



**AMENDED: FRIDAY, AUGUST 23, 2019 @ 10:30 AM**

**Agenda  
Town Board Meeting  
Town of Lisbon, Town Hall  
Monday, August 26, 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. August 15, 2019 Town Board minutes
  - ii. Operator's Licenses
  - iii. Picnic License for Badgerland Water Ski Team, Saturday, November 9, 2019 at Ausblick.
- 5. Approval of Bills.**
- 6. Announcements/Correspondence.**
  - Meeting Schedule
  - Email from a parent of a Park Department summer help employee
- 7. Department Reports - Presentation of activity statistics and recently attended meetings.**
  - Administrator
  - Fire Department
  - Treasurer - Quarterly
- 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.**

**10. New Business.**

- A. Discussion and necessary action on a Consultant – Client Fee Contract with Lanser Public Affairs.
- B. 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".
- C. Discussion and necessary action on the request from the Village of Sussex to participate in a Cooperative Agreement.

**11. Discussion and necessary action to enter into Closed Session pursuant to Wisconsin Statute 19.85(1)(c),** Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically to review the Administrator's performance. **Continuing Closed Session Pursuant to Wisconsin Statute 19.85(1)(e),** deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, more specifically, to discuss terms of an agreement and negotiations with the Briohn Corporation involving the possible sale of a portion of Town lands (formerly the Lied's property).

**12. Discussion and necessary action to reconvene into Open Session for possible action on Closed Session deliberations.**

**13. 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, August 22, 2019

**RECOMMENDATION:**

Approval of the Consent Agenda items.

**EXPLANATION:**

**i. Town Board Meeting Minutes**

- August 15, 2019 Town Board minutes

**ii. Operator's License**

- Shantel Renee Grasso, Ironwood Golf Course

**iii. Picnic License**

- This is annual spaghetti dinner fall fundraiser for the Badgerland Water Ski Team that is held at Ausblick. The fundraiser is on Saturday, November 9, 2019. We do still need the signature, but will not release the license until the paperwork is signed.

I recommend approval of all of the Consent Agenda items.

**Minutes of the Town Board Meeting  
Town of Lisbon, Town Hall  
Thursday, August 15, 2019  
6:30 p.m.**

Chairman Osterman called the Town Board meeting to order at 6:31 PM.

**Roll Call:** Present: Chairman Osterman, Supervisors Gamiño, Moonen, Plotecher and Beal. Also present: Dan Green, Town Clerk, Gina Gresch, Town Administrator and Doug Brahm, Fire Chief.

**Comments from citizens present.** None.

**Donnette Mayrack N75 W27099 Oakwood Road:** Stated she was there to speak about Oakwood Road. She stated the Lake Country now made mention to curves in the road and disputed that. In 19 years that have only been 2 new properties added. There is not much of a traffic volume increase on Oakwood. She stated there possibly is more traffic with delivery drivers. There is only one speed limit sign on Oakwood Road and it is near the Lake Five intersection and there is no sign for west bound traffic. She explained perhaps people do not know the speed limit as they leave. She suggested adding signage instead of reducing the limit and possibly adding "limited site distance" signs or compromising at a 30 mph reduction. She expressed concerns about enforcing the new speed limit and stated she would not feel safer with a reduction of 10 mph. She opposes lowering the speed limit and expressed concerns about this subject creating a division in the neighborhood.

**Lauri Gitto W270N27048 Oakwood Court:** Stated she lives in the Court and feels it is a bigger issue to those on the road. Her two issues were crossing on the top of the hill which could be resolved by "children crossing" signs and hidden driveways. She stated this could be addressed by a sign saying "hidden driveway. She explained it may be more fruitful to target the areas that are the problem.

**Sara Christen N75W27095 Oakwood Road:** Stated she is opposed to reduction in the speed limit. She doesn't think it will make the road any safer with the few cars that travel the road. She explained every time she goes down that road she seldom sees anyone and thinks this is a moot point. She doesn't think it will prevent anyone from speeding and she echoes Laurie and Donnete's thoughts.

**Mike Sette W275N92863 Lake Five Road:** Stated he wants weight limits on Lake Five. He noticed semis are going down Lake Five and it is getting dangerous. He explained the road is not wide enough for semis in that area. He realizes the new development, but trucks should be able to go into and out of the subdivisions without getting a ticket. He recommends putting signs by Plainview Road and hickory and Lake Five Road.

**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 22 Town Board meeting minutes
- ii. Operator's Licenses

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

**Approval of Bills.**

*Motion by Supervisor Plotecher to approve the August 15, 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. Clerk Dan Green also added that a Joint Plan

Commission meeting with the Village of Merton will take place Tuesday, August 20 at 6:30 PM.  
Joe Osterman announced that the Village of Lannon's Board voted 6-0 to approve entering a Border Agreement.

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

**Administrator** – Administrator Gresch reviewed the dates for upcoming budget workshops. There will be five budget workshops in total: Police and Fire on September 9, Highway & Parks on September 16, Capital on September 23, Administration on September 30 and finalizing for the public hearing and Town Board meeting on October 7.

#### Employee Handbook

The updated employee handbook was sent to the labor attorney last week for his review. Also, when our Horton Group representative comes back from maternity leave later this fall, she will be creating a "benefits manual" for us for free. That will remove the benefits from the employee handbook, which really should be about employment, work environment and rules. At that time, I will bring both documents to the Town Board for review and approval.

**Building Inspection - From** May to August there were 435 total permits with 18 total new homes.

#### **Clerk –**

##### Polling Location Change Update

On Tuesday, July 23 I met with the pastor of United Church of Christ, Julie Eklund, to discuss the possibility of using it as a polling location to replace Hamilton School. Ms. Eklund was receptive to the idea and gave me a tour of their facility. The church would provide adequate parking, a great flow for residents to enter and exit the building, and little traffic concerns on Townline Road south of County Road K. In August I will be returning to this location to perform an accessibility survey required by the State to make sure that the specs of the building meet the requirements. The Town will need to pass a Resolution that changes the location officially. I would like to get this on the next Town Board Agenda so we can get something out in the next Newsletter to all residents informing them of the change. If the Board has any questions or concerns I would be happy to address them.

##### County Clerk Meeting Update

On Thursday, July 25 the Waukesha County Clerk held a meeting to review certain updates to Wisconsin Legislation and to give a brief demonstration on electronic poll books (Badger Books). I had originally seen a demo on this product two years ago and I was not impressed. This time, however, was a different story. Some improvements I noticed from the first time around was the CPU and printer are much less bulky and seem much easier to set up. Second, the hardware is a much better product than what was originally introduced. I have reservations about making any drastic changes before the Presidential Election, however, I would like to see Lisbon make this transition in 2021. The County Clerk also mentioned that a tablet style electronic poll book will be available in the future that may be a more cost effective option. The testimony from the Town of Waukesha Clerk, Kathy Nicholas, regarding the time saved on post-election work, the reduction in poll workers being used and the drastic reduction in errors on Election Day sold me on Badger Books.

