

**Minutes of the Town Board Meeting
Town of Lisbon, Town Hall
Monday, July 22, 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 and Beal. Also present: Dan Green, Town Clerk and Gina Gresch, Town Administrator. Excused: Supervisor Plotecher.

Comments from citizens present.

Brad Willman, Tomahawk Drive – Stated Administrator Gresch spoke with Dan Lindstrom today regarding the two conditions he was requesting the board waived. He explained the CSM's sole service is to bring lot lines up to date from previous land divisions. He also wants to make sure that the setbacks for all lots are met. In working with the engineering firm to incorporate amendments into the document there were two bullet points in which he asked the board to waive. Mr. Willman stated that according to Mr. Lindstrom the request would not be out of line but did not want to give a formal recommendation. The two bullet points were:

- CSM to show exact length and bearing of the centerlines for Tomahawk Drive and Bittersweet Drive, along with the type and elevation of any existing street pavement and any legally established centerline elevations.
- CSM to show location, size, and invert elevation of any existing sanitary or storm sewers, culverts, and drain pipes, and the location of manholes, catch basins, hydrants, power and telephone poles, and the location and size of any existing water and gas mains within the exterior boundaries of the CSM or immediately adjacent thereto.

These locations and documents are already available on the subdivision plat and the approval of waiving these conditions would prevent the surveyor having to do more topography and adding additional costs.

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. July 8, 2019 Town Board minutes
- ii. Operator's Licenses
- iii. Waukesha County Data Processing Services, Property Tax Assessment & Billings

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

Approval of Bills.

Motion by Supervisor Moonen to approve the July 22, 2019 check register as presented. Seconded by Supervisor Gamiño. Motion carried, 4-0.

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 –

miPAY GOING LIVE NEXT MONTH

One of the many features with the updated accounting software we are going to begin using next month is called miPay. miPay is a hosted secure online portal, with login and password credentials as well as two-factor authentication. Paper paystubs and W2's are eliminated through the miPay online application which allows individual employees to be notified via email when their paystub is available and also allows W4 changes and address changes. Employees do have the option to receive their W2 electronically. If they choose not to, it will be mailed to them. Those who receive a paper check will continue to receive that, but they will still receive the email notification and have access to the site. This site also gives the employee the means to access their transactions like when they need to prove income because the files are accessible as a PDF. Using the miPay site will eliminate the need for printing the paystubs saving paper, not having to use envelopes as well as the postage. Not only does this save some money, it also saves staff's time, making them more efficient. Staff is excited to offer this to employees because it provides an audit trail of any W4 changes requested, especially for those who can't make it to Town Hall during business hours.

Town Clerk –

Possible Polling Location Change

I will be meeting with the pastor of Redeemer United Church for a potentially new polling location for Wards 2 and 3. The Town currently utilizes Hamilton High School; however with schools beginning to phase out municipalities using their facilities for voting, we are anticipating this changes sooner than later. There are also concerns with Hamilton hosting large rehearsals in the middle of an election and parking/traffic during those times. I will keep the board notified as to how this issue progresses.

Meetings/Trainings

Last week Amy and I attended the Clerk's Institute in Green Bay. Amy will be graduating from Treasurers Institute next year and I completed my Treasurers Completion on Friday. On July 25 I will be attending a meeting hosted by the County Clerk to review electronic poll books along with other legislative updates.

Fire Department – Chairman Osterman reviewed the Fire Department reports, statistics and meetings attended.

Supervisor's Reports.

Supervisor Beal – The Sanitary District has their next meeting on July 21st at Richard Young Fire Station.

Unfinished Business.

Discussion and necessary action on a contract with Grota Appraisals for regular assessment services.

Clerk Dan Green reviewed the three year, four year and 5 years contract options with Grota Appraisals. He explained the three year breakdown per year was cheaper than the 5 year breakdown due to future development and potentially more evaluations as subdivisions are completed. The board questioned the breakdown of fees as the same amount through the 5 years. Gina Gresch explained this is the way staff broke down the payment to reflect what the Town would need to budget for.

Motion by Supervisor Moonen to approve the 5-year contract with Grota Appraisals, LLC for Maintenance of Assessment Records and Application of Use Value for a total yearly cost not to exceed \$37,800 and approve the Revaluation Contract for a cost not to exceed \$65,900. Seconded by Supervisor Gamiño. Motion carried, 2-1. With Supervisor Beal opposing and Chairman Osterman abstaining.

Discussion and necessary action on a contract with Grota Appraisals for a Market Update Revaluation at a cost not to exceed \$65,900.

Action taken for this item was taken in the previous item's motion.

New Business.

