



Agenda
Town Board Meeting
Town of Lisbon, Town Hall
Monday, September 9, 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 26, 2019 Town Board minutes
 - ii. Operator's Licenses
 - iii. Twin Pine Farms LLC Phase II-B Acceptance of Improvements and Letter of Credit Reduction Request.
5. **Approval of Bills.**
6. **Announcements/Correspondence.**
 - Meeting Schedule
7. **Department Reports - Presentation of activity statistics and recently attended meetings.**
 - Administrator
 - Parks Department
 - Public Works 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.**

10. New Business.

- A. Discussion and necessary action on the recommendation from Plan Commission on the request for Neumann Developments Inc., for the property located along Hillside Road, in the Town of Lisbon, LSBT 0205.995 and LSBT 0208.987 generally located on the west side of Hillside Drive adjacent to Beverly Lane, for the following:
- i. Preliminary Plat for the proposed Hillside Ridge subdivision and recommendation to Waukesha County of the same.
 - ii. Combined General Development Plan and Specific Development Plan for the proposed Hillside Ridge subdivision and recommendation to Waukesha County of the same. ([click here for packet documents](#))
- B. Discussion and necessary action on the recommendation from Plan Commission on the request for Neumann Developments Inc., for the property located along Lisbon Road, in the Town of Lisbon, LSBT 0264.998.002 generally located north of Lisbon Road and south of Ainsworth Road, adjacent to Basham Lane, for the following:
- i. Preliminary Plat for the proposed Preserve at Harvest Ridge subdivision and recommendation to Waukesha County of the same.
 - ii. Combined General Development Plan and Specific Development Plan for the proposed Preserve at Harvest Ridge subdivision and recommendation to Waukesha County of the same. ([click here for packet documents](#))
- C. Discussion and necessary action on the request from Neumann Developments for an "early start" approval for the Preserve at Harvest Ridge and Hillside Ridge developments.

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, September 5, 2019

RECOMMENDATION:

Approval of the Consent Agenda items.

EXPLANATION:

- i. **Town Board Meeting Minutes**
 - August 26, 2019 Town Board minutes
- ii. **Operator's License**
 - Samantha Jo Williams, Fairways of Woodside

I recommend approval of all of the Consent Agenda items.

**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 2nd 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 4th. 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



1115 S. Main Street
West Bend, WI 53095
262-384-4406
kunkelengineering.com

008

RECEIVED

By Gina Gresch at 12:40 pm, Aug 27, 2019

August 27, 2019,

Sent: Via Email

Ms. Gina C. Gresch
Town of Lisbon Administrator
W234N8676 Woodside Road
Lisbon, WI 53089-1545

**Re: Twin Pines Farms – Phase II-B
Acceptance of Improvements and Surety
MLG/PF Twin Pines, LLC.**

Dear Ms. Gresch:

Please note, the Town of Lisbon and Kunkel Engineering has received a request from MLG/PF Twin Pines, LLC., for Final Acceptance of the improvements made as part of the above referenced development (please see the attached transmittal from Daniel C. Scardino).

Recently, Joe DeStefano and I completed a final walk thru of the development and have no items that need to be address at this time. That said, Kunkel Engineering would recommend the Town of Lisbon grant the Developer's request. Upon acceptance of the improvements and per the Developer's Agreement, the Letter of Credit (#520190) should be reduced to an amount equal to 10% of the of total surety, which is \$31,627.25.

Total Financial Guarantee $\$316,272.53 \times 10\% = \mathbf{\$31,627.25}$

In addition, at the time the Town Board approves the Final Acceptance of said improvements, the one-year correction period will commence.

Gina, should either you or the Town Board have any further questions please feel free to contact me at your convenience.

Sincerely,

KUNKEL ENGINEERING GROUP

Mitchell Leisses, Office/Project Manger

RE: MLG/PF Twin Pines LLC-Request for Final Acceptance and Start of 1 year Warranty, LOC reduction

Gina Gresch <ggresch@townoflisbonwi.com>

Fri 8/9/2019 3:31 PM

To: Dan C Scardino <dscardino@pointre.com>

Cc: Paul Hinkfuss <phinkfuss@mlgcompanies.com>; Glenn Michaelsen <gmichaelsen@springbankwi.com>; Joe A Bukovich <jbukovich@pointre.com>; Leisses, Mitchell <mleisses@geo-logic.com>

Hi Dan, I forwarded your message to Mitch for his review. He will probably need you to send him some informaon.

