAY - FD | 05/31/2019 | 18.10 | 10-522-530-5200 BLDG MAINTENANCE - FD |
| 7 | SUSSEX ACE HARDWARE | 186113 | MOPS, SQUEEGEES, BUCKETS - FD | 06/05/2019 | 75.53 | 10-522-530-5200 BLDG MAINTENANCE - FD |
| 7 | SUSSEX ACE HARDWARE | 186154 | HOSE NOZZLE - FD | 06/07/2019 | 17.98 | 10-522-530-5200 BLDG MAINTENANCE - FD |
| 7 | SUSSEX ACE HARDWARE | 186186 | DEODORIZERS - OUTSIDE RESTROO | 06/10/2019 | 21.57 | 10-552-530-5200 FACILITY MAINTENANCE - PARKS |
| 7 | SUSSEX ACE HARDWARE | 186321 | CHAMOIS, BUCKET VEHICLE WASH IT | 06/17/2019 | 161.94 | 10-522-530-5500 VEHICLE MAINTENACE - FD |
| 7 | SUSSEX ACE HARDWARE | 186364 | HARDWARE FOR KUBOTA FLAIL MOW | 06/19/2019 | 16.76 | 10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY |
| Total SUSSEX ACE HARDWARE: | | | | | 311.88 | |
| Tax Refund Vendor | | | | | | |
| 99992 | Tax Refund Vendor | 222030-1 | 2018 PROPERTY TAX REFUND | 06/11/2019 | 232.61 | 10-200-260-2030 OVERPAID REAL ESTATE TAX |
| Total Tax Refund Vendor: | | | | | 232.61 | |
| THE SHERWIN WILLIAMS CO. | | | | | | |
| 838 | THE SHERWIN WILLIAMS CO. | 6486-2 | PAINT FOR LINE STRIPING - DPW | 05/28/2019 | 162.50 | 10-533-530-3510 IN-HOUSE STRIPING - HIGHWAY |
| Total THE SHERWIN WILLIAMS CO.: | | | | | 162.50 | |
| ULINE SHIPPING SUPPLY | | | | | | |
| 2346 | ULINE SHIPPING SUPPLY | 109416934 | THANK YOU CARD ENVELOPES - PAR | 06/10/2019 | 59.50 | 10-552-530-3140 GENERAL OPERATING SUP - PARKS |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|--|--------------------------|----------------|---------------------------------|--------------|-----------------------|--|
| Total ULINE SHIPPING SUPPLY: | | | | | 59.50 | |
| UNIFIRST CORPORATION | | | | | | |
| 2349 | UNIFIRST CORPORATION | 096 1076284 | DPW UNIFORMS & MATS | 06/10/2019 | 65.17 | 10-533-530-3630 UNIFORMS/MATS - HIGHWAY |
| Total UNIFIRST CORPORATION: | | | | | 65.17 | |
| VILLAGE OF SUSSEX | | | | | | |
| 2376 | VILLAGE OF SUSSEX | 4645 | FEB/MARCH CITATION PROCESSING | 06/06/2019 | 1,267.89 | 10-521-530-4410 TICKET PROCESSING - SUSSEX |
| Total VILLAGE OF SUSSEX: | | | | | 1,267.89 | |
| WALDSCHMIDT'S TOWN & COUNTRY | | | | | | |
| 2384 | WALDSCHMIDT'S TOWN & COU | 674228 | PART FOR STHL WEED WHIP - PARKS | 06/12/2019 | 16.63 | 10-552-530-5410 EQUIP MAINTENANCE - PARKS |
| Total WALDSCHMIDT'S TOWN & COUNTRY: | | | | | 16.63 | |
| WAUKESHA COUNTY TREASURER | | | | | | |
| 2390 | WAUKESHA COUNTY TREASUR | 201-00000062 | POLICE SERVICES - JULY 2019 | 06/10/2019 | 58,970.88 | 10-521-530-4400 CONTRACTED SERVICES - WCSD |
| 2390 | WAUKESHA COUNTY TREASUR | 2019-00000001 | TAX BILLING CONTRACT Q1 & Q2 | 06/17/2019 | 3,469.60 | 10-516-530-4400 CONTRACTED SVS -TOWN HALL |
| Total WAUKESHA COUNTY TREASURER: | | | | | 62,440.48 | |
| WCMA | | | | | | |
| 2410 | WCMA | GINA | WCMA MEMBERSHIP - GINA | 06/11/2019 | 60.00 | 10-512-530-3700 DUES/FEES/SUBS - ADMINISTRATOR |
| Total WCMA: | | | | | 60.00 | |
| WESTERN CULVERT & SUPPLY INC. | | | | | | |
| 2421 | WESTERN CULVERT & SUPPLY | 057962 | DRIVEWAY CULVERT - MOUNTAIN ME | 06/04/2019 | 477.40 | 90-533-530-6600 CULVERT INSPECTIONS - SW |
| Total WESTERN CULVERT & SUPPLY INC.: | | | | | 477.40 | |
| ZARNOTH BRUSH WORKS INC. | | | | | | |
| 2473 | ZARNOTH BRUSH WORKS INC. | 0175585-IN | NEW BRISTLES FOR TRUCK MOUNTE | 05/22/2019 | 703.70 | 90-533-530-3100 SUPPLIES / GRASS SEED - SW |
| Total ZARNOTH BRUSH WORKS INC.: | | | | | 703.70 | |

| Vendor | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | GL Account and Title |
|---------------|-------------|----------------|-------------|--------------|-----------------------|----------------------|
| Grand Totals: | | | | | <u>199,140.63</u> | |

Dated: _____

TOP 5 EXPENDITURES

Chairman: _____

- \$ 66,740.19 Advanced Disposal - May Collection Services
- \$ 62,440.48 Waukesha County Treasurer - July Police Services & Q1/Q2 Tax Billing
- \$ 22,072.30 Compass Minerals - Feb Salt Invoices
- \$ 12,428.74 LF George - DPW Stumper Capital Purchase - Budget \$12,500
- \$ 5,350.00 Grota Appraisals - May & June Assessment Work

Board Member #1: _____

Board Member #2: _____

Board Member #3: _____

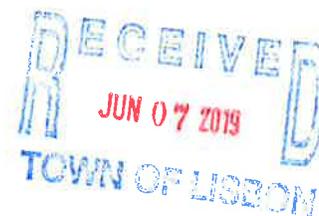
Board Member #4: _____

Report Criteria:

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



Waukesha County
Department of Parks and Land Use



Town Administrator Gina Gresch
Town of Lisbon
W234N8676 Woodside Road
Lisbon, WI 53089

Dear Town Administrator Gresch:

I am pleased to enclose your community's 2019 Recycling Dividend payment in the amount of \$19,066. In accordance with our intergovernmental agreement (IGA), this tax relief payment is designed to help offset local program costs related to direct hauling of recyclables to the Joint MRF, and the costs of recycling containers. Waukesha County is distributing nearly \$580,000 in total dividends to our 27 community partners this year. The dividend amount for each community depends on the number and size of recycling containers used and direct hauling costs, as prescribed in the IGA. Details on the actual calculation for each community dividend payment can be found in Attachment A.

I am happy to report that since 2001, the County has provided \$19.5 million in Recycling Dividend payments to our community partners. These annual payments have helped smooth out local budget impacts from fluctuating recyclable markets, increased program costs, and reduced state grant funding. Also, since the conversion to single sort recycling in 2015, communities continue saving over \$4.5 million *each year* in collection costs while recycling rates have increased 44%.

Unfortunately, several years of depressed global recycling markets have reduced revenues from the sale of materials while increasing Joint MRF operating costs. The attached fact sheet provides a more detailed review of these impacts and what is being done to address them, which my staff have been discussing with community partners over the past couple months. In summary, MRF fund balance projections have led to significantly reduced community dividend payments this year. If markets do not recover in the near future, the County may need to pursue further dividend reductions next year to ensure program sustainability. We will continue to communicate on this issue through quarterly E-news updates and the annual community meeting in December.

Since this intergovernmental partnership began in 1991, we have collectively recycled approximately 590,000 tons of material, and avoided more than \$26 million in landfill disposal costs - without any County tax levy support. Businesses have used the recycled material to manufacture new products, supporting economic development and sustainability efforts. Thank you for your continued support and cooperation. It is key to the program's success.

Sincerely,

Dale Shaver
Director - Department of Parks and Land Use

Attachments

Land Resources Division

Attachment A**2019 Waukesha County Recycling Dividend Calculation Explanation**

The total amount of 2019 recycling dividends is \$579,627. Below is an explanation of how these funds are distributed to the 27 communities in the Waukesha County recycling program. As you may have heard through County presentations at the Cooperation Council, a countywide DPW meeting on April 17, and the quarterly County E-news updates, the base dividend and the recycling incentive dividend have been suspended until the Waukesha County Recycling Fund balance can again sustain these payments. If the fund balance continues to decline in 2020, additional dividend cuts may be pursued in the future. The specific remaining payment for each municipality is dependent on two components, as described further below. The amounts shown for each section are derived from the intergovernmental agreements.

County Financial Assistance for Direct Haul and Recycling Containers

To facilitate the transition from dual to single sort recycling, 10-year intergovernmental agreements (IGAs) were executed with the communities that were in the County recycling program as of 2014. The IGAs provide financial assistance for new, larger recycling containers and/or hauling of recyclables to the Joint County/City MRF in Milwaukee. Per the IGA, the annual payment to communities is described below.

1. Direct Haul Credit

The annual payment is based on community contract costs for hauling recyclables directly to the Joint MRF versus the Waukesha MRF. The payment is based on, and adjusted annually in accordance with executed collection contracts, not to exceed the average costs and RFP #1427 adjustment rate methodology.

Direct Haul Credit (\$) = Payment*/household/month x number of households x 12 months/yr.

* Payment = \$0.05 - \$0.23 based on executed IGAs for each municipality.

2. Recycling Container Credit

The annual payment is standardized, based on the average countywide container lease price, the number of households served and the size of the new, larger recycling container.