**Public Works Department** – Joe Osterman reviewed the DPW report from Joe DeStefano. The Public Works department worked the second round of roadside mowing, stormwater projects in Mountain Shadows, Glen Ridge, Arrowhead Highlands and Lake Five Road. They also cut dead trees, cleaned up fallen trees, maintained the compost site, re-painted parking stalls at the Town Hall and Fire Station and cleaned sewer grates and culverts.

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

### **Unfinished Business.**

**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 this item was brought to the Board at the last meeting for approval. The Town Board recommended some changes to the fee schedule that specifically outlined late fees for specific licenses. These changes were made to the fee schedule and have been brought back to the Board for approval. Supervisor Gamino asked if there were any concerns from a legal standpoint in charging a late fee. There were none and other communities charge late fee for different licenses as well.

*Motion by Supervisor Gamino to approve creating a \$50 late filing fee for all licenses outlined by the Town Clerk by the adoption of Resolution 9-19, a Resolution Updating the Fee Schedule. Seconded by Supervisor Beal. Motion carried, 4-0.*

**New Business.**

**Discussion and necessary action on the recommendations from the Public Safety Committee:**

**i. Adopt Ordinance 12-19, Lower Speed Limit on Oakwood Road from 35mph to 25mph.**

Supervisor Plotecher explained the Public Safety Commission had a hard time as only two people showed up at the Public Safety Committee, one for and one against. Two of the Public Safety Committee members drove down Oakwood Road and missed the speed limit signs coming down the road. All the roads in subdivisions are 25 mph and that's how they came to this conclusion. Supervisor Beal asked if this was the only road that is not 25 MPH in any subdivision and if it should be changed to be consistent with other subdivisions.

Supervisor Gamino explained she would not want to go against the recommendation of the Safety Commission. She agreed that the change in speed limit may not change habits, but conversely didn't see any negatives to changing it besides not wanting it to be changed. She explained not all drivers are familiar with the road and might be a good idea to address blind corners as well. She said she was not hearing reasons why it would be a negative.

Chairman Osterman stated he was not one to lower speed limits. He said he drove Oakwood did 20 to 25 mph. He didn't know if 25 or 35 mph would necessarily make a difference on those hills. He explained he always thought it was 25 mph as it is next to a park and there are 30 homes on the road. Supervisor Plotecher stated the Public Safety thought about sending out a poll to the residents but did not want to hold this item up. The Public Safety Committee struggled with the fact that there were not a lot of people who used this road besides the home owners and people who use the Park, whose entrance is the first turn off of Oakwood Road.

Chairman Osterman stated the recommendation from the Public Safety Commission carries a lot of weight with him. Administrator Gresch added that the speed limit change was allowable because of the fact it abuts a park. If it did not, the speed limit would not qualify as a 25 mph zone. Supervisor Beal added she did not want to go against the Public Safety Commission and the Board relies on them for continuity. Supervisor Plotecher brought up a discussion at the Public Safety Commission that if a bad accident did happen and the Board had a chance to lower it, it would not look good for the Town. Chairman Osterman added that the Park being close is a bigger concern. He also warned against having this turn into a neighborhood war and that changing a speed limit might not make a difference as it didn't make one on Lake Five Road. Supervisor Gamino was surprised by the opposition as she would be happy to live on a road where the speed limit is 25 mph.

A resident stated the goal is to solve the problem if there is a problem. She stated she lived there 25 years and there has never been a problem and it seems like a small little thing, but it is a large little thing. Another resident came forward and explained that Oakwood Road is not a subdivision, it is a road. There is just one small

subdivision. A third resident came forward and explained that the neighborhood was surprised this was proposed. They did not understand why it was being introduced now. She stated if there was someone who was currently violating this she would understand but it has not been discussion. She explained she did not want to be accused of being un safe or not loving children, but she has noted how fast she has been driving since this was introduced.

Administrator Gresch explained that last time this was on the agenda, A DOT report was included and reiterated that if there was not a park on this road it would not qualify to be reduced. Chairman Osterman stated the park is the entire length of Oakwood Drive. Supervisor Plotecher explained the reason the Public Safety Committee voted to lower to 25 MPH is because of it being in a subdivision and being consistent, and less to do with the Park.

Gina, last time this was on the agenda, included a DOT version on speed limits. If someone wanted this reduced and there wasn't a park it would not qualify to reduce. The only thing that makes it able to lower is the park. Joe, the park is the entire length of Oakwood Road.

*Motion by Supervisor Plotecher to approve Ordinance 12-19, an Ordinance to Lower the Speed Limit on Oakwood Road from 35mph to 25mph. Seconded by Supervisor Beal. Motion carried, 4-0.*

ii. **Conducting a traffic study with Waukesha County for a traffic light on Lake Five Road and County VV.**

Administrator Gresch explained she spoke with Carolyn Gellings at Waukesha County to see how we can get a traffic study. Waukesha County will do a study which will result in a signal warrant analysis. The Town could have a result by the end of the year. With all of the homes coming in, Administrator Gresch stated it might be a good idea. She also explained they are not looking for a recommendation tonight, but wanted to let the Board know the County will do this for free. The Town Board agreed this would be a good idea with Kwik Trip but there is a concern that it could get quite expensive if the Town has to pay a portion.

iii. **Install crosswalk and signage on Plainview Road at the intersection of Plainview Parkway.**

Supervisor Plotecher explained that Joe DeStefano received requests for a crosswalk across Plainview Road to the park. The Public Safety Committee recommended installing it. Supervisor Gamino added that HWY 164 and Plainview Road is a dangerous intersection and should be looked at. Chairman Osterman explained that it is on the Town and County's radar.

*Motion by Supervisor Plotecher to approve installing a crosswalk and signage on Plainview Road at the intersection of Plainview Parkway. Seconded by Supervisor Beal. Motion carried, 4-0.*

iv. **Request to place weight restrictions on Lake Five Road.**

Supervisor Plotecher stated that the Public Safety Commission does not deal with weight restriction on Town roads. A resident, Mike Sette, asked if the Town Board could pass something to restrict weight as Plainview also has a weight limit. He explained that 80,000 lbs semis are beating up the road that is only 5 years old.

Chairman Osterman explained that he is not in favor of putting weight restrictions on roads. The only other way to HWY Q is on 164. Supervisor Plotecher suggested that the engineer should look at it. Chairman Osterman responded that you cannot put weight restrictions on every road and Lake Five is a connecting Road. Supervisor Beal expressed concerns for the roadways that they just had paved. Supervisor Plotecher expressed concerns for the business and farms in that area that have heavy equipment that need to use that road. The cost of doing a

survey through Waukesha County is \$25,000. Chairman Osterman explained they do not need to make a decision tonight and would rather look into this more and get the recommendation from Joe DeStefano.

