

**Minutes of the Town Board Meeting  
Town of Lisbon, Town Hall  
Monday, August 26, 2019  
6:30 p.m.**

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

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

**Comments from citizens present.** None.

**Consent Agenda. 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. August 15, 2019 Town Board minutes
- ii. Operator's Licenses
- iii. Picnic License for Badgerland Water Ski Team, Saturday, November 9, 2019 at Ausblick.

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

**Approval of Bills.**

*Motion by Supervisor Plotecher to approve the August 26, 2019 check register as presented. Seconded by Supervisor Beal. Motion carried, 4-0.*

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

Chairman Osterman reviewed the list of upcoming Town meetings.  
Email from park department employee.

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

**Administrator** - The Budget Workshop dates have been re-arranged to having two meetings a week, with a week off in-between, which is the week of a regularly scheduled board meeting. Having two a week would give the Treasurer and me a little more time to make any adjustments before the 3rd and 4th workshop. This also keeps us on the original timeline of publishing the budget and getting it to the paper.

After some discussions with Chairman Osterman and Assessor Grotta, we feel we should hold off on doing the revaluation until 2021, after we incorporate. We are still in compliance but then this will have to be done in 2021. We can add this to another agenda for discussion if the board chooses.

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

**Treasurer –**

Treasurer Buchman explained that the Town is now allowing credit card payments for ambulance billing. She reviewed trainings she attended including "myView" from our accounting software which allows department heads to view budget information in real time. She will be able to set up accounts for Board members for this as well. She also finished her 2<sup>nd</sup> year at the UW Green Bay Treasurer's Institute.

She will be sending out paramedic invoices for their training. At the end of June the Town collected 75% of revenues. She explained currently expenditures are at 43% of the budget. She also explained the Town has made \$51,000 in interest which is 88% of what was totaled last year and double what was collected in 2017. There were also 250 invoices dating back to 2004 that are still open in accounts receivable and she explained which ones were written off and what were still open. She is now going through the process of sending letters to

those who owe to collect. She explained options for collecting monies owed including possibly collecting driver's license numbers or holding occupancy permits until their Plan Commission bills are paid. These bills cannot be held with their taxes.

The Town Board discussed other options for their money markets including the possibility of changing banks to get a better rate. Treasurer Buchman will look further into this option.

### **Supervisor's Reports.**

**Supervisor Beal** – Ms. Beal explained the Sanitary District had a meeting on Wednesday night. Half of the attendance were residents with grinder pumps and half did not. The most vocal were those with grinder pumps. She will report next month after the Sanitary District does more research.

**Supervisor Moonen** – Mr. Moonen explained that if trees are marked with red X's they will be taken down by the DPW.

### **New Business.**

#### **Discussion and necessary action on a Consultant – Client Fee Contract with Lanser Public Affairs.**

Administrator Gresch explained Mary Claire Lanser used to be the Mayor of New Berlin has created public relations firm. The Town has come to a point where they we need help getting information out and need to know how quickly, when and want to get people involved. Chairman Osterman and Ms. Gresch met with Ms. Lanser a couple weeks ago to review what they want her to do. They both felt she will be the best person to work with the Town on this. The cost will be either \$1,000 a month or \$8,000 total. She will meet with residents, setup coffee clutches, and come up with different ideas to get the word out to residents. Administrator Gresch recommended approval. Chairman Osterman explained he felt comfortable moving forward with her.

*\*\*Tedia arrived 6:59 PM\*\**

Supervisor Beal stated it was a good idea as the Town does not have a lot of experience with the advertising piece. Supervisor Plotecher asked if the attorney reviewed the contract in which Administrator Gresch stated was a simple one page contract. Supervisor Moonen asked if there were any guarantees or a managed service plan as far as the number of hours devoted to this project. Ms. Gresch explained that she will work as many hours as it takes but she also has a lot of outside contacts who have expressed interest in helping the Town. Supervisor Beal asked if we should expect additional costs which Chairman Osterman stated is plausible. Administrator Gresch stated we can also terminate the contract if she is not holding up her end of the bargain. She also explained she is very easy to talk to and would be happy to talk to any of the Board members if they have questions.

*Motion by Supervisor Beal to approve a contract with Lanser Public Affairs for \$1,000 a month for consulting services. Seconded by Supervisor Moonen. Motion carried, 5-0.*

#### **Discussion and necessary action on Resolution 13-19, "Resolution Changing the Wards 2 and 3 Polling Location from Hamilton High School to Redeemer United Church of Christ at W220N4915 Townline Road".**

Clerk Dan Green explained this was brought forward at the last meeting and this is the Resolution to officially make the change for the polling location. He explained that this will provide the voters with more parking and an uninterrupted voting location. Supervisor Moonen asked about insurance which Mr. Green explained that we will have to provide a certificate of insurance which holds the church as an additional insured during Election Days.

*Motion by Supervisor Moonen to approve the Resolution Changing the Wards 2 and 3 Polling Location from Hamilton High School to Redeemer United Church of Christ at W220N4915 Townline Road. Seconded by Supervisor Beal. Motion carried, 5-0.*

**Discussion and necessary action on the request from the Village of Sussex to participate in a Cooperative Agreement.**

Chairman Osterman explained that he and Administrator Gresch met with Administrator Jeremy Smith and Village Chairman Greg Goetz last Thursday. They met for 45 minutes and went back and forth on a few issues. The Village of Sussex wants to do a new border agreement and modify the borders that makes sense for both sides. They also discussed sewer and water and set a date to meet again, September 4<sup>th</sup>. He stated he does not recommend pursuing a cooperative agreement at this time. At the meeting Chairman Osterman explained he asked Sussex to stop interfering with the Town's incorporation efforts in which they stated they would not.

Chairman Osterman explained the Board passed the resolution stating those lands outlined in the border agreement would go to Sussex but their administrator does not think we will honor it. The Chairman understood where there would be some concerns, but the Village wants those lands before the incorporation goes through. After the meeting on September 4, there will be another update to the Town Board.

*Motion by Supervisor Gamino to convene into Closed Session pursuant to Wisconsin Statutes. Seconded by Supervisor Moonen, motion carried by roll call vote.*

**ROLL CALL VOTE:**

*Chairman Osterman: Yes  
Supervisor Gamiño: Yes  
Supervisor Moonen: Yes  
Supervisor Plotecher: Yes  
Supervisor Beal: Yes*

*Motion carried, 5-0. Town Board convened into Closed Session at 7:13 PM.*

**Motion to re-convene into Open Session to take possible action, if necessary, on items discussed in Closed Session deliberations.**

*Motion by Supervisor Gamino to reconvene into Open Session for possible action on Closed Session deliberations. Seconded by Supervisor Beal.*

**ROLL CALL VOTE:**

*Chairman Osterman: Yes  
Supervisor Gamiño: Yes  
Supervisor Moonen: Yes  
Supervisor Plotecher: Yes  
Supervisor Beal: Yes*

*Motion carried, 5-0. The Town Board reconvened into Open Session at 9:25 PM.*

**Adjournment.**

*Motion by Supervisor Gamino to adjourn the Monday, August 26, 2018 Town Board of Supervisors meeting at 9:26 PM. Seconded by Supervisor Beal. Motion carried, 5-0.*

Respectfully submitted,

Dan Green, WCMC  
Town Clerk