Container Credit (\$) = Payment*/household/month x number of households x 12 months/year

* Payment = \$0.44 for 96-gallon, \$0.38 for 64/48-gallon, or \$0.22 for 32-gallon containers

(Note: Communities are eligible for payment for a maximum of two containers per household for 32 gallon only)

Notes on County Financial Assistance for Direct Haul and Recycling Containers (IGA):

- The Intergovernmental Agreement (IGA) for financial assistance began in 2015 and guides the calculation of these credits.
- The Village of Lac La Belle and Village of Oconomowoc Lake did not receive new recycling containers.
- The City of Muskego and Town of Vernon do not receive container credits since they already had larger containers when they entered the Waukesha county program.
- The City of Waukesha has several different sizes for the container credit.

2019 Waukesha County Recycling Dividend Payments

| Municipality | Direct Haul Credit (IGA) | | Container Credit (IGA) | | Total Dividend Payment |
|--------------------|---------------------------|---------------------|-----------------------------------|-----------------------------|------------------------|
| | Direct Haul (\$/HH/Month) | Direct Haul Payment | Recycling Container (\$/HH/Month) | Recycling Container Payment | |
| C. Brookfield | \$0.06 | \$10,274 | \$0.22 | \$37,670 | \$47,944 |
| C. Delafield | \$0.22 | \$5,607 | \$0.22 | \$5,607 | \$11,215 |
| C. Muskego | \$0.10 | \$11,536 | \$0.00 | | \$11,536 |
| C. New Berlin | \$0.09 | \$13,203 | \$0.44 | \$64,548 | \$77,751 |
| C. Oconomowoc | \$0.22 | \$15,341 | \$0.44 | \$30,682 | \$46,023 |
| C. Pewaukee | \$0.22 | \$13,258 | \$0.44 | \$26,516 | \$39,774 |
| C. Waukesha | \$0.23 | \$56,867 | \$0.00 | \$100,067 | \$156,934 |
| T. Brookfield | \$0.05 | \$1,199 | \$0.22 | \$5,277 | \$6,477 |
| T. Delafield | \$0.14 | \$5,263 | \$0.22 | \$8,271 | \$13,535 |
| T. Lisbon | \$0.22 | \$9,533 | \$0.22 | \$9,533 | \$19,066 |
| T. Merton | \$0.13 | \$5,111 | \$0.22 | \$8,649 | \$13,759 |
| T. Oconomowoc | \$0.15 | \$6,379 | \$0.22 | \$9,356 | \$15,735 |
| T. Vernon | \$0.20 | \$6,958 | \$0.00 | | \$6,958 |
| T. Waukesha | \$0.22 | \$8,488 | \$0.44 | \$16,975 | \$25,463 |
| V. Big Bend | \$0.22 | \$1,510 | \$0.44 | \$3,020 | \$4,530 |
| V. Chenequa | \$0.22 | \$795 | \$0.22 | \$795 | \$1,589 |
| V. Dousman | \$0.15 | \$1,202 | \$0.44 | \$3,527 | \$4,729 |
| V. Eagle | \$0.22 | \$1,935 | \$0.44 | \$3,870 | \$5,805 |
| V. Elm Grove | \$0.22 | \$5,602 | \$0.22 | \$5,602 | \$11,204 |
| V. Hartland | \$0.15 | \$4,714 | \$0.44 | \$13,828 | \$18,543 |
| V. Lac La Belle | \$0.22 | \$348 | \$0.00 | | \$348 |
| V. Merton | \$0.14 | \$1,846 | \$0.44 | \$5,803 | \$7,649 |
| V. Nashotah | \$0.19 | \$937 | \$0.22 | \$1,085 | \$2,022 |
| V. Oconomowoc Lake | \$0.22 | \$760 | \$0.00 | | \$760 |
| V. Pewaukee | \$0.15 | \$3,258 | \$0.44 | \$9,557 | \$12,815 |
| V. Summit | \$0.22 | \$5,145 | \$0.22 | \$5,145 | \$10,291 |
| V. Wales | \$0.18 | \$2,082 | \$0.44 | \$5,090 | \$7,172 |
| Grand Total | | \$199,153 | | \$380,474 | \$579,627 |

*The Village of Lac La Belle did not accept new containers

*The Village of Oconomowoc did not accept new containers

*The City of Waukesha allowed for variable container sizes

*The Town of Vernon and the City of Muskego did not receive Container Credits

Waukesha County Recycling Fund Balance Fact Sheet

Background

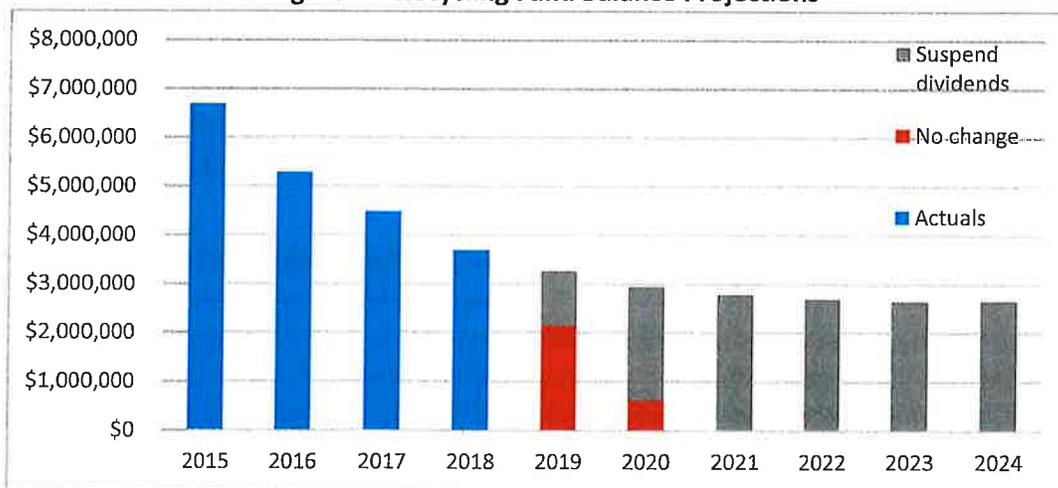
Waukesha County maintains a self-sustaining “enterprise fund” for the recycling program, herein referred to as the Recycling Fund. Revenue sources for the Recycling Fund are limited to state grants and the sale of recyclable materials collected by community partners and processed at a material recovery facility (MRF). Tax levy is never allocated to the Recycling Fund.

Opening in 1991, the original County MRF enjoyed many years of good markets and low operating costs, resulting in a significant fund balance that reached over \$13 million by 2014. In 2001, the County began to provide dividend payments to partner communities based on their respective collection costs and later on recycling rates. Starting at \$500,000/year, these dividends gradually reached \$1.2 million/year by 2011.

In March 2014, after a highly competitive RFP process, the City of Milwaukee and Waukesha County (“Entity”) executed an intergovernmental agreement and private contracts for the design, construction and operation of a new \$15 million Joint Entity Materials Recovery Facility (“Joint MRF”) located in an existing City-owned building in Milwaukee. While expending \$7.5 million of the MRF fund balance on new processing equipment, the switch to single stream also saved partner communities over \$4.5 million *per year* in collection costs. The business model under the new MRF operating contract relies heavily on recyclable commodity markets.

During the rollout of the new single stream program, additional IGAs were executed with 27 partner municipalities, which included 10 years of annual payments to help offset community costs for new single stream recycling containers, and for higher transportation costs for hauling recyclables to Milwaukee. Combined with the previous community dividends, the annual dividend to communities grew to \$1.75 million. Due to these commitments, and historically low commodity markets, the MRF fund balance has dropped every year since opening (see Figure 1), despite significant cuts in recycling program operating and education costs.

Figure 1 – Recycling Fund Balance Projections



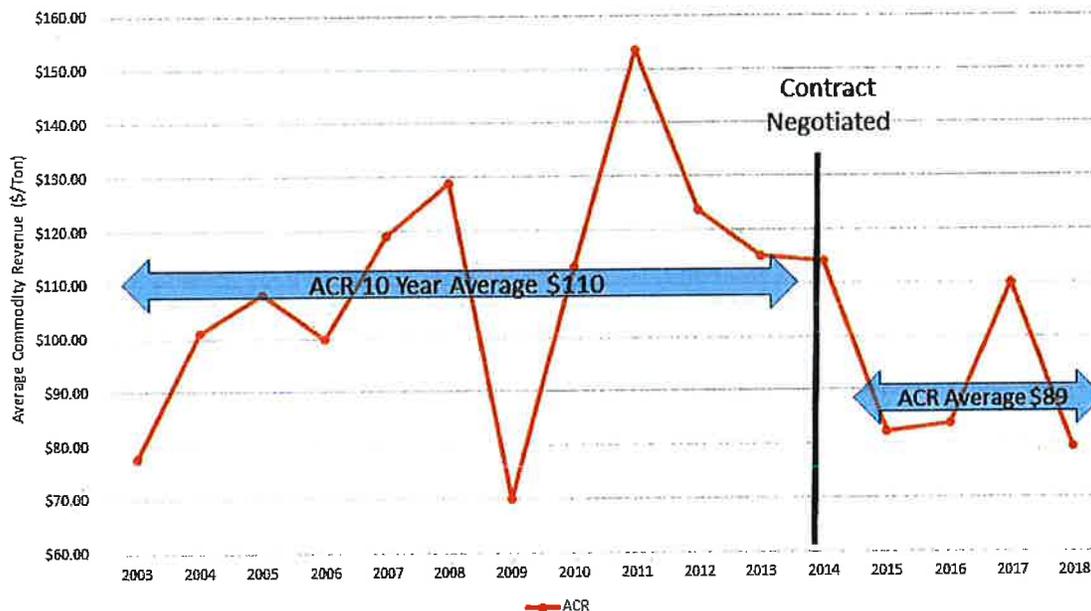
The Markets

Prior to selecting the successful contractor for the Joint MRF, an economic model was developed. Under the accepted proposal, the Entity receives 80% of the revenue from recyclable material sold on the commodity markets, which is used to pay for recyclable processing, as well as support Entity program costs and dividend payments to community partners. With this arrangement, the most impactful assumption in the model is the per ton value of the recyclables sold, which is referred to as the Average Commodity Revenue (ACR). An ACR value of \$100 per ton was chosen as the modeling standard to compare proposals, which was more conservative than the \$110 per ton 10-year historic average at the time.

However, since the Joint MRF began operating in 2015, the markets have struggled to meet \$100/ton, as shown in Figure 2. In fact, since 2015, ACR values have averaged 19% lower than the previous 10 years, reflecting \$1.25

million in lost revenue per year. The depressed recyclable commodity values are a result of international market factors, such as Chinese import bans. Even though the Joint MRF generally sells material in the Midwest markets, the loss of overseas export markets caused a flood of recyclable materials in the US, which has driven down commodity values.