**Discussion and necessary action on Resolution 11-19, Resolution Approving Cooperative Plan with the Village of Merton.**

*Motion by Chairman Osterman to approve Resolution 11-19, a Resolution Approving the Cooperative Plan with the Village of Merton. Seconded by Supervisor Beal. Motion carried, 4-0.*

**Discussion and necessary action on purchasing Laserfiche software.**

Clerk Dan Green reviewed a meeting he and Kris Porter had with a representative from Laserfiche. He explained the capabilities of the hardware/software and how this product could improve productivity. The program allows quick searching and offsite storage for documents so it does not bog down the Town's storage. Mr. Green recommended the Town approve a contract to purchase Laserfiche. Supervisor Gamino asked that the Clerk look into getting quotes from different companies first. No action was taken on this item.

**Discussion and necessary action to purchase a replacement vehicle for the Fire Chief from the City of Pewaukee to replace vehicle #2686.**

Chairman Osterman explained that the Town budgeted for this and this was under budget. There were no questions from the Board.

*Motion by Chairman Osterman to approve the purchase of a replacement vehicle for the Fire Chief from the City of Pewaukee to replace vehicle #2686 for a not to exceed cost of \$20,800. Seconded by Supervisor Beal. Motion carried, 4-0.*

**Discussion and necessary action on Resolution 10-19, Resolution Confirming Boundary Adjustments Required Pursuant to Boundary Stipulation and Intergovernmental Cooperation Agreement Between the Village of Sussex and the Town of Lisbon dated January 22, 2001.**

Chairman Osterman explained that he asked this be on the agenda. He had the attorney draw up this agreement. The intent of the agreement is to show that the Town is going to abide by the current border agreement. This Resolution is to reaffirm an agreement that both sides have already agreed upon. He explained that Sussex does not think the Town is going to give them the properties that go to them when the Town incorporates and have been trying to dissuade the Town's efforts. He explained he is hoping this will mitigate the concerns of Sussex by us promising to honor this agreement. Supervisor Gamino added that this is the Town extending an olive branch and hoping our efforts are reciprocated. Chairman Osterman also explained that another community incorporated through the same process, but they did not turn over the properties that were promised to their neighbors which is not the case for the Village. He explained this comes down to the rights and privileges that our residents deserve and that comes with incorporation. He also expressed that a strong Sussex is a strong Lisbon and encourages the two communities to work together and not against each other.

Chairman Osterman explained that President Goetz asked that this wait, but he could not see a negative to passing this Resolution. He stated this is not something that has to be approved by the Village of Sussex, this is just the Town stating we are not going to do what the Village thinks we are going to do. He also reiterated that next Thursday he and Administrator Gresch will meet with the Village President and Administrator.

*Motion by Chairman Osterman to approve Resolution 10-19, a Resolution Confirming Boundary Adjustments Required Pursuant to Boundary Stipulation and Intergovernmental Cooperation Agreement Between the Village of Sussex and the Town of Lisbon dated January 22, 2001. Seconded by Supervisor Gamino. Motion carried, 4-0.*

**Discussion and necessary action to enter into Closed Session pursuant to Wisconsin Statute 19.85(1)(c)**, Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically to review the Administrator's performance.

This item was not taken up at this time. This will be moved to the next Town Board agenda.

**Adjournment.**

*Motion by Supervisor Gamino to adjourn the Thursday, August 15, 2019 Town Board of Supervisors meeting at 8:06 PM. Seconded by Supervisor Beal. Motion carried, 4-0.*

Respectfully submitted,

Dan Green, WCMC  
Town Clerk

010  
**Application for Temporary Class "B" / "Class B" Retailer's License**

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

**RECEIVED**  
By Gina Gresch at 4:55 pm, Aug 21, 2019

FEE \$ 10.00 \_\_\_\_\_

Application Date: \_\_\_\_\_

Town     Village     City of Lisbon \_\_\_\_\_

County of Waukesha \_\_\_\_\_

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 11/09/2019 and ending 11/10/2019 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization** (check appropriate box) →     Bona fide Club     Church     Lodge/Society  
 Chamber of Commerce or similar Civic or Trade Organization  
 Veteran's Organization     Fair Association

(a) Name Badgerland Water Ski Team \_\_\_\_\_

(b) Address N66W23922 Vista Lane Sussex, WI \_\_\_\_\_  
(Street)     Town     Village     City

(c) Date organized 1983 \_\_\_\_\_

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:  
President Hason Hook W238N6449 Elmwood Ave, Sussex, WI, 53089  
Vice President Brian Jackson 10480 Highlawn Ct, Cedarburg, WI, 53012  
Secretary Heather Kolton 1360 Pioneer Trail, Waukesha, WI, 53186  
Treasurer Diana Kolton 1360 Pioneer Trail, Waukesha, WI, 53186

(g) Name and address of manager or person in charge of affair: Nick Findlay  
N66W23922 Vista Lane Sussex, WI 53089

**2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**

(a) Street number W260N6395 Maryhill Rd Sussex, WI 53089-3517 \_\_\_\_\_

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? Yes \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:  
Main Ski Lodge & Kitchen areas.

**3. Name of Event**

(a) List name of the event Spaghetti Dinner Fall Fundraiser \_\_\_\_\_

(b) Dates of event November 9, 2019 \_\_\_\_\_

**DECLARATION**

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Badgerland Water Ski Team  
(Name of Organization)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_

011  
**Additional Information**

**May be Granted and Issued only to:**

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

**Application:**

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:  
Class "B" (Beer):
  - a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
  - b. At least 15 days prior to the granting of the license for events lasting 4 or more days."Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.
- (4) Seller's Permit: Sec. 77.54 (7m), Wis. Stats., provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required.

**Fee:** Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

**Duration:** The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time.

**Restrictions:**

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

**NOTE:** Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>AARONIN STEEL SALES INC</b>						
3	AARONIN STEEL SALES INC	61386	STEEL FOR CART TO HOLD STUMP G	08/05/2019	218.25	10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY
Total AARONIN STEEL SALES INC:					218.25	
<b>AIRGAS USA LLC</b>						
338	AIRGAS USA LLC	9091659820	ACETYLENE & OXYGEN FOR DPW TO	08/06/2019	121.96	10-533-530-3100 SUPPLIES - HIGHWAY
Total AIRGAS USA LLC:					121.96	
<b>ALADTEC INC.</b>						
25	ALADTEC INC.	2019-2299	SCHEDULING SOFTWARE OCT - DEC	08/15/2019	1,036.00	10-522-530-4400 CONTRACTED SERVICES - FD
Total ALADTEC INC.:					1,036.00	
<b>ALL-WAYS CONTRACTORS INC.</b>						
32	ALL-WAYS CONTRACTORS INC.	42690	TOPSOIL STORM WATER RESTORATI	08/02/2019	154.00	90-533-530-6300 SAND/TOPSOIL - SW
32	ALL-WAYS CONTRACTORS INC.	42858	TOPSOIL STORM WATER RESTORATI	08/10/2019	70.00	90-533-530-6300 SAND/TOPSOIL - SW
Total ALL-WAYS CONTRACTORS INC.:					224.00	
<b>BATZNER PEST CONTROL</b>						
2580	BATZNER PEST CONTROL	2742641	TOWN HALL MONTHLY INSECT CONT	08/13/2019	40.00	10-516-530-4400 CONTRACTED SVS -TOWN HALL
Total BATZNER PEST CONTROL:					40.00	
<b>BOUND TREE MEDICAL LLC</b>						
130	BOUND TREE MEDICAL LLC	83306849	MISC MEDICAL SUPPLIES AMBO	08/09/2019	372.26	10-523-530-3860 MEDICAL SUPPLIES - AMBO
130	BOUND TREE MEDICAL LLC	83308492	SANI WIPES AMBO	08/12/2019	90.69	10-523-530-3860 MEDICAL SUPPLIES - AMBO
Total BOUND TREE MEDICAL LLC:					462.95	
<b>CANON FINANCIAL SERVICES INC</b>						
157	CANON FINANCIAL SERVICES I	20439562	TOWN HALL COPIER CONTRACT	08/13/2019	270.54	10-518-530-4000 EQUIPMENT LEASES - GEN GOV'T
Total CANON FINANCIAL SERVICES INC:					270.54	
<b>CRAMER MULTHAUF &amp; HAMMES LLP</b>						
212	CRAMER MULTHAUF & HAMME	318	BATZLER	07/31/2019	1,558.25	10-518-530-4110 LEGAL FEES - GEN GOV'T
212	CRAMER MULTHAUF & HAMME	318	REG TOWN LEGAL ISSUES	07/31/2019	825.50	10-518-530-4110 LEGAL FEES - GEN GOV'T