Discussion and necessary action the recommendations from the Plan Commission for the following items:

- i. **Certified Survey Map to clean up property lines for Brad and Brooke Wilman, N93W25447 Tomahawk Drive, LSBT 0157.138.001, and recommendation to Waukesha County of the same.**

Administrator Gresch explained this was a CSM for a lot line adjustment. She also agreed that the two conditions expressed by the applicant could be waived as there is no new development as a result of the CSM. Supervisor Beal asked why the neighbors were doing the CSM. Administrator Gresch explained they are cleaning up lines and gaps in the legal description. Supervisor Beal questioned if they were planning on adding anything like an accessory building or garage. Mr. Wilman stated he was not sure, but possibly in the future.

Motion by Chairman Osterman to approve the Certified Survey Map to clean up property lines for Brad and Brooke Wilman, N93W25447 Tomahawk Drive, LSBT 0157.138.001, and recommendation to Waukesha County of the same with the exception of the two conditions. Seconded by Supervisor Moonen. Motion carried, 4-0.

- ii. **Conditional Use for a Major Grading Permit from Michael Manke on behalf of Kevin and Colleen Shanahan, W252N4885 Aberdeen Drive, LSBT 0276.049.**

Administrator Gresch explained the major grading plans have been reviewed by Kunkel Engineering and they had four conditions which they will do on an onsite inspection.

Motion by Supervisor Moonen to approve the Conditional Use for a Major Grading Permit from Michael Manke on behalf of Kevin and Colleen Shanahan, W252N4885 Aberdeen Drive, LSBT 0276.049. Seconded by Chairman Osterman. Motion carried, 4-0.

- iii. **Certified Survey Map for the Town of Lisbon, N63W22039 County Road F, LSBT 0241.999, and recommendation to Waukesha County of the same.**

Chairman Osterman explained this is the CSM for the Lied's parcel which was approved at the last Plan Commission meeting.

Motion by Chairman Osterman to approve the Certified Survey Map for the Town of Lisbon, N63W22039 County Road F, LSBT 0241.999, and recommendation to Waukesha County of the same. Seconded by Supervisor Gamiño. Motion carried, 4-0.

- iv. **Certified Survey Map Re-Approval for a change in ownership for Jason and Michelle Frederick, W263N6314 Ridge Drive, LSBT 0257.995.001.**

Administrator Gresch explained this CSM was approved by the Plan Commission and Town Board for a different owner. Since then the owner sold the property and did not record the CSM, so the applicant is looking for the same CSM with a different name.

Motion by Supervisor Moonen to approve the Certified Survey Map Re-Approval for a change in ownership for Jason and Michelle Frederick, W263N6314 Ridge Drive, LSBT 0257.995.001. Seconded by Supervisor Beal. Motion carried, 4-0.

v. Developer's Agreement for the Haass Farms Subdivision, Mike Kaerek, Kaerek Homes, for the properties located at W275N9101 Lake Five Road, Hartland, LSBT 0167.999.001 and 0167.999.

Administrator Gresch explained the Developer's Agreement was sent to the Town Engineer, Town Planner and Town Attorney. The developer had minor concerns and there were some minor changes which were approved by staff. The exhibits will be coming in at a later date. They are still working with Waukesha County on the preliminary plat approval.

Motion by Supervisor Beal to approve the Developer's Agreement for the Haass Farms Subdivision, Mike Kaerek, Kaerek Homes, for the properties located at W275N9101 Lake Five Road, Hartland, LSBT 0167.999.001 and 0167.999. Seconded by Supervisor Moonen. Motion carried, 4-0.

A. Discussion and necessary action to create a \$50 late filing fee for all renewable licenses with a deadline, excluding Operator's Licenses, by adopting Resolution 09-19, Resolution Updating the Fee Schedule, for the same.

Clerk Dan Green explained that in order for applications for four specific licenses be submitted on a timely basis, he is looking to implement a late fee for those not filed within the deadline designated on the initial letter to the applicants. Supervisor Gamino and Moonen had concerns that the verbiage of the resolution and the fee schedule could make it appear the late fee was for more than the four licenses described in the memo. The board asked if this could come back at the next meeting with further clarification on the fee schedule.

Motion by Supervisor Beal to defer "Discussion and necessary action to create a \$50 late filing fee for all renewable licenses with a deadline, excluding Operator Licenses, by adopting Resolution 09-19, Resolution Updating the Fee Schedule, for the same" to the next Town Board meeting. Seconded by Chairman Osterman, motion carried 4-0.

Adjournment.

Motion by Supervisor Gamiño to adjourn the Monday, July 22, 2019 Town Board of Supervisors meeting at 7:04 PM. Seconded by Osterman. Motion carried, 4-0.

Respectfully submitted,

Dan Green, WCMC
Town Clerk