Figure 2 – Average Commodity Revenue: 2003-2018



Operational Impacts

At the same time recyclable markets have been suppressed, the material quality demands increased. More staff were needed to implement quality control measures and maintain equipment in peak condition. Equipment processing speed needed to be reduced to ensure material quality. In a strong economy, wage increases for MRF staff were also necessary to meet labor market demands. All of this has caused MRF operating costs to increase significantly. In addition, more capital investment is needed for equipment upgrades necessary to improve efficiency and material quality.

Due to the rapidly rising MRF operating costs, the Entity was required to renegotiate the economic terms of the operating agreement with Republic. This process began in June of 2018. The Entity engaged the services of a consultant to help with the negotiations and fiscal analysis involved. Republic provided evidence of the increased operating cost and reduced revenues, showing a net loss of over \$1 million at the Joint MRF during 2018. During these negotiations Republic issued a “termination notice” in November 2018, which was disputed by the Entity’s legal counsel. However, if the Entity were to litigate the issue with Republic, a new processor would need to be found through a Request for Proposal process during a period of depressed recycling markets. Surveys by the consultant showed the Entity would have likely paid an even higher processing fee than what was negotiated through this 9-month long process. Therefore, it was recommended to finish the term of the contract with a significantly increased processing fee while the market continues to adjust.

Fund Balance Implications

Figure 1 shows projections of the Recycling Fund balance with and without a 66% cut in community dividend payments, starting in 2019. The goal is to maintain a \$3 million fund balance for future MRF equipment upgrades. Without this level of cuts, the fund balance would be completely exhausted by early 2021 due to increased operating costs and the depressed recycling markets. If recycling markets do not recover in the near future, additional dividend cuts may need to be pursued to ensure the sustainability of the Recycling Fund.



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

Wednesday, June 19, 2019

Dear Board Members:

This is to notify you of the Town of Lisbon meetings, office closures and elections from **June 14, 2019 through August 12, 2019** at the Town Hall, W234N8676 Woodside Road, unless indicated otherwise.

| | |
|--|--|
| Monday, June 24, 2019 | Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M. |
| Tuesday, July 2, 2019 | Public Safety Committee at 6:30 P.M. |
| Thursday, July 4, 2019 & Friday, July 5, 2019 | OFFICES CLOSED - INDEPENDENCE DAY |
| Monday, July 8, 2019 | Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M. |
| Tuesday, July 9, 2019 | Lisbon / Merton Joint Border Agreement Public Hearing at 6:30 P.M. |
| Thursday, July 11, 2019 | Plan Commission at 6:30 P.M. |
| Monday, July 15, 2019 | Park Committee at 6:30 P.M. (Richard Jung Memorial Fire Station) |
| Wednesday, July 17, 2019 | Sanitary District Committee at 7:30 P.M. |
| Monday, July 22, 2019 | Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M. |
| Thursday, August 8, 2019 | Plan Commission at 6:30 P.M. |
| Monday, August 12, 2019 | Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M. |

Sincerely,

Dan Green, WCMC
Town of Lisbon Clerk

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)



ADMINISTRATOR REPORT

PREPARED BY: Gina C. Gresch, Administrator

REPORT DATE: Thursday, June 20, 2019

COMPOST SITE BUDGET REVENUES

While learning how to do compost site passes, Deputy Clerk John asked if non-residents other than the Town of 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.

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 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 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.

assessment RFPs in - rec'd one from Grotta.

evers take away local control from munis for quarries. would like to send a letter on behalf of the town asking governor to veto the budget bill.

| PROPOSED 2020 BUDGET TIMELINE | |
|--|---|
| TASK | MTG DATE / DUE BY |
| Administrator to send six-month actual reports to Department Heads (after Treasurer balances June) | Friday, July 19, 2019 |
| Department Heads to submit 2020 proposed budget numbers to Administrator | Friday, August 9, 2019 |
| Administrator prepare preliminary budget for Town Board review prior to 1st Workshop | Friday, August 30, 2019 |
| Capital Budgets due to Administrator | Tuesday, September 4, 2018 |
| 1st Workshop - Police & Fire | Monday, September 9, 2019 |
| Changes to be completed by | Friday, September 13, 2019 |
| 2nd Workshop - Highway & Park | Monday, September 16, 2019 |
| Changes to be completed by | Friday, September 20, 2019 |
| 3rd Workshop - Capital | Monday, September 23, 2019 |
| Changes to be completed by | Friday, September 27, 2019 |
| 4th Workshop - Administration | Monday, September 30, 2019 |
| Changes to be completed by | Friday, October 4, 2019 |
| 5th Workshop to finalize for BPHSTM (if needed) | Monday, October 7, 2019 |
| Budget Summary Publication finalized and sent to paper on | Wednesday, October 23, 2019 |
| Budget Summary Publication legal notification published dates | Wednesdays, October 30 and November 6, 2019 |
| BPHSTM | Wednesday, November 13, 2019 |
| Changes to be completed by | Wednesday, November 20, 2019 |
| Final Budget to be adopted by the Town Board | Monday, November 25, 2019 |