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
212	CRAMER MULTHAUF & HAMME	318	P.C. MTG, REVIEW PROJECTS	07/31/2019	1,725.00	10-563-530-4110 ATTORNEY - PC - NON-REIMB
212	CRAMER MULTHAUF & HAMME	318	TID #1 LEGAL WORK	07/31/2019	84.38	65-561-530-2100 TID #1 - ATTORNEY
212	CRAMER MULTHAUF & HAMME	318	BORDER AGRMT/INCORPORATION W	07/31/2019	5,619.38	10-511-530-8000 INCORPORATION EFFORTS
212	CRAMER MULTHAUF & HAMME	INV #7	TID #1 LEGAL WORK	07/31/2019	3,656.25	65-561-530-2100 TID #1 - ATTORNEY
Total CRAMER MULTHAUF & HAMMES LLP:					13,468.76	
<b>FABICK RENTS</b>						
303	FABICK RENTS	C242984	WHEEL SPACER FOR CAT 318 EXCAV	07/29/2019	158.66	10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY
Total FABICK RENTS:					158.66	
<b>FALLS AUTO PARTS &amp; SUPPLIES</b>						
307	FALLS AUTO PARTS & SUPPLIE	583680	MOWER BATTERY - USE \$32.94 CRED	06/14/2019	7.32	10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY
307	FALLS AUTO PARTS & SUPPLIE	586679	FILTERS FOR JOHN DEERE MOWER	08/16/2019	44.19	10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY
307	FALLS AUTO PARTS & SUPPLIE	586679	IMPACT SOCKET	08/16/2019	21.99	10-533-530-3150 SHOP TOOLS - HIGHWAY
307	FALLS AUTO PARTS & SUPPLIE	586769	15W40 OIL FOR TRUCKS	08/19/2019	103.92	10-552-530-5410 EQUIP MAINTENANCE - PARKS
307	FALLS AUTO PARTS & SUPPLIE	586900	FRONT BRAKE PARTS 2653	08/20/2019	490.52	10-523-530-5500 MAINTENANCE - AMBO
Total FALLS AUTO PARTS & SUPPLIES:					667.94	
<b>FLEMING'S FIRE 1 INC.</b>						
330	FLEMING'S FIRE 1 INC.	113204	BADGES & PINS	08/12/2019	598.10	10-522-530-3810 UNIFORMS - FD
Total FLEMING'S FIRE 1 INC.:					598.10	
<b>GORDIE BOUCHER FORD</b>						
128	GORDIE BOUCHER FORD	461615	FAN CLUTCH 2653	08/12/2019	820.97	10-523-530-5500 MAINTENANCE - AMBO
Total GORDIE BOUCHER FORD:					820.97	
<b>HAMILTON SCHOOL DISTRICT</b>						
413	HAMILTON SCHOOL DISTRICT	JULY 2019	JULY MOBILE HOME PARKING FEES	07/31/2019	4,304.89	10-200-250-4620 MOBILE HOME DUE TO HAMILTON
Total HAMILTON SCHOOL DISTRICT:					4,304.89	
<b>HIPPENMEYER REILLY BLUM</b>						
2483	HIPPENMEYER REILLY BLUM	48270	HAAS LAND SALE ATTY REVIEW	08/19/2019	427.50	10-518-530-5700 LAND ACQUISITION/DEVELOPMENT

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total HIPPENMEYER REILLY BLUM:					427.50	
<b>ITU ABSORB TECH INC.</b>						
469	ITU ABSORB TECH INC.	7302116	MATS & RUGS TOWN HALL	08/19/2019	72.99	10-516-530-4400 CONTRACTED SVS -TOWN HALL
Total ITU ABSORB TECH INC.:					72.99	
<b>JENSEN EQUIPMENT CO. INC.</b>						
483	JENSEN EQUIPMENT CO. INC.	646468	REPAIR CHAINSAW	08/14/2019	181.31	10-522-530-5410 EQUIPMENT MAINTENANCE - FD
483	JENSEN EQUIPMENT CO. INC.	646469	REPAIR CUT SAW	08/14/2019	172.76	10-522-530-5410 EQUIPMENT MAINTENANCE - FD
Total JENSEN EQUIPMENT CO. INC.:					354.07	
<b>JOE DESTEFANO JR</b>						
2551	JOE DESTEFANO JR	AUG 2019	3 PAIRS WORK GLOVES	08/12/2019	160.00	10-533-530-3630 UNIFORMS/MATS - HIGHWAY
2551	JOE DESTEFANO JR	AUG 2019	BACKPACK SPRAYER & SPARE TANK	08/12/2019	275.00	10-533-530-3150 SHOP TOOLS - HIGHWAY
Total JOE DESTEFANO JR:					435.00	
<b>JOHN DEERE FINANCIAL</b>						
490	JOHN DEERE FINANCIAL	H39484	PTO SWITCH FOR JOHN DEERE MOW	08/09/2019	73.03	10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY
Total JOHN DEERE FINANCIAL:					73.03	
<b>KERSHEK LAW OFFICES</b>						
509	KERSHEK LAW OFFICES	08/19 18527	Prosecutorial Services - MONTHLY	08/15/2019	750.00	10-518-530-4120 LEGAL FEES - MUNICIPAL COURT
509	KERSHEK LAW OFFICES	08/19 18528	Prosecutorial Services - EMAILS	08/15/2019	42.00	10-518-530-4120 LEGAL FEES - MUNICIPAL COURT
Total KERSHEK LAW OFFICES:					792.00	
<b>LA BELLE VERNICE</b>						
2590	LA BELLE VERNICE	AUG 2019	EPOXY FINAL PAYMENT	08/15/2019	1,417.50	70-516-570-8000 BLDG IMPROVEMENTS - TOWN HALL
Total LA BELLE VERNICE:					1,417.50	
<b>LF GEORGE INC</b>						
562	LF GEORGE INC	LC10010	MINI EX & BUGGY RENTAL FOR S/W P	07/29/2019	685.00	90-533-530-5420 EQUIPMENT RENTAL - SW