TOWN CLERK REPORT

PREPARED BY: Dan Green, Town Clerk

REPORT DATE: Wednesday, June 19, 2019

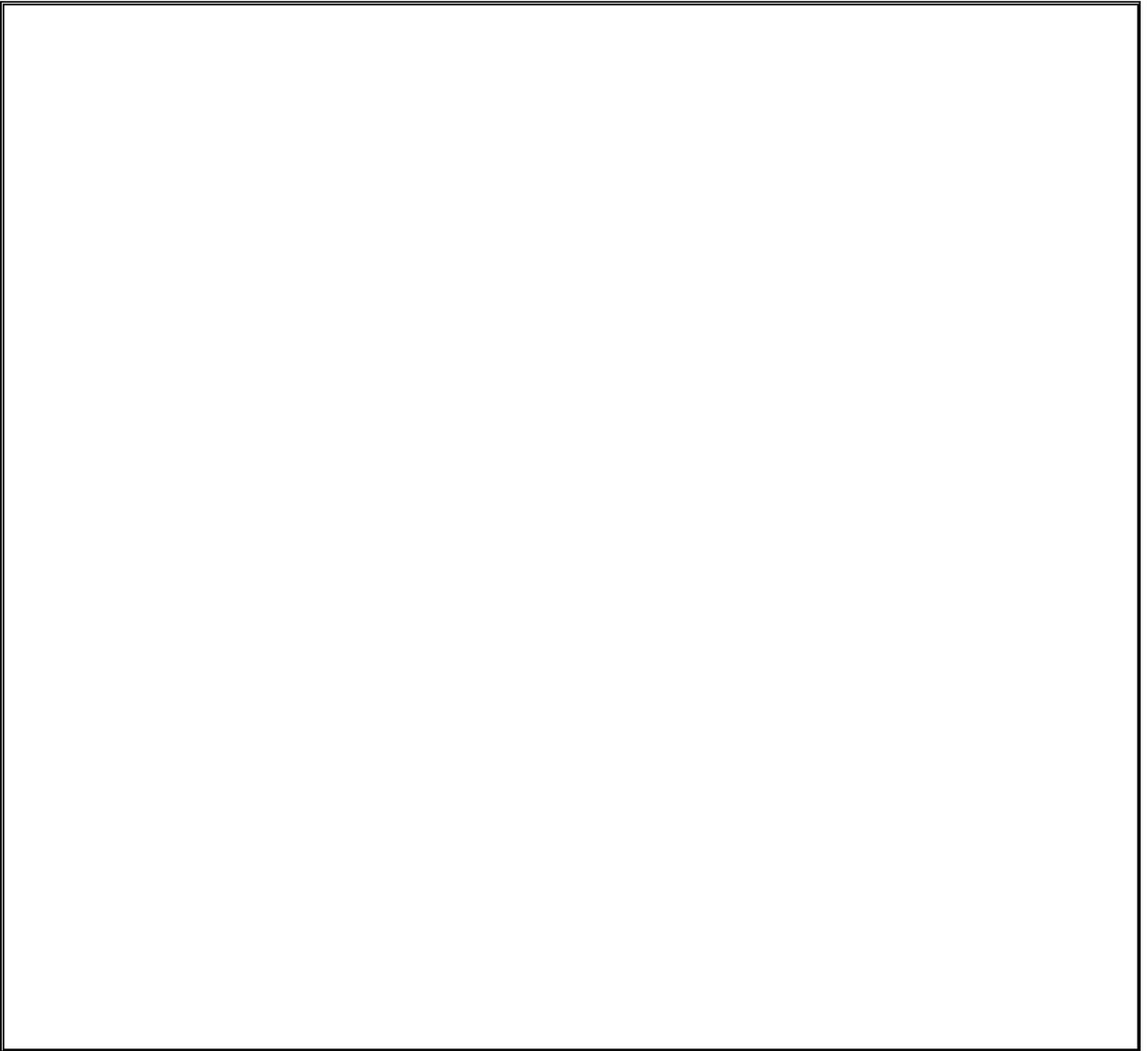
Newsletter

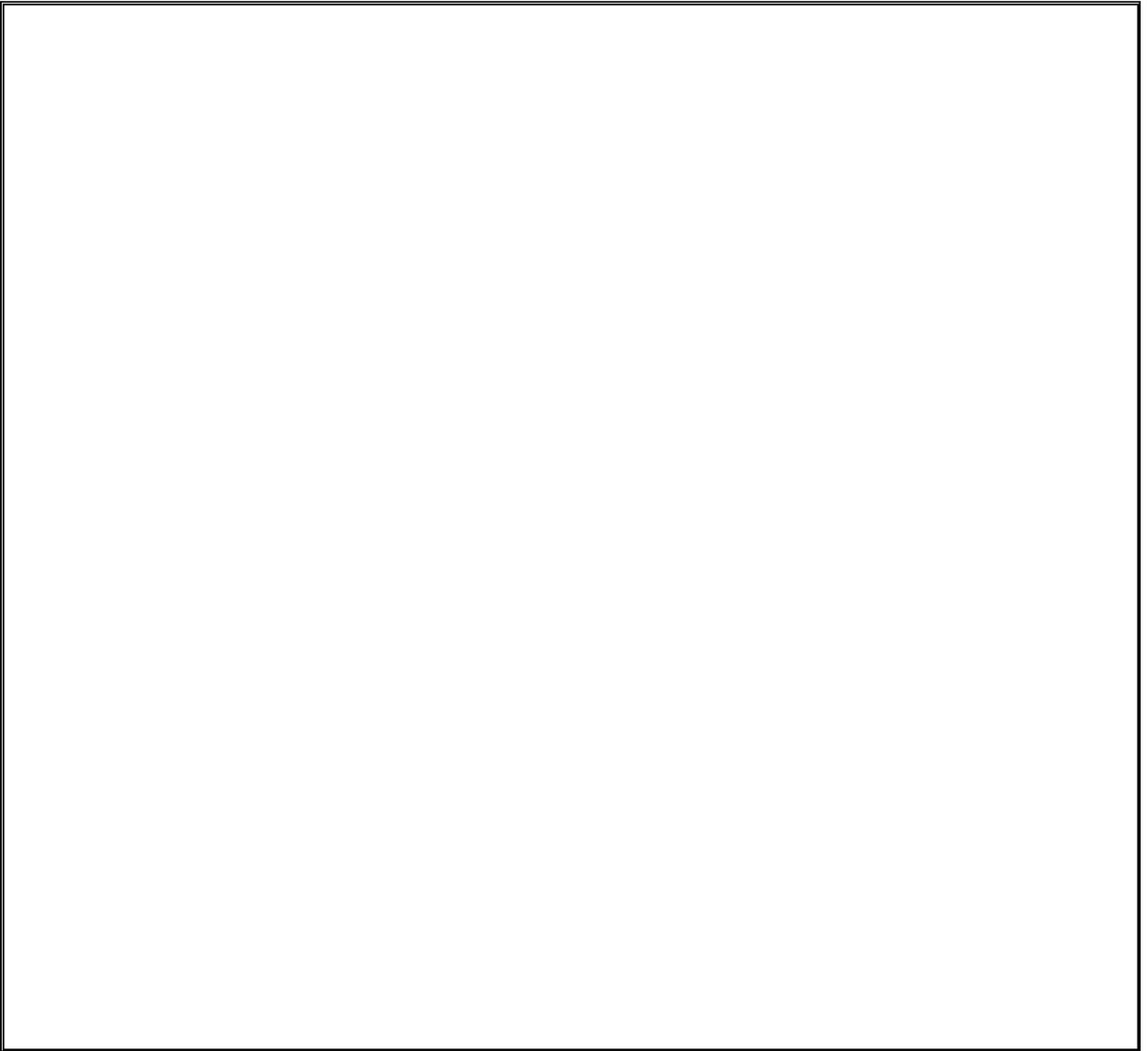
It is that time of year again where I will be looking for articles to put into the fall newsletter. If the board members have anything you would like included please let me know by Friday, August 2. New ideas are always welcome!

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 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.





May 2019 Fire Chiefs Report Continued

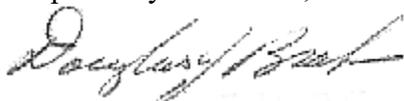
Notes on special activities and events:

1. May 22nd – 24th, Lisbon Fire taught CPR at HHS
2. May 20th, Lisbon FD / Flight for Life's Open House and Blood Drive

Meetings attended by the Chief:

1. May 6th, Officer meeting
2. May 8th, County Chiefs meeting
3. May 9th, Bark River Chiefs meeting
4. May 9th, Bark River committee meeting
5. May 15th, Medical Control meeting
6. May 21st, Bark River Chiefs meeting
7. May 29th, Bark River Chiefs meeting
8. May 30th, Bark River meeting

Respectfully Submitted;



Douglas J. Brahm
Lisbon Fire Chief



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Town Board

ITEM DESCRIPTION: Front Office & Mtg Room Countertop Upgrade

PREPARED BY: Gina C. Gresch, Administrator

REPORT DATE: Thursday, June 20, 2019

RECOMMENDATION: Approve the Front Office & Mtg Room Countertop Upgrade

EXPLANATION

Last month I presented a quote for epoxy countertops and the Town Board requested I obtain a quote for the meeting room, which came back at \$1,276. Add that to the front office quote of \$1,479, that totals \$2,755. Both quotes are attached to this memo. If approved, the balance of the Office Upgrades account would be \$3.72. I'm not sure when we will be on her schedule, but I do know she is already booked out to the end of July. I will let the Town Board know the date as soon as she lets me know.

Thank you for your consideration and I recommend approval.



La Belle Vernice

ESTIMATE/

Invoice

LA BELLE VERNICE
 Elm Grove Wi
 414-745-4117

<https://m.facebook.com/labellevernice/>

www.labellevernice.com

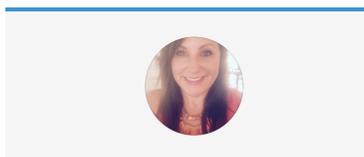
Email:

labellevernice@gmail.com

| Description | Quantity | Unit Price | Cost |
|---------------------------|----------|------------|-----------------|
| Name: Gina | | | |
| 6/19/19 | 44 | \$ 29 | \$ 1,276 |
| Conference room | | | |
| Subtotal | | | \$ 1,276 |
| Deposit 50 percent | | % | |
| Balance remaining | | Total | \$1276 |
| | | Balance | \$0 |

Price includes product, supplies, 2 coats epoxy if needed, and labor. At times a second coat is needed for various reasons. Price is with or without second coat under discretion of La Belle Vernice.

At the time of booking an appointment I do ask for 50 percent down. You can pay through Venmo it's free unless you use a credit card! Here's how you can find me. If you decide to cancel there is a \$50 restocking fee. Thank you for the opportunity for me to help make your home into what you love! Heidi



First Name Heidi
 Last Name M
 Username labellevernice
 Email labellevernice@gmail.com

You can be paid using your username, email, or phone number.



 La Belle Vernice

ESTIMATE/

Invoice

LA BELLE VERNICE

Elm Grove Wi

414-745-4117

<https://m.facebook.com/labellevernice/>
www.labellevernice.com

Email:

labellevernice@gmail.com

| Description | Quantity | Unit Price | Cost |
|-------------------------------|----------|-------------------------|-----------------|
| Name: Amy Town Hall | | | |
| Section 1 | 22 | \$ 29 | \$ 638 |
| Section 2 | 18 | \$ 29 | \$ 522 |
| Section 3 | 11 | \$29 | \$319 |
| White marble with silver mica | | | \$ |
| | | Subtotal | \$ 1,479 |
| Deposit 50 percent | | % | -\$ |
| Balance remaining | | Total Balance remaining | \$ |

Price includes product, supplies, 2 coats epoxy if needed, and labor. At times a second coat is needed for various reasons. Price is with or without second coat under discretion of La Belle Vernice.

At the time of booking an appointment I do ask for 50 percent down. You can pay through Venmo it's free unless you use a credit card! Here's how you can find me. If you decide to cancel there is a \$50 restocking fee. Thank you for the opportunity for me to help make your home into what you love! Heidi



First Name Heidi

Last Name M

Username labellevernice

Email labellevernice@gmail.com

You can be paid using your username, email, or phone number.



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Town Board

ITEM DESCRIPTION: Haass Farms Preliminary Plat

PREPARED BY: Gina C. Gresch, Administrator

REPORT DATE: Thursday, June 20, 2019

RECOMMENDATION: Approve the Haass Farms Preliminary Plat Subject to Conditions

EXPLANATION

The Haass Farms Preliminary Plat has been through the Plan Commission review, as well as the Department of Administration and Waukesha County Parks and Land Use. There are a number of conditions per State, County and Local reviews that must be met but they are more so technical corrections to the plat. Some are process reminders like obtaining Extraterritorial Zoning Review from the Village of Richfield.

I recommend approval of the Haass Farms Preliminary Plat, 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.

Other tasks are already underway. I've been working with the developer on the proposed Developer's Agreement which should be presented to the Town Board in July. The engineer is working on reviewing the construction plans and the Letter of Credit costs. I spoke with Mr. Kaerek on June 19 and if all goes well, he would like to have the first lift of asphalt in by November, let that sit over one winter, which he is responsible for plowing, and would like to have the final lift down in summer 2020.



TONY EVERS
GOVERNOR
JOEL BRENNAN
SECRETARY

RECEIVED

By Gina Gresch at 10:54 am, Jun 17, 2019

0036

Plat Review

101 E Wilson St FL 9, Madison WI 53703
PO Box 1645, Madison WI 53701
(608) 266-3200 Fax: (608) 264-6104 TTY: (608) 267-9629
E-mail: plat.review@wi.gov
<http://doa.wi.gov/platreview>

June 17, 2019

026
PERMANENT FILE NO. 28050

JOHN KONOPACKI
PINNACLE ENGINEERING GROUP, LLC
15850 W BLUEMOUND RD STE 210
BROOKFIELD WI 53005

Subject: HAASS FARMS
SW1/4 S6 T8N R19E
TOWN OF LISBON, WAUKESHA COUNTY

Dear Mr. Konopacki:

You have submitted the preliminary plat of HAASS FARMS for review. The Department of Administration does not object to this preliminary plat and certifies it as complying with the requirements of: s. 236.16, and s. 236.20 Wis. Stats. Certification of this plat does not include review for compliance with requirements relating to private sewage systems.

DEPARTMENT OF ADMINISTRATION COMMENTS:

We have examined and find that, with the exceptions noted below, this preliminary plat appears to conform with the applicable layout requirements of ss. 236.16 and 236.20, Wis. Stats.

s. 236.20 (3) (a) The subdivision location by 1/4-1/4 Section, Section, Town, Range and County must be shown under the plat name.

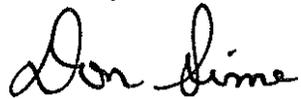
Note to all: This subdivision is located within the extraterritorial plat approval jurisdiction of the Village of Richfield. If the Village has adopted a subdivision control ordinance or an official map, it is an approving authority for this plat unless the Village waives this right by a resolution of the governing body filed with the register of deeds.

Local government units, during their review of the plat, will resolve, when applicable, that the plat:

- complies with local comprehensive plans, official map or subdivision control ordinances;
- conforms with areawide water quality management plans, if sewerage;
- complies with Wisconsin shoreland management regulations;
- resolves possible problems with storm water runoff;
- fits the design to the topography;
- displays well designed lot and street layout;
- includes service or is serviceable by necessary utilities.