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total LF GEORGE INC:					685.00	
<b>LISBON FIRE FIGHTERS INC.</b>						
576	LISBON FIRE FIGHTERS INC.	REIMB	REIMB FOR AWARD DINNER	05/20/2019	2,175.00	10-522-530-3200 GOOD & WELFARE - FD
Total LISBON FIRE FIGHTERS INC.:					2,175.00	
<b>LISBON SANITARY DISTRICT #1</b>						
575	LISBON SANITARY DISTRICT #1	JULY 2019	SANITARY DIST #1 MONTHLY SVCS	08/20/2019	207.14	10-200-210-1020 ACCOUNTS PAYABLE-YE
Total LISBON SANITARY DISTRICT #1:					207.14	
<b>MARK JUNGBLUTH</b>						
497	MARK JUNGBLUTH	42865	2019 SAFETY EQUIP REIMB - WORK B	08/16/2019	100.00	10-533-530-3100 SUPPLIES - HIGHWAY
Total MARK JUNGBLUTH:					100.00	
<b>MENARDS -- GERMANTOWN</b>						
608	MENARDS -- GERMANTOWN	66283	PAINTING SUPPLIES FOR STEEL MAN	07/11/2019	25.70	10-533-530-5200 BUILDING MAINTENANCE - HIGHWAY
Total MENARDS -- GERMANTOWN:					25.70	
<b>MENARDS -- PEWAUKEE</b>						
607	MENARDS -- PEWAUKEE	49484	CASTERS FOR STUMP GRINDER CAR	08/05/2019	71.96	10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY
Total MENARDS -- PEWAUKEE:					71.96	
<b>MILWAUKEE SPRING &amp; ALIGNMENT</b>						
633	MILWAUKEE SPRING & ALIGNM	40360	SPRING U BOLTS & HARDWARE - TRU	08/14/2019	97.88	10-533-530-5500 VEHICLE MAINTENANCE - HIGHWAY
633	MILWAUKEE SPRING & ALIGNM	40377	FRONT SPRING INSTALLED #16	08/20/2019	1,116.33	10-533-530-5500 VEHICLE MAINTENANCE - HIGHWAY
Total MILWAUKEE SPRING & ALIGNMENT:					1,214.21	
<b>MONTAGE ENTERPRISES INC.</b>						
644	MONTAGE ENTERPRISES INC.	73714	WEAR PARTS FOR ROADSIDE MOWE	08/16/2019	489.52	10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY
Total MONTAGE ENTERPRISES INC.:					489.52	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>NICHOLE BRAHM</b>						
134	NICHOLE BRAHM	REIMB	REIMB - WATER FOR 2-DAY SEARCH	08/08/2019	48.90	10-522-530-3100 SUPPLIES - FD
Total NICHOLE BRAHM:					48.90	
<b>PAMELA STEDMAN</b>						
870	PAMELA STEDMAN	REIMB	REIMB - CAKE AT ZUBELLA AWARDS	08/08/2019	18.99	10-522-530-3200 GOOD & WELFARE - FD
Total PAMELA STEDMAN:					18.99	
<b>PRAXAIR DISTRIBUTION, INC</b>						
2589	PRAXAIR DISTRIBUTION, INC	91166826	OXYGEN - FD	08/13/2019	423.83	10-523-530-3850 OXYGEN - AMBO
Total PRAXAIR DISTRIBUTION, INC:					423.83	
<b>RURAL MUTUAL INSURANCE CO</b>						
798	RURAL MUTUAL INSURANCE C	AUG 2019	ADDED VEHICLES TO INS POLICY	08/05/2019	356.00	10-518-530-7300 TOWN INS - PROP LIAB CYBER CRM
Total RURAL MUTUAL INSURANCE CO:					356.00	
<b>SERWE IMPLEMENT MUNICIPAL SALE</b>						
832	SERWE IMPLEMENT MUNICIPA	6517	BOLTS & PAINT FOR JOHN DEERE MO	08/20/2019	96.11	10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY
Total SERWE IMPLEMENT MUNICIPAL SALE:					96.11	
<b>SUSSEX ACE HARDWARE</b>						
7	SUSSEX ACE HARDWARE	187382	2 GAL PAINT	08/08/2019	41.38	10-552-530-3140 GENERAL OPERATING SUP - PARKS
7	SUSSEX ACE HARDWARE	187483	BATTERIES	08/14/2019	31.20	10-522-530-3100 SUPPLIES - FD
Total SUSSEX ACE HARDWARE:					72.58	
<b>THE SHERWIN WILLIAMS CO.</b>						
838	THE SHERWIN WILLIAMS CO.	80629	WHITE ROAD PAINT - STOP BARS & S	07/24/2019	400.00	10-533-530-3510 IN-HOUSE STRIPING - HIGHWAY
Total THE SHERWIN WILLIAMS CO.:					400.00	
<b>UNIFIRST CORPORATION</b>						
2349	UNIFIRST CORPORATION	0961085867	DPW UNIFORMS & MATS	08/12/2019	76.85	10-533-530-3630 UNIFORMS/MATS - HIGHWAY
2349	UNIFIRST CORPORATION	0961086984	DPW UNIFORMS & MATS	08/19/2019	76.85	10-533-530-3630 UNIFORMS/MATS - HIGHWAY