If there are any questions concerning this review or preparation and submittal of the final plat, please contact our office, at the number listed below. If there are any questions regarding private sewerage system review, please contact Mark Finger, Department of Safety and Professional Services, at (608) 574-1189.

Sincerely,



Don Sime, PLS
Plat Review
Phone: (608) 266-3200

Enc: Print

cc: Mike Kaerek, Owner
Clerk, Town of Lisbon
Clerk, Village of Richfield
Waukesha County Parks & Land Use Department
Department of Safety and Professional Services

ORIGINAL RECEIVED FROM SURVEYOR ON 05/28/2019; REVIEWED ON 06/17/2019

Review of Haass Farms Preliminary Plat dated of 5/20/19

0038

RECEIVED

By Gina Gresch at 1:31 pm, Jun 18, 2019

(please forward comments to T/Lisbon Plan Commission and Town Board)

- There is no legend on the Preliminary Plat for the items on the former CSM lot No. 5137 and elsewhere on the plat such as what are assumed to be electric, telephone, gas, manholes, vegetation, septic, well, etc. These items should be identified in a legend or otherwise identified on the plat.
- It is assumed the silo, barn, house, and shed will all be removed and should be noted as such on the plat. If any of the existing structures are to be retained, they shall be shown with conforming dimensions to the new lot lines.
- There are possibly at least three sheds within 50 feet of the west lot line of the plat that shall be shown on the plat along with their use identified.
- None of the six outlots contain complete dimensions. These shall be shown on the plat.
- Outlot 5 does not contain a soil boring. One test is required for each lot, including outlots.
- If there is an existing well on the former CSM lot, it shall be shown and labeled. If the well is to be abandoned, it shall be properly abandoned.
- If there is an existing septic system on the former CSM lot, it shall be shown and labeled. If the septic system is to be abandoned, it shall be properly abandoned.
- If the septic system is to remain, a PSE shall be obtained from the County EHD for septic code compliance prior to submittal of a Final Plat.
- The County EHD must approve of the soils tests for the plat.
- The lands involved in the subdivision have been recently rezoned to R-1 and therefore the zoning shown the plat shall be corrected for those two lots.
- The plat must be approved by the Waukesha County Planning and Zoning Division.
- Erosion control plans and a Stormwater Maintenance Agreement must be submitted to the County LRD for review and approval. Any onsite wells or wells within 100 feet of a septic or stormwater facilities must also be shown.
- The plat must receive Village of Richfield ETZ approval.
- Some lots have double or triple frontage which should be avoided where possible.

Respectfully submitted,

Sandy Scherer

Town of Lisbon Community Assistance Planner

Senior Planner

Waukesha County Department of Parks and Land Use

Planning and Zoning Division

515 W. Moreland Blvd. Room AC 230

Waukesha, WI 53188

Phone 262.548.7790 Fax 262.896.8071

Email sscherer@waukeshacounty.gov

PZD Website www.waukeshacounty.gov/planningandzoning

Town of Lisbon Website <http://www.townoflisbonwi.com/>

Waukesha County GIS Interactive Mapping Site www.waukeshacounty.gov/defaultwc.aspx?id=39458

County Planner of the Day Customer Service Hours 8:00 am-4:30 pm Tuesday-Friday pod@waukeshacounty.gov



Please consider your responsibility to the environment before printing this e-mail.

cc: Ben Greenberg, Waukesha County



STAFF REPORT: PRELIMINARY PLAT REVIEW

To: Chairperson Osterman
Town Plan Commission Members
Gina Gresch, Town Administrator

From: Daniel J. Lindstrom, AICP, Town Planner
Joshua Langen, AICP Community Development Consultant

Subject: Haass Farms Subdivision Preliminary Plat Review

Date: June 6, 2019

The above-referenced Preliminary Plat was received in our office for review on behalf of the Town of Lisbon. The proposed lots are situated north of Twin Pine Farm, south of Songbird Meadows, east of Peppers Ridge, and west of Hideaway Acres. The Preliminary Plat is being proposed by Mike Kaerek, an authorized member of MK/S-EP LLC. The land's existing zoning designation is R-1: Suburban Single Family Residential recently rezoned from A-1 Agricultural on March 14, 2019.

We have completed our review of the following documents for the Preliminary Plat of the Haass Farms Subdivision:

- Preliminary Plat and supporting documents received May 21, 2019
- Declaration of Restrictions - TBD

Preliminary Plat Summary and Review Criteria

The Preliminary Plat consists of 43 lots and six (6) outlots with an area of 67.4 acres including right-of-ways. Lots will be accessed by internal streets consisting of Road A North, Road A South, Road A Court, and Road B Court, as well as extensions to existing Monarch Drive and Red Fox Run. The Preliminary Plat is being proposed to be serviced by well and soil absorption waste disposal (septic) systems, and to have 43 R-1 Zoning single-family lots, with an average size of 47,091 square feet. The Preliminary Plat proposes six (6) outlots of common open space in the proposed subdivision. Outlots 1-6 measure 1.13, 1.00, 2.68, 3.65, 0.54, and 1.44 acres respectively and act as stormwater management areas. No lakes, water courses, rivers or streams are within the Plat. The Preliminary Plat is within Zone X (minimal flooding), as designated by FEMA. The remainder of this letter reviews the submitted Preliminary Plat in accordance with the standards detailed in Chapter 12, Section 4: Preliminary Plat, and other applicable sections of the Town of Lisbon Municipal Code.

Soil Testing:

The applicant completed soil testing for each lot to determine the seasonal high groundwater. The Town of Lisbon ordinances requires a minimum of 18" of separation from the high water table. According to the report provided by Morgan Butler, of Butler Engineering Inc. the majority of the parcels are reported from eight to ten feet. Lot 1 and lot 31 report a two-foot separation distance from the high water table. While the two lots are above the minimum separation from high groundwater they are below the minimum 6' separation distance from groundwater and septic systems – a conventional system may not be utilized in this situation.

Percolation Test:

The preliminary plat shall include the Location of soil percolation tests where required by the Wisconsin Administrative Code, conducted in accordance with the Wisconsin Administrative Code, taken at the location and depth in which soil absorption waste disposal systems are to be installed. The number of such tests initially made shall not be less than one (1) test per three (3) acres or one (1) test per lot, whichever is greater. The results of such tests shall be submitted along with the Preliminary Plat. Where mound systems are proposed, information required by the Wisconsin Administrative Code shall be submitted and may be required to be shown on the plat. This should be a condition of preliminary plat approval.

Roadways:

The preliminary plat lists the unimproved Monarch Drive. It should be noted that Monarch Drive will be improved in 2019.

The preliminary plat shall include the approximate radii of all curves and length of tangents, the current preliminary plat does not include curve table. A tangent at least 100 feet in length shall be provided between curves. The section between Road A Court and Red Fox Run appears to be below the 100' threshold. The Town Board may elect to waive that requirement.

The preliminary plat lists the road right-of-ways, width, bearings for roads interior and exterior of the plat area; however, the preliminary plat does not list street names. It should be a condition that the selected road names be approved by the Waukesha County and the Town of Lisbon.

Layout:

The proposed layout does comply with the majority of the requirements. The plat does contain 11 double frontage lots; however, the locations are necessary to provide separation of residential development from traffic arteries. The plat also includes 30' landscaping easement along Hickory Road and Lake Five Road.

Soil Types:

The preliminary plat and soil reports contain the information required as part of the land division checklist and in Chapter 12 Land Division and Development Ordinance.

Easements and Building Sites:

The plat contains existing and proposed easements. The stormwater easements shall be labeled to be recorded by a separate document. Recommended that additional notes be placed on the final plat.

Drainage and Grading.

The land on all side lot lines containing drainage easement and all rear lot line shall be graded at the time of initial plat development by the developer and/or agent according to the Town of Lisbon and Waukesha County approved stormwater management plan in conformance with the requirements of the Town of Lisbon and Waukesha County. Lot owners and/or agents shall not change the approved and established lot grades.

All side and rear lot lines not regulated by Waukesha County or the Town of Lisbon shall be graded and maintained in cooperation with abutting property owners so as to neither impede the flow of stormwater water not negatively impact any abutting property, while function in harmony with the established approved and accepted stormwater management plan.

Floodplain: NA

June 6, 2019
Page 3 of 4

Wetlands: NA

Environmental Corridors: NA

Monuments: The northeast corner of the subdivision shall be set by a 1-1/4" round iron bar (S.236.15)(1)(ag). The preliminary plat should include a map legend to document the different line and point symbols. Additional pages may be necessary to include the additional information.

Fire Tanks: The preliminary plat illustrates the location of two proposed fire tanks. The applicant has expressed interest in utilizing the fee in lieu of tank option and as such the tanks should be removed.

Comprehensive Plan/Park and Open Space Plan: As proposed, the preliminary plat does conform with the generalized future land use map for the Town of Lisbon and is consistent with the Waukesha County Comprehensive Development Plan. The subject site is also listed on the park and open space plan as current Town ownership, while the parcel is Town owned it was not the intention of the Town of hold the land for park uses.

Village of Richfield ETZ: The subject site is in the Village of Richfield ETZ area and the applicant has submitted an application to the Village.

Recommendation

The Town should consider the items listed above, then either approve, conditionally approve, or hold over the Applicant's Preliminary Plat application until any concerns have been met. Planning staff recommend including an overview page of the preliminary plat that contains the basic information and four supporting larger scale drawings containing more detail plat information (contours, owner names,

Planning staff recommends the following conditions of approval.

1. Approval from all applicable Town Staff, Waukesha County reviewing departments, Village of Richfield, and other applicable reviewing agencies.
2. Revis the name of the plat to "Preliminary Plat of Haass Farms"
3. Include a preliminary plat symbol legend.
4. Removal of fire tanks locations if the applicant selects the fee in lieu of option.
5. Include a percolation test location for each proposed lot.
6. Label the building and structures to be removed.
7. Locate the general location of Onsite Soil Absorption Sewage Disposal System (OSASDS) envelops for each lot. Identify any differences for Lot 1 and Lot 31.
8. Note 11 should be revised to include the references to the impacted lots.
9. Revise the Surveyor certificate to also include references to Wisconsin State Statutes 236 and Waukesha County.
10. Include the following additional notes:

June 6, 2019
Page 4 of 4

1. All wells shall be located within 50' of the front lot line to ensure proper separation to septic systems and stormwater management systems.
2. Utility easements shall be determined by the utility companies and included in the final plat.
3. Per the Wisconsin Historic Preservation database and State Archeologist, there are no reported archeological site on the site.
4. The 30-foot wide Landscaping Easement is granted to the Haass Farms Homeowners Association.
5. Outlot 1 contains Landscaping and stormwater easement.
6. Outlots 2-6 contains stormwater easement.