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total UNIFIRST CORPORATION:					153.70	
<b>VIERBICHER ASSOCIATES INC</b>						
2374	VIERBICHER ASSOCIATES INC	00007-2019	NEUMANN HILLSIDE RIDGE REVIEW (	08/14/2019	1,922.50	10-563-530-4200 PLANNER - PC - REIMB
2374	VIERBICHER ASSOCIATES INC	00007-2019	NEUMANN PRESERVE HARVEST RID	08/14/2019	1,882.50	10-563-530-4200 PLANNER - PC - REIMB
2374	VIERBICHER ASSOCIATES INC	00007-2019	WANGUARD BROWN FARM (REIMB)	08/14/2019	125.00	10-563-530-4200 PLANNER - PC - REIMB
2374	VIERBICHER ASSOCIATES INC	00007-2019	P.C. MTG	08/14/2019	812.50	10-563-530-4300 PLANNER - PC - NON-REIMB
2374	VIERBICHER ASSOCIATES INC	00007-2019	SIGN CODE UPDATE	08/14/2019	220.00	10-563-530-4300 PLANNER - PC - NON-REIMB
2374	VIERBICHER ASSOCIATES INC	00007-2019	IMPACT FEE NEEDS ASSESSMENT	08/14/2019	1,680.00	10-563-530-4300 PLANNER - PC - NON-REIMB
2374	VIERBICHER ASSOCIATES INC	00007-2019	INIITAL PLANNER APPT - HANOVER HI	08/14/2019	62.50	10-563-530-4300 PLANNER - PC - NON-REIMB
2374	VIERBICHER ASSOCIATES INC	00007-2019	FINCO CSM & DRIVEWAY AGRMT	08/14/2019	512.50	10-563-530-4300 PLANNER - PC - NON-REIMB
2374	VIERBICHER ASSOCIATES INC	00007-2019	LISBON SUSSEX SPECIAL AREA MAP	08/14/2019	837.50	65-561-530-5100 TID #1 - PLANNER
2374	VIERBICHER ASSOCIATES INC	00007-2019	BROOKFIELD BORDER AGRMT	08/14/2019	125.00	10-511-530-8000 INCORPORATION EFFORTS
2374	VIERBICHER ASSOCIATES INC	00007-2019	SCANNING DOCS & MAPS	08/14/2019	192.50	10-563-530-3100 WC ROD & LARGE FORMAT SCANNING
Total VIERBICHER ASSOCIATES INC:					8,372.50	
<b>WAUKESHA COUNTY</b>						
2389	WAUKESHA COUNTY	2019-0000008	SEPTEMBER 2019 POLICE SERVICES	08/12/2019	58,970.88	10-521-530-4400 CONTRACTED SERVICES - WCSO
2389	WAUKESHA COUNTY	2019-0000013	JULY 2019 PRISONER HOUSING	08/07/2019	119.07	10-521-530-4407 HOUSING - WCSO
Total WAUKESHA COUNTY:					59,089.95	
<b>WCTC</b>						
2411	WCTC	S0695278	TUITIONS & FEES - CHELMINIAK	07/26/2019	92.40	10-522-530-7700 EDUCATION - FD
2411	WCTC	S0695278	TUITIONS & FEES - DOROW	07/26/2019	485.90	10-522-530-7700 EDUCATION - FD
2411	WCTC	S0695278	PARAMEDIC EXAM FEES - HEICHEL	07/26/2019	250.00	10-522-530-7700 EDUCATION - FD
2411	WCTC	S0695278	TUITIONS & FEES - KOLESARI	07/26/2019	500.25	10-522-530-7700 EDUCATION - FD
2411	WCTC	S0695278	TUITIONS & FEES - KVEEN	07/26/2019	2,623.90	10-522-530-7700 EDUCATION - FD
2411	WCTC	S0695278	TUITIONS & FEES - LIVINGSTON	07/26/2019	580.25	10-522-530-7700 EDUCATION - FD
2411	WCTC	S0695278	TUITIONS & FEES - TIMM	07/26/2019	485.90	10-522-530-7700 EDUCATION - FD
2411	WCTC	S0695278	PARAMEDIC TESTING FEES - ZIELKE	07/26/2019	250.00	10-522-530-7700 EDUCATION - FD
Total WCTC:					5,268.60	
Grand Totals:					105,234.80	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
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Dated: \_\_\_\_\_

**TOP 5 EXPENDITURES**

Chairman: \_\_\_\_\_

- 59,089.95 WAUKESHA COUNTY - Sept Police Services, July Prisoner Housing
- 13,468.76 CRAMER MULTHAUF & HAMMES - TID #1, Legal Issues, Incorporation, Batzler, MTGS
- 8,372.50 VIERBICHER - Neumann Review, Vanguard, Impact Fee Assessmt, Map/Border
- 5,268.60 WCTC - FD Tuitions & Fees
- 4,304.89 HAMILTON SCHOOL DISTRICT - July Mobile Home Parking Fees

Board Member #1: \_\_\_\_\_

Board Member #2: \_\_\_\_\_

Board Member #3: \_\_\_\_\_

Board Member #4: \_\_\_\_\_

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Report Criteria:  
 Detail report.  
 Invoices with totals above \$0.00 included.  
 Only unpaid invoices included.

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

**Wednesday, August 21, 2019**

Dear Board Members:

This is to notify you of the Town of Lisbon meetings, office closures and elections from **August 26, 2019 through September 23, 2019** at the Town Hall, W234N8676 Woodside Road, unless indicated otherwise.

Monday, August 26, 2019	Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M.
Wednesday, August 28, 2019	Joint Cooperative Plan Public Hearing with the Town of Lisbon and Village of Lannon at 6:30 P.M.
Monday, September 9, 2019	Town Board at 6:30 P.M. followed by a Budget Workshop
Thursday, September 12, 2019	Plan Commission at 6:30 P.M. (Town Hall)
Monday, September 16, 2019	Park Committee at 6:30 P.M. (Richard Jung Memorial Fire Station)
	Budget Workshop at 6:30 P.M. (Town Hall)
Wednesday, September 18, 2019	Sanitary District Committee at 7:30 P.M. (Town Hall)
Monday, September 23, 2019	Town Board at 6:30 P.M. followed by a Budget Workshop

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)

**From:** Jay Feuerstein  
**Sent:** Thursday, August 22, 2019 2:53 PM  
**To:** [jgreiten@townoflisbonwi.com](mailto:jgreiten@townoflisbonwi.com)  
**Subject:** Thank you - Summer Help

John- wanted to drop a quick note of appreciation and thanks for the last 2 summers with each of our older boys working for you and the Village – while RJ had an opportunity this summer in Green Bay, I know he would have preferred being home and working for you again – Grant commented most of the summer on how much he enjoyed working for you –

From a parents perspective – always great to see them gaining skills and confidence on equipment, managing a work schedule and showing up, ready and willing to work. I spent 4 years working for the Village of Allouez, best summer job you could ask for, and I know my boys truly enjoyed it here too. Sounds like Grant's in for next year, and that makes us pretty happy. Thanks for the help, training, and guidance with them over the summer – it was much appreciated.

Have a great fall and winter -

Jay Feuerstein



# ADMINISTRATOR REPORT

**PREPARED BY:** Gina C. Gresch, Administrator

**REPORT DATE:** Thursday, August 22, 2019

## BUDGET WORKSHOP DATES

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 I 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.

PROPOSED 2020 BUDGET WORKSHOP TIMELINE	
TASK	MTG DATE / DUE BY
1st Workshop - Police & Fire	Monday, September 16, 2019
2nd Workshop - Highway & Park	Tuesday, September 17, 2019
Changes to be completed by	Wednesday, September 25, 2019
3rd Workshop - Capital	Monday, September 30, 2019
4th Workshop - Administration	Tuesday, October 1, 2019
Changes to be completed by	Thursday, October 10, 2019
5th Workshop to finalize for BPHSTM	Monday, October 14, 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

## 2020 REVAL CONTRACT

After some discussions with Chairman Osterman and Assessor Grota, we feel we should hold off on doing the re-val 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.