Informational: The County approval process includes, but is not limited to submitting the following.

- A soil percolation test for every lot.
- A completed Waukesha County Department of Parks and Land Use Subdivision Plat Submittal Form.
- A "Preliminary Storm Water Review Letter" from the Land Resources Division, in accordance with the Waukesha County Storm Water Management and Erosion Control Ordinance.
- Review of the Land Division Checklist.
- Subdivision Review Fee.

Should the County approve or conditionally approve the Preliminary Plat, the Applicant will then move to the next phase of the land development process with the Town, which is Final Plat approval subject to the conditions and requirements listed in the Town of Lisbon Land Division and Development Ordinance.



107 PARALLEL STREET
BEAVER DAM, WI 53916

1115 S MAIN STREET
WEST BEND, WI 53095

920-356-9447
FAX 920-356-9454
KUNKELENGINEERING.COM

May 30, 2019

Sent Via: Email

Gina Gresch, Town Administrator
Town of Lisbon
W234 N8678 Woodside Road
Lisbon, WI 53089

RE: Preliminary Plat Review | Haass Farms

Dear Ms. Gresch,

On behalf of the Town of Lisbon, Kunkel Engineering Group has undertaken a review of the Plan Commission Application for a Preliminary Plat Review of the development of Haass Farms as prepared by Pinnacle Engineering Group and submitted for review by Mike Kaerek, MK/S-EP, LLC.

Documentation received for review include:

- Preliminary Plat
- Engineering Improvement Plans
- Stormwater Management Plan
- Stormwater Infiltration Testing Report
- Seasonal High Groundwater Determination Report
- Plan Commission Application for Preliminary Plat Review

It appears that all documentation is in order and in compliance with the Town of Lisbon Land Division Review Checklist and Waukesha County Code of Ordinance requirements. It is suggested that the preliminary plat be approved based on the following contingencies:

- Revise the Preliminary Plat sheet name as it is redundant with the project plan set cover page.
- Sheet C-6 label the storm pipe proposed between CB 1.0 and Manhole Inlet 2.0.
- Sheet C-6 label the storm pipe proposed between CB 4.0 and Manhole Inlet 3.0.
- Sheet C-9 label the storm pipe proposed between CB 25.0 and CB 26.0.
- Sheet C-18 relocate labels so they can be easily read, specifically in stormwater outlet 3 and hatched areas. Label the storm pipe and structures proposed between MH 40.0 and Monarch Drive.
- Sheet C-19 relocate labels so they can be easily read. Specifically, in stormwater outlet 1 and 2.
- Provide the Town documentation of all approved State, County and/or Municipal permits.

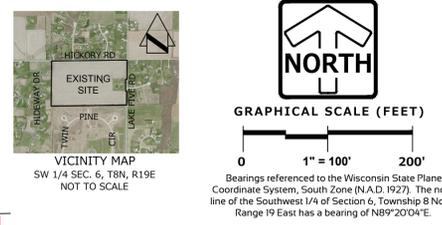
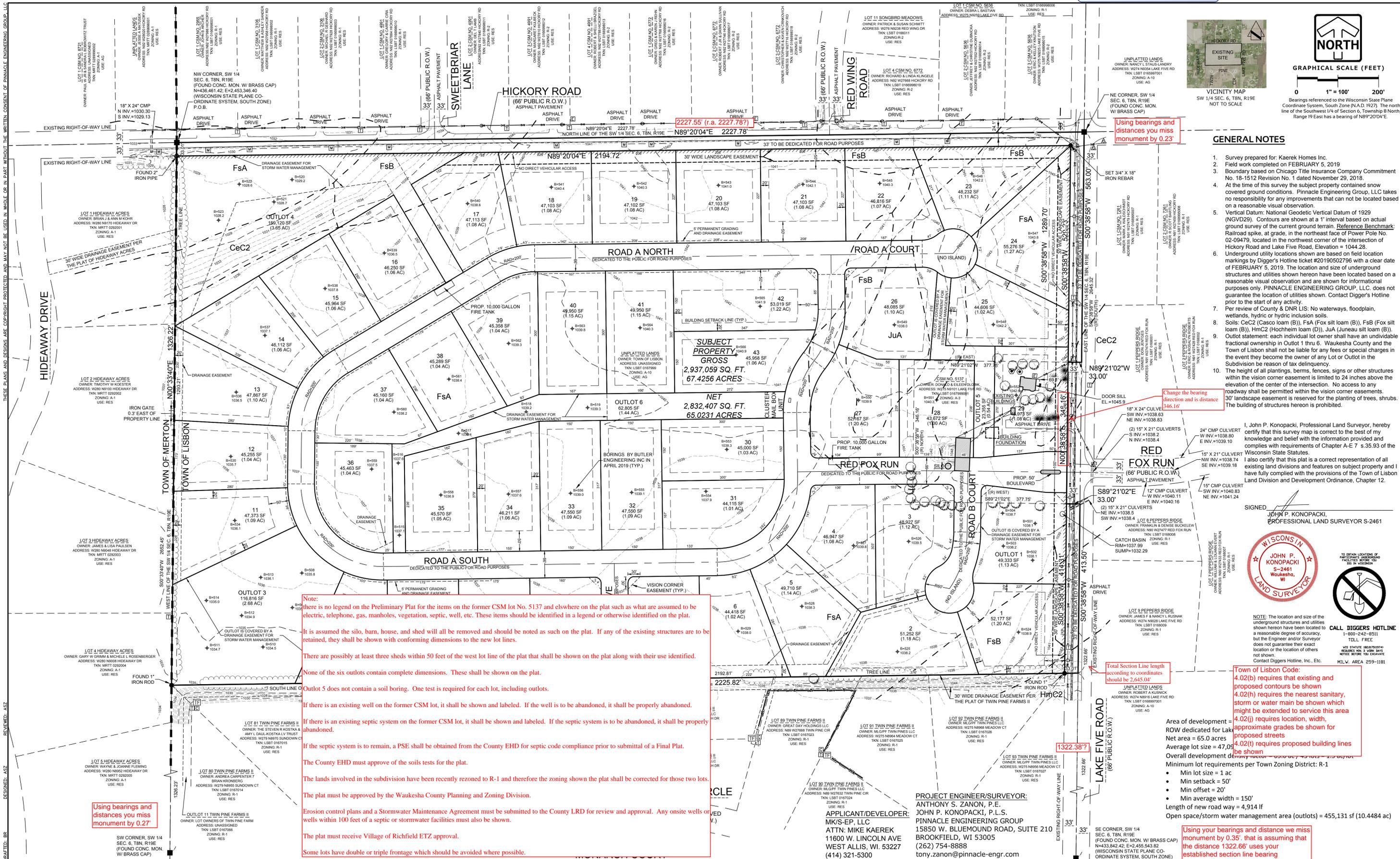
Gina, should you have any questions, please contact me your convenience.

Sincerely,

KUNKEL ENGINEERING GROUP

Jackie Kohn – Born, PE
Design Engineer

cc: Dan Green, Town Clerk



GENERAL NOTES

- Survey prepared for: Kaerek Homes Inc.
- Field work completed on FEBRUARY 5, 2019
- Boundary based on Chicago Title Insurance Company Commitment No. 18-152 Revision No. 1 dated November 29, 2018.
- At the time of this survey the subject property contained snow covered ground conditions. Pinnacle Engineering Group, LLC takes no responsibility for any improvements that can not be located based on a reasonable visual observation.
- Vertical Datum: National Geodetic Vertical Datum of 1929 (NGVD29). Contours are shown at a 1' interval based on actual ground survey of the current ground terrain. Reference Benchmark: Railroad spike, at grade, in the northeast face of Power Pole No. 02-09479, located in the northwest corner of the intersection of Hickory Road and Lake Five Road, Elevation = 1044.28.
- Underground utility locations shown are based on field location markings by Digger's Hotline ticket #20190502796 with a clear date of FEBRUARY 5, 2019. The location and size of underground structures and utilities shown hereon have been located based on a reasonable visual observation and are shown for informational purposes only. PINNACLE ENGINEERING GROUP, LLC does not guarantee the location of utilities shown. Contact Digger's Hotline prior to the start of any activity.
- Per review of County & DNR LIS: No waterways, floodplain, wetlands, hydroic or hydroic inclusion soils.
- Soils: CeC2 (Casco loam (B)), FSA (Fox silt loam (B)), FSB (Fox silt loam (B)), HmC2 (Hochohem loam (D)), JuA (Juneau silt loam (B)).
- Outlot statement: each individual lot owner shall have an undivided fractional ownership in Outlot 1 thru 6. Waukesha County and the Town of Lisbon shall not be liable for any fees or special charges in the event they become the owner of any Lot or Outlot in the Subdivision be reason of tax delinquency.
- The height of all plantings, berms, fences, signs or other structures within the vision corner easement is limited to 24 inches above the elevation of the center of the intersection. No access to any roadway shall be permitted within the vision corner easements. 30' landscape easement is reserved for the planting of trees, shrubs. The building of structures hereon is prohibited.

I, John P. Konopacki, Professional Land Surveyor, hereby certify that this survey map is correct to the best of my knowledge and belief with the information provided and complies with requirements of Chapter A-E 7. s.35.93 of the Wisconsin State Statutes.

I also certify that this plat is a correct representation of all existing land divisions and features on subject property and I have fully complied with the provisions of the Town of Lisbon Land Division and Development Ordinance, Chapter 12.



NOTE: The location and size of the underground structures and utilities shown hereon have been located to a reasonable degree of accuracy, but the Engineer and/or Surveyor does not guarantee their exact location or the location of others not shown. Contact Digger's Hotline, Inc., Etc.

CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE
MILWAUKEE, WI 53201
MLV, AREA 259-1181

Town of Lisbon Code:
4.02(b) requires that existing and proposed contours be shown
4.02(h) requires the nearest sanitary, storm or water main be shown which might be extended to service this area
4.02(j) requires location, width, approximate grades be shown for proposed streets
4.02(i) requires proposed building lines be shown

Area of development = 65.02 acres
ROW dedicated for Lake Five Road = 65.0 acres
Average lot size = 47,000 sq. ft.
Overall development density = 1.00 units per acre
Minimum lot requirements per Town Zoning District: R-1

- Min lot size = 1 ac
- Min setback = 50'
- Min offset = 20'
- Min average width = 150'

Length of new road way = 4,914 ft
Open space/storm water management area (outlots) = 455,131 sf (10.4884 ac)

Using your bearings and distance we miss monument by 0.35', that is assuming that the distance 1322.66' uses your established section line bearing

Note:
there is no legend on the Preliminary Plat for the items on the former CSM lot No. 5137 and elsewhere on the plat such as what are assumed to be electric, telephone, gas, manholes, vegetation, septic, well, etc. These items should be identified in a legend or otherwise identified on the plat.

It is assumed the silo, barn, house, and shed will all be removed and should be noted as such on the plat. If any of the existing structures are to be retained, they shall be shown with conforming dimensions to the new lot lines.

There are possibly at least three sheds within 50 feet of the west lot line of the plat that shall be shown on the plat along with their use identified.

None of the six outlots contain complete dimensions. These shall be shown on the plat.

Outlot 5 does not contain a soil boring. One test is required for each lot, including outlots.

If there is an existing well on the former CSM lot, it shall be shown and labeled. If the well is to be abandoned, it shall be properly abandoned.

If there is an existing septic system on the former CSM lot, it shall be shown and labeled. If the septic system is to be abandoned, it shall be properly abandoned.

If the septic system is to remain, a PSE shall be obtained from the County EHD for septic code compliance prior to submittal of a Final Plat.

The County EHD must approve of the soils tests for the plat.

The lands involved in the subdivision have been recently rezoned to R-1 and therefore the zoning showing the plat shall be corrected for those two lots.

The plat must be approved by the Waukesha County Planning and Zoning Division.

Erosion control plans and a Stormwater Maintenance Agreement must be submitted to the County LRD for review and approval. Any onsite wells or wells within 100 feet of a septic or stormwater facilities must also be shown.

The plat must receive Village of Richfield ETZ approval.

Some lots have double or triple frontage which should be avoided where possible.

Using bearings and distances you miss monument by 0.27'

Total Section Line length according to coordinates should be 2,645.04'

1322.38?'

DESIGNED: BR
DRAWN: BR
CHECKED: ASZ
REVIEWED: ASZ
THESE PLANS AND DESIGNS ARE COPYRIGHT PROTECTED AND MAY NOT BE USED IN WHOLE OR IN PART WITHOUT THE WRITTEN CONSENT OF PINNACLE ENGINEERING GROUP, LLC.

www.pinnacle-engr.com
PRELIMINARY PLAT
© COPYRIGHT 2019

PINNACLE ENGINEERING GROUP
ENGINEERING | NATURAL RESOURCES | SURVEYING

PLAN | DESIGN | DELIVER
www.pinnacle-engr.com

WISCONSIN OFFICE:
15850 W. BLUEMOUND ROAD
BROOKFIELD, WI 53005
(262) 754-8888
CHICAGO | MILWAUKEE | NATIONWIDE

HAASS FARMS
TOWN OF LISBON, WAUKESHA CO., WI

PRELIMINARY PLAT

PROJECT ENGINEER/SURVEYOR:
ANTHONY S. ZANON, P.E.
JOHN P. KONOPACKI, P.L.S.
PINNACLE ENGINEERING GROUP
15850 W. BLUEMOUND ROAD, SUITE 210
BROOKFIELD, WI 53005
(262) 754-8888
tony.zanon@pinnacle-engr.com

APPLICANT/DEVELOPER:
MK/S-EP, LLC
ATTN: MIKE KAERREK
11600 W. LINCOLN AVE
WEST ALLIS, WI 53227
(414) 321-5300

| NO. | DATE | DESCRIPTION |
|-----|----------|-------------------|
| 1 | 05-20-19 | ISSUED FOR PERMIT |

REVISIONS

PEC JOB NO: 1449.00-WI
REC PM: ASZ
START DATE: 05-20-19
SCALE: 1" = 100'

SHEET
C-1
C-1



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Town Board

ITEM DESCRIPTION: Discussion and necessary action to have Fahrner Asphalt Sealers apply GSB-88 to the roads in the Hillside Meadows Subdivision.

PREPARED BY: Joe DeStefano Jr.

REPORT DATE: 6/19/2019

RECOMMENDATION: To have Fahrner Asphalt Sealers apply GSB-88 to Hillside Meadows

EXPLANATION:

Over the last few years the Town has focused on bringing our road infrastructure to a higher level. To preserve our investment and add longevity to our roads, I would like to have Fahrner Asphalt Sealers apply GSB-88 surface treatment to the Hillside Meadows Subdivision which includes Wildwood Way and Conservancy Court. A subdivision that was paved in 2014 and is a prime candidate for this treatment. I feel this may be a great treatment that we can take advantage of going forward on the roads that were paved in the last few years.

GSB-88 is an asphalt rejuvenator that fends off the aging process. To make it simple, it is similar to seal coating your asphalt driveway to preserve it from cracking and seals it from water penetrating to the gravel base.

Our crack-fill/chip-seal budget is \$100,000. We are in a contract with Fahrner Asphalt Sealers do to the annual crack-filling for \$85,600. Leaving \$14,400 available. The estimate from Fahrner to apply the GSB-88 is \$8,340.

I would recommend the Board to have Fahrner apply GSB-88 to the Hillside Meadows Subdivision for a cost of \$8,340.

**The estimate and information flyer are attached in the packet.

Respectfully Submitted,

Joe DeStefano Jr.

Joe DeStefano Jr.

PROPOSAL / CONTRACT

Job. No. _____

Date: June 05, 2019



Pavement Maintenance Contractors

EEO/AA Employer

CORPORATE OFFICE: 1.800.332.3360

PLOVER, WI 54467
2800 Mecca Drive
Ph.: 715.341.2868
Fax: 715.341.1054

WAUNAKEE, WI 53597
316 Raemisch Road
Ph.: 608.849.6466
Fax: 608.849.6470

KAUKAUNA, WI 54130
860 Eastline Road
Ph.: 920.759.1008
Fax: 920.759.1019

EAU CLAIRE, WI 54703
8615 U.S. Hwy 12 W
Ph.: 715.874.6070
Fax: 715.874.6717

FREDERIC, WI 54837
3468 115th Street
Ph.: 715.653.2535
Fax: 715.653.2553

SAGINAW, MI 48601
2224 Veterans Memorial Pkwy
Ph.: 989.752.9200
Fax: 989.752.9205

DUBUQUE, IA 52002
7680 Commerce Park
Section C
Ph.: 563.556.6231
Fax: 563.588.1240

OAKDALE, MN 55128
7500 Hudson Blvd., Ste. 305
Ph.: 651.340.6212
Fax: 651.340.6221

Contact Name: JOE DESTEFANO

Contract Price \$8,340.00

PURCHASER: TOWN OF LISBON

TELEPHONE: (414) 531-3422

**ADDRESS: W234 N8678 WOODSIDE RD
SUSSEX, WI 53089**

**DESCRIPTION OF PROPERTY:
2019 GSB-88 PROJECT
W234 N8678 WOODSIDE RD
SUSSEX, WI 53089**

1. FAHRNER Asphalt Sealers, L.L.C. (CONTRACTOR) and PURCHASER agree that, CONTRACTOR shall furnish the labor and materials to complete certain construction in accordance with the following specifications:

**TOWN OF LISBON
GSB-88 (PER ATTACHED SPECIFICATION)**

Use self-propelled road sweepers to clean the pavement of dirt and debris. Apply GSB-88 at a rate of 0.10 - 0.15 gallons per square yard. Cures in approximately 1.5 hours depending on weather and application. Sand road immediately after application. ROADS MAY BE CLOSED TO TRAFFIC FOR A MINIMAL TIME, FAHRNER WILL TRY AND MAINTAIN OPEN TRAFFIC.

PRICING:
1.) WILDWOOD WAY.....\$4,800.00
2.) CONSERVANCY CT.....\$3,540.00
TOTAL \$8,340.00

This proposal may be withdrawn if not accepted and received by CONTRACTOR within 15 days of the date above and/ or at any time before performance of the work hereunder upon CONTRACTOR'S determination that the PURCHASER is not creditworthy.

- 2. If proposal is accepted please sign, retain one copy and forward a copy to our office.
- 3. The undersigned ("PURCHASER") agrees to pay CONTRACTOR the total price of \$8,340.00 and/or the unit prices specified above for the labor and materials specified above which payment shall be due upon completion of each stage of work. PURCHASER acknowledges that the specifications, conditions and price quotes specified above are satisfactory and hereby accepted.

Acceptance of this Proposal includes acceptance of all the terms and conditions on back.

CONTRACTOR:
Fahrner Asphalt Sealers, LLC:Cell: (608) 381-7117
Joe.Bass@fahrnerasphalt.com

PURCHASER:
I have read and understand the terms and conditions on both sides of this contract.

Joe Bass
(PRINT OR TYPE NAME)

(PRINT OR TYPE NAME)

By: Joe Bass
CONTRACTOR REPRESENTATIVE

By: _____
(PURCHASER AUTHORIZED REPRESENTATIVE)

Date: June 05, 2019

Date of acceptance: _____

TERMS AND CONDITIONS

NOTICE OF LIEN RIGHTS

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAWS, CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDING IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CONTRACTOR AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMS ARE DULY PAID.

ACCEPTANCE OF WORK

All labor and material is conclusively accepted as satisfactory unless excepted to in writing within seven (7) days of performance.

EXTRA WORK

All alterations or deviations from any of the terms of this contract shall be in writing and executed by the parties hereto. Any extra cost involved therein will become an extra charge to be paid by PURCHASER over and above the contract price.

PURCHASER'S RESPONSIBILITIES

PURCHASER acknowledges and understands that it shall be responsible for obtaining any and all permits which may be required in connection with performance of this Proposal/Contract. Where applicable, PURCHASER shall also be responsible for backfilling areas that border along the newly paved surface with appropriate material to eliminate potential cracking and uneven surface at the edge of the paved surface and for installing, replacing, maintaining and repairing shoulders. PURCHASER assumes all liability for any damages done to underground utilities and/or structures unless CONTRACTOR has been notified, upon acceptance of this Proposal, as to the specific location and depth of any such buried utility/structures.