## July 2019 Fire Chiefs Report Continued

### Notes on special activities and events:

1. July 1<sup>st</sup>, Public Education tour of fire station
2. July 2<sup>nd</sup>, Hamilton High School CPR classes
3. July 4<sup>th</sup>, Stone bank parade
4. July 4<sup>th</sup> Butler parade
5. July 14<sup>th</sup>, Lisbon Fire Participated in Lions Daze Parade an Engine
6. July 30<sup>th</sup>, State inspections of our 3 ambulances, all passed

### Meetings attended by the Chief:

1. July 1<sup>st</sup>, Officer Meeting
2. July 9<sup>th</sup>, Town Public Hearing Meeting
3. July 15<sup>th</sup>, Storage Werks Meeting
4. July 16<sup>th</sup>, Meeting with Asst. Chief Waukesha
5. July 17<sup>th</sup>, Meeting with Merton Fire Chief
6. July 23<sup>rd</sup>, Merton/Lisbon Meeting
7. July 24<sup>th</sup>, Area Fire Chiefs meeting
8. July 25<sup>th</sup>, Village of Merton meeting
9. July 30<sup>th</sup>, Pewaukee FD meeting

Respectfully Submitted;

A handwritten signature in dark ink, appearing to read "Douglas J. Brahm". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Douglas J. Brahm  
Lisbon Fire Chief

TOWN OF LISBON  
REV/EXP SUMMARY

6/30/2019

	Actual	Budget	Over / (Under)	% Rec'd
<b>REVENUES</b>				
Taxes	\$ 2,197,803	\$ 2,770,316	\$ (572,513)	79%
Intergovernmental Revenues	\$ 213,350	\$ 531,735	\$ (318,385)	40%
Regulation and Compliance	\$ 192,745	\$ 392,640	\$ (199,895)	49%
Public Charges for services	\$ 1,209,488	\$ 1,417,562	\$ (208,074)	85%
Intergovernmental charges for services	\$ 33,931	\$ 35,000	\$ (1,069)	97%
Investment Income	\$ 51,547	\$ 30,000	\$ 21,547	172%
Miscellaneous	\$ 21,090	\$ 50,766	\$ (29,676)	42%
<b>Total Revenues</b>	<b>\$ 3,919,953</b>	<b>\$ 5,228,019</b>	<b>\$ (1,308,066)</b>	<b>75%</b>

	Actual	Budget	Over / (Under)	% Spent
<b>EXPENDITURES</b>				
<b>Current</b>				
General Government	\$ 391,872	\$ 826,222	\$ (434,350)	47%
Public Safety	\$ 962,584	\$ 2,022,799	\$ (1,060,215)	48%
Public Works	\$ 473,064	\$ 1,353,859	\$ (880,795)	35%
Sanitation	\$ 325,630	\$ 838,950	\$ (513,320)	39%
Culture and Recreation	\$ 74,695	\$ 186,187	\$ (111,492)	40%
Conservation and development	\$ -	\$ -	\$ -	
Capital Outlay	\$ -	\$ -	\$ -	
Debt Service	\$ -	\$ -	\$ -	
Principal	\$ -	\$ -	\$ -	
Interest	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 2,227,845</b>	<b>\$ 5,228,017</b>	<b>\$ (3,000,172)</b>	<b>43%</b>

Excess (deficiency) of Revenues over expenditures	\$ 1,692,108	\$ 2	\$ 1,692,106
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**OTHER FINANCING SOURCES (USES)**

Proceeds from sale of capital assets	\$ -	\$ -	\$ -	
Transfers In	\$ -	\$ -	\$ -	
Transfers Out	\$ (481,327)	\$ -	\$ (481,327)	Cap Proj From DPW & Fire
<b>Total Other Financing Sources (Uses)</b>	<b>\$ (481,327)</b>	<b>\$ -</b>	<b>\$ (481,327)</b>	

<b>Net Change in Fund Balances</b>	\$ 1,210,781	\$ 2	\$ 1,210,779
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FUND BALANCE - BEGINNING OF YEAR	\$ 2,938,007	\$ -	\$ -
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<b>FUND BALANCE - END OF YEAR</b>	<b>\$ 4,148,788</b>
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Upcoming Debt Payments			
Month	Number	Principal	Interest
July	1	\$ 55,000	\$ 1,677.50
August	3	\$ 181,125	\$ 8,283.25
September	3	\$ -	\$ 73,311.44
<b>Q3 Totals</b>	<b>7</b>	<b>\$ 236,125</b>	<b>\$ 83,272.19</b>

Upcoming Revenues			
Description	Amount	Month	
Fire Dues	\$ 51,304.09	Fire Dues	
State Shared Revenue	\$ 17,711.98	State Shared Revenue	
Computer	\$ 2,480.70	Computer	
August Tax Settlement	\$ 850,873.31	August Tax Settlement	

**TOL Total Investments as of: 6/30/2019**

<b>Local Government Investment Pool (LGIP)</b>		<u>Amount</u>	<u>Annual Percentage Yield</u>
10-100-110-1170	GENERAL	\$ 1,395,026.63	
10-100-110-1171	POLICE	\$ 63,520.20	
40-100-110-1172	FIRE	\$ 42,326.15	
70-100-110-1173	CAP PROJ	\$ (0.00)	
80-100-110-1173	DEBT	\$ -	
<b>Total LGIP</b>		<b>\$ 1,500,872.98</b>	<b>2.42%</b>

**Money Markets/Public Funds**

	<u>Amount</u>	<u>Rate</u>
WSB	\$ 1,110,056.63	0.40%
Town Bank	\$ 970,504.18	2.42%
Tri-City	\$ 177,766.29	0.15% *used to pay \$540K GO Debt, done 2024
10-100-110-1132	<b>Total MM \$ 2,258,327.10</b>	

**CDs & Government Bonds**

	<u>Term</u>	<u>Amount</u>	<u>Rate</u>
<b>Town Bank CDs</b>			
10-100-110-1133	6 month	\$ 295,528.60	2.25%
10-100-110-1133	12 month	\$ 556,520.29	2.45%
		<u>\$ 852,048.89</u>	
<b>WSB CDs</b>			
10-100-110-1133	6 month	\$ 116,761.56	0.75% held as collateral - can't be moved
10-100-110-1134 (Sewer Study)	6 month	\$ 207,133.13	0.75% held as collateral - can't be moved
		<u>\$ 323,894.69</u>	
<b>WSB T-Bills</b>			
	6 month	\$ 207,266.94	2.12%
	12 month	\$ 205,220.28	1.85%
	Cash	\$ 37.28	
	G/L	\$ 4,600.33	
10-100-110-1135		<u>\$ 417,124.83</u>	
<b>Total CDs &amp; Gov't Bonds</b>		<b>\$ 1,593,068.41</b>	

**Total Investments \$ 5,352,268.49**

Bank Interest		<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
10-480-481-1000 & 1100	January	\$ 14,618.43	\$ 9,608.34	\$ 1,079.73	\$ 1,300.42
10-480-481-1000 & 1100	February	\$ 8,988.07	\$ 5,425.20	\$ 2,916.76	\$ 1,028.53
10-480-481-1000 & 1100	March	\$ 8,268.31	\$ 3,133.33	\$ 1,351.97	\$ 1,502.10
10-480-481-1000 & 1100	April	\$ 5,194.60	\$ 2,920.87	\$ 1,360.87	\$ 1,205.46
10-480-481-1000 & 1100	May	\$ 7,355.93	\$ 3,016.19	\$ 1,508.32	\$ 1,040.97
10-480-481-1000 & 1100	June	\$ 7,121.31	\$ 2,986.13	\$ 1,691.28	\$ 1,039.08
10-480-481-1000 & 1100	July		\$ 3,747.67	\$ 1,884.36	\$ 2,762.31
10-480-481-1000 & 1100	August		\$ 3,496.23	\$ 1,831.94	\$ 875.87
10-480-481-1000 & 1100	September		\$ 3,071.15	\$ 2,354.97	\$ 1,158.97
10-480-481-1000 & 1100	October		\$ 5,819.36	\$ 2,157.25	\$ 898.47
10-480-481-1000 & 1100	November		\$ 4,969.73	\$ 2,057.52	\$ 784.19
10-480-481-1000 & 1100	December		\$ 10,605.66	\$ 4,499.67	\$ 995.79
	<b>Total</b>	<b>\$ 51,546.65</b>	<b>\$ 58,799.86</b>	<b>\$ 24,694.64</b>	<b>\$ 14,592.16</b>

As of 6/30/19: 88% of 2018 total  
209% of 2017 total



# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:** Consultant – Client Fee Contract with Lanser Public Affairs

**PREPARED BY:** Gina C. Gresch, Administrator

**REPORT DATE:** Thursday, August 22, 2019

**RECOMMENDATION:** Approve the Consultant – Client Fee Contract with Lanser Public Affairs

## EXPLANATION

This request is to approve a contract with Lanser Public Affairs to provide communication consultation supporting incorporation efforts. Mary Claire is a former Mayor of the City of New Berlin who parlayed her economic development expertise into a business representing developers and local governments. She applies public affairs and community outreach strategies to secure approvals for developments that respect the needs of clients, public officials, and neighbors. Mary Claire is assisted by a team of seasoned professionals to work through customized action plans to produce evidence of outreach suitable for inclusion as public record.

Mary Claire is familiar with the challenges of officials and of developers and finds that supporting the public process with grass roots community outreach usually results in development that is a source of pride to stakeholders. She has been working in public affairs for twenty years, following eight years as an elected official in New Berlin.

I believe she will be the best person to help us navigate through the outreach strategies to the residents regarding incorporation, so when it comes time for the referendum election, people will vote yes.

I recommend approval of the contract. Thank you for your consideration.

**CONSULTANT FEE LETTER – RETAINER – TOWN OF LISBON**

This **CONSULTANT – CLIENT FEE CONTRACT** is entered into by and between **THE TOWN OF LISBON** hereinafter referred to as “Client”, and **LANSER PUBLIC AFFAIRS, LLC** hereinafter referred to as “Consultant”.

1. **CONDITIONS.** This Contract will not take effect, and Consultant will have no obligation to provide services, until Client returns a signed copy of this Contract.
2. **SCOPE AND DUTIES.** Client hires Consultant to provide communication consultation supporting incorporation efforts. Consultant shall provide services as outlined in the Community Involvement Action Plan, and shall take steps to keep Client informed of progress and to respond to client’s inquiries. Client will abide by this contract and pay all invoices on time.
3. **CONSULTANT FEES.** Client agrees to pay for public affairs consultant services per retainer of \$1000 (one thousand dollars) per month for eight months, for work done between September, 2019 and May, 2020. Payment is due on the 15<sup>th</sup> of the month, starting September 15, 2019.
4. **COSTS AND EXPENSES.** In addition to paying consultant fees, client shall reimburse consultant for any client authorized costs and expenses incurred.
5. **STATEMENTS.** On the 1<sup>st</sup> of each month, starting September 1, 2019, consultant will send client a reminder of the retainer due on the 15<sup>th</sup> of each month, plus any costs incurred.
6. **DISCHARGE AND WITHDRAWAL.** Client may discharge Consultant at any time and for any reason upon full payment for all services rendered to such date. Consultant may withdraw for good cause as determined by Consultant. Good cause includes Client’s breach of this contract, including failure to pay invoices promptly.
7. **CONCLUSION OF SERVICES.** When Consultant’s services conclude, all unpaid charges shall become immediately due and payable. This may occur immediately following the special election date.
8. **DISCLAIMER OF GUARANTEE.** Nothing in this Contract and nothing in the Consultant’s statements to Client will be construed as a promise or guarantee about the outcome of the Client’s matter. Consultant makes no such promises or guarantees. Consultant’s comments about the outcome of the Client’s matter are expressions of opinion only.

Dated this \_\_\_ day of August, 2019.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Mary Claire Lanser, President  
Lanser Public Affairs, LLC

STATE OF WISCONSIN

TOWN OF LISBON

WAUKESHA COUNTY

**RESOLUTION 13-19****A RESOLUTION CHANGING THE WARDS 2 AND 3 POLLING LOCATION FROM  
HAMILTON HIGH SCHOOL TO REDEEMER UNITED CHURCH OF CHRIST AT  
W220N4915 TOWN LINE ROAD**

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**WHEREAS**, the Town of Lisbon did by resolution establish polling locations for each wards 1 & 6, 2 & 3, and 4 & 5.

**WHEREAS**, Wisconsin State Statute 5.25(2) specifies that the governing bodies of cities, villages and towns with populations under 500,000 shall establish polling places; and,

**WHEREAS**, pursuant to Wisconsin Statutes 5.25(3), polling places shall be established for each election at least 30 days before the election; and,

**WHEREAS**, Hamilton School is the current polling location for wards 2 & 3 and has been limiting parking spaces on Election Day with various activities scheduled involving high volume of students entering the polling location;

**WHEREAS**, Redeemer United Church of Christ is located in ward 3 and has adequate space and parking to hold an election;

**NOW THEREFORE BE IT RESOLVED** by the Town Board of the Town of Lisbon that Redeemer United Church of Christ located at W220N4915 Town Line Road, Menomonee Falls, WI, 53051 is hereby established as the polling place for wards 2 & 3.

**BE IT FURTHER RESOLVED** that the Town Clerk be directed to mail a copy of this resolution to Waukesha County.

**BE IT FURTHER RESOLVED** that the Town Clerk be directed to perform an accessibility survey and report its findings to Wisconsin Election Commission.

**PASSED AND ADOPTED** by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 26<sup>th</sup> day of August, 2019.

TOWN BOARD, TOWN OF LISBON  
WAUKESHA COUNTY, WISCONSIN

BY: \_\_\_\_\_  
JOSEPH OSTERMAN, Chairman

BY: \_\_\_\_\_  
TEDIA GAMIÑO, Supervisor

BY: \_\_\_\_\_  
MARC MOONEN, Supervisor

BY: \_\_\_\_\_  
LINDA BEAL, Supervisor

BY: \_\_\_\_\_  
REBECCA PLOTECHER, Supervisor

ATTEST:

BY: \_\_\_\_\_  
Dan Green, WCPC  
Town Clerk