Unless exempt, in accepting this Proposal/Contract, PURCHASER acknowledges that it shall comply with the requirements of all applicable federal, state, and local employment laws, executive orders, codes and regulations (the "Requirements") effective where the work and/or services are being performed including, but not limited to, 41 CFR §§ 60-1.4(a)(1)-(8), 60-1.4(b), 60-1.4(c) or their successors effective where this Proposal/Contract is performed. To the extent required by law, all provisions of the Requirements are hereby incorporated into and made a part of this Agreement and any applicable agreements of CONTRACTOR. To the extent applicable, the Requirements include, but are not limited to, (1) prohibition of discrimination because of protected veteran status, disability, race, color, religion, sex, sexual orientation, gender identity, national origin and because of inquiry or discussion about or disclosure of compensation, (2) affirmative action to employ and advance in employment individuals without regard to race, sex, disability, or protected veteran status, (3) compliance with the Employee Notice clause contained in 29 C.F.R. part 471, Appendix A to Subpart A, or its successors, (4) compliance with the EEO-1 and VETS-4212 reports filing requirements in 41 C.F.R. §§ 60-1.7 and 41 C.F.R. §61-300.10, or their successors, (5) compliance with paycheck transparency obligations of 48 C.F.R. § 22.2005, including the contract clause found at 48 C.F.R. § 52.222-60, which is incorporated by reference as if fully set forth herein, (6) other affirmative action in employment, (7) required/certified payrolls, (8) social security acts, (9) unemployment compensation acts, (10) worker's compensation acts, (11) equal employment opportunity acts and (12) the required contract provisions for Federal-Aid Construction Contracts, Form FHWA-1273, if applicable.

When applicable, PURCHASER and CONTRACTOR shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans. When applicable, PURCHASER and CONTRACTOR shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action covered by prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

INCLEMENT WEATHER

Inclement weather may alter the completion of the work to be furnished hereunder. Furthermore, special consideration should be given if work is to be performed before May 1 or after October 15 in light of less than desirable weather conditions which could potentially impair the quality of the work performed hereunder.

WARRANTY

All material is guaranteed to be as specified and all work is to be completed in a workmanlike manner according to standard practices. All labor and materials will be guaranteed against defect for one (1) year from date of installation. Due to Wisconsin winters and expansion and contraction of the ground, some cracking of the pavement may be experienced. There are no express or implied warranties of merchantability, quality, quantity or of fitness for any particular purpose, which extend beyond those specifically set out in this document.

All warranties are void if payment is not made as stipulated.

DELINQUENCY CHARGE

Payment is due and payable upon completion of each stage of the work. If PURCHASER defaults on the payment required, PURCHASER will be liable for all costs of collection, including reasonable attorney's fees, and a delinquency charge on the balance at the maximum rates allowed by law. If PURCHASER is an organization as defined by Wis. Statutes, Section 421.301(28), the Delinquency Charge rate shall be 1.5% per month (18% APR) plus all costs of collection, including reasonable attorney's fees. CONTRACTOR retains title to all merchandise covered by this Agreement until full payment is received according to the above terms of sale. PURCHASER consents in any action or legal proceeding relating to this Contract commenced by the CONTRACTOR to the personal jurisdiction of any court that is either a court of record in the State of Wisconsin or a court of the United States located in the State of Wisconsin. It is hereby agreed that no legal action with respect to this contract may be brought by either party later than one (1) year after the cause of action accrues and that the party asserting such a legal action shall be barred from any remedy thereto.

INDIVIDUAL LIABILITY

The undersigned PURCHASER agrees to be individually liable for all terms of the Agreement, regardless of whether he or she signs individually or as an agent for the owner of the property upon which the work is being performed or for any other individual, partnership or corporation.

PRODUCT INFORMATION AND MAINTENANCE

Since the asphalt in blacktop needs time to harden and cure, usually 6-12 months, your asphalt pavement will remain soft and pliable during warm weather. During this time, don't park in the same spot every time and do not turn your steering wheel back and forth when your car is not moving. It is not unusual to experience some cracking over the winter due to the contraction and expansion of the ground, especially over culverts, pipes, electric wires, etc. Avoid gasoline and petroleum product spills as they will destroy your pavement. If spills do occur, immediately flush with lots of soapy water. If you decide to seal coat your pavement, wait until the summer following installation.

BINDING EFFECT

This Agreement shall be binding upon the parties hereto, their heirs, personal representatives, successors and assigns.

ENTIRE AGREEMENT

The entire contract is embodied in this writing. This writing constitutes the final expression of the party's agreement, and is a complete and exclusive statement of that agreement. In the event that any term of this contract is unenforceable, the remaining terms of the contract shall still be in full force and effect.



EEO/AA (W/M/Vets/Disability) Employer

An Industry Leader

Pavement Maintenance Contractors

GSB-88

What is it?

ASI's GSB-88 is an emulsified, gilsonite modified, pavement sealer and rejuvenator, and is one of the most environmentally sound pavement preservation products on the market. GSB-88 has a well-documented, 22 year history of performance and its use is expanding tremendously nationwide. It has been thoroughly tested by groups such as the FAA, United States Navy, and the Army Corp. of Engineers. It is successfully utilized by cities, counties, states, contractors, and airfields around the world. Effective in early stage pavement preservation, it is the ideal product to fend off the aging process that starts immediately after construction is completed.



GSB-88 is formulated using natural occurring asphalt that has not been subjected to the oil refining processes that can deplete many of the elements beneficial to sustaining a quality, long lasting pavement. This unique formulation, when applied in a timely, systemic manner, will provide years of extended life to your asphalt pavements, significantly delaying expensive repair and replacement procedures. GSB-88 offers the introduction and reintroduction of oils and resins lost in the oxidization process, as well as superior binding, coating, and protection that only GSB-88 products can offer. While the maltenes rejuvenate the pavement, the Gilsonite asphalt seals the voids in the pavement and protects the pavement from harmful effect of water and sunlight.

Unlike many fog seals and rejuvenators the GSB-88 system has minimal effect on the skid resistance of the pavement which makes the application of sand an option and not a requirement. GSB-88 can be applied on the same road many times to extend the life of a pavement and has no problems with delamination. The product provides a durable, yet flexible top coat with a long-lasting anti-oxidative seal (unlike a normal sealcoat that is not flexible). GSB-88 beautifies your pavement by drying to an absolute black. Affordably priced, GSB-88 is your "common sense" maintenance sealant for higher traffic pavements.



Where to Apply GSB-88

GSB-88 is easily applied using standard asphalt distributors and spray equipment, and cures in a matter of just a few hours.

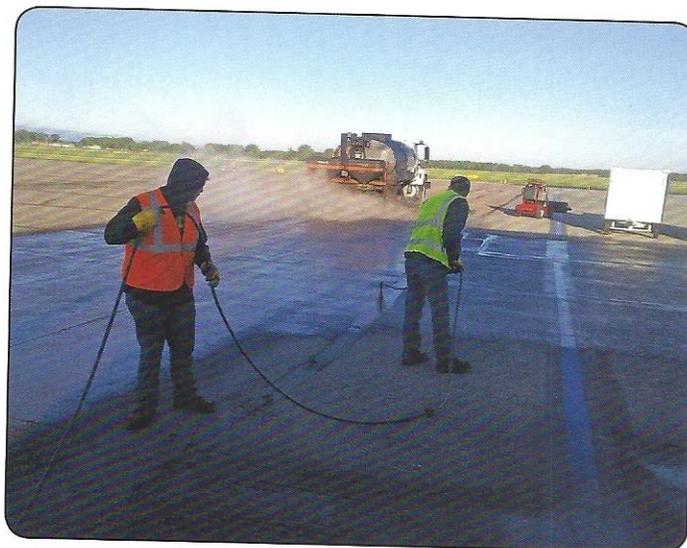
Types of asphalt that have been treated with GSB-88 are:

- ◆ Airport Runways and Taxiways
- ◆ City Street
- ◆ County and Town Roads
- ◆ High Volume State Highways
- ◆ Parking Lots
- ◆ Chips Seals, Micro Surfacing, Slurry Seals
- ◆ Areas where loose rock from Chip Seals and the Roughness of a Micro Surfacing are not acceptable
- ◆ GSB-88 has been applied to all types of asphalt that range from 1-6 years old depending on condition.

GSB-88



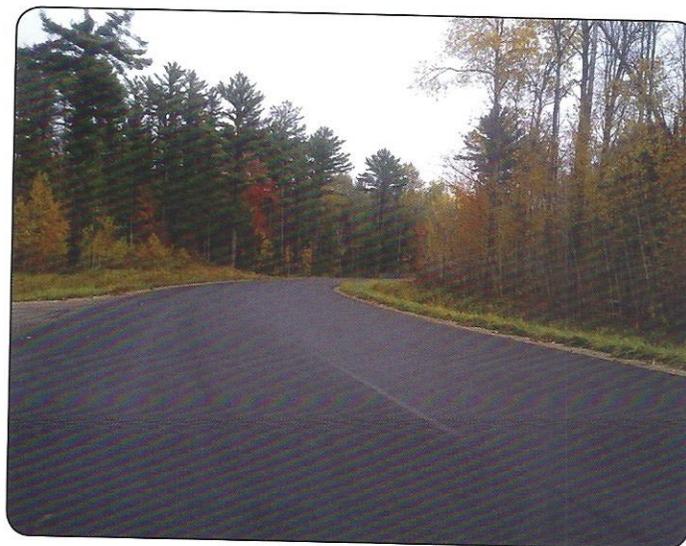
- ◆ **Step One:** Clean asphalt surface so it is free of all debris.



- ◆ **Step Two:** Hand spray around concrete curbs, lights, etc.



- ◆ **Step Three:** Apply GSB and sand to mainline areas.



- ◆ **Step Four:** Let surface dry, broom excess sand, open project to traffic.

Reminder: GSB-88 is not meant to be a corrective system for a failed or failing road. It is meant to be applied on a newer road to prolong the life of the asphalt which will then extend the time before a Chip Seal, Slurry Seal, Micro Surface, or overlay is needed.



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