I drove through the other day and it's looking great! It always amazes me how fast houses get built. Nice job!



Gina C. Gresch, MMC/WCPC
Town of Lisbon Administrator
Waukesha County
262.246.6100 x1003
ggresch@townoflisbonwi.com
www.townoflisbonwi.com



From: Dan C Scardino <dscardino@pointre.com>

Sent: Friday, August 9, 2019 1:01 PM

To: Gina Gresch <ggresch@townoflisbonwi.com>

Cc: Paul Hinkfuss <phinkfuss@mlgcompanies.com>; Glenn Michaelsen <gmichaelsen@springbankwi.com>; Joe A Bukovich <jbukovich@pointre.com>

Subject: MLG/PF Twin Pines LLC-Request for Final Acceptance and Start of 1 year Warranty, LOC reducon

Gina-

Please consider this message MLG/PF Twin Pines LLC request for:

1. The Town of Lisbon to Accept the balance of the infrastructure installed in July 2019 outlined in Development agreement dated January 28th 2019, a ached hereto.
2. Reduce Le er of Credit #520190 to \$31,627.25
3. Commence the one year warranty.

I would have to say that working with Mitch Leisses from Kunkel Engineering Group has been a pleasure. He has made himself available when needed and has provided great insight when compleng the r oadways in the Twin Pine Subdivision.

Please feel free to reach out to me if you have quesons.

Dan

Thank you,

Daniel C. Scardino

Executive Vice President

Point Real Estate

19000 W. Bluemound Rd.

Brookfield, WI 53045

(262) 424-0437 (mobile)

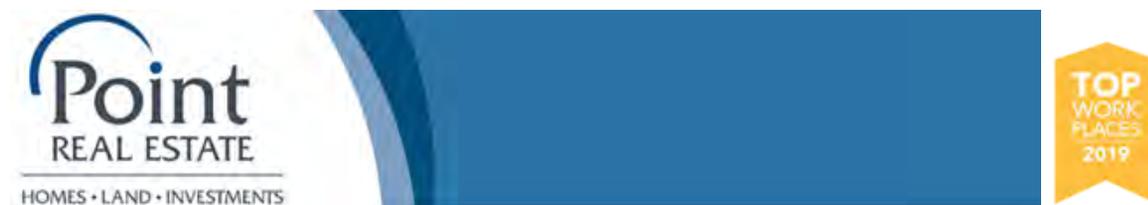
(262) 424-2807 (office)

(414) 908-9157 (fax)

Project Coordinator: Chelsey Engibous, 262-364-5525, ce@pointre.com

www.PointRE.com

***Land to Sell?** Point Real Estate is commi ed to providing the best customer assistance and experser abo ve and beyond the market standard. If you have land to sell, contact our team at 262-424-2807 to discuss how we can help you with all of your real estate needs.*



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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
BOUND TREE MEDICAL LLC						
130	BOUND TREE MEDICAL LLC	83316811	MEDICAL SUPPLIES MISC	08/19/2019	887.67	10-523-530-3860 MEDICAL SUPPLIES - AMBO
Total BOUND TREE MEDICAL LLC:					887.67	
BRIAN NOWAK						
2617	BRIAN NOWAK	S605-18-31	NOWAK - BUILDING BOND REFUND	09/03/2019	2,440.00	10-200-230-1000 SPECIAL DEPOSITS
Total BRIAN NOWAK:					2,440.00	
COMMUNITY MEMORIAL HOSPITAL						
193	COMMUNITY MEMORIAL HOSPI	0802	QTY 20 DILAUDID DRUGS	08/02/2019	17.80	10-523-530-3860 MEDICAL SUPPLIES - AMBO
Total COMMUNITY MEMORIAL HOSPITAL:					17.80	
COREY OIL LTD						
205	COREY OIL LTD	139605	MIX GAS & OIL - 2 STROKE EQUIP	07/25/2019	118.92	10-533-530-3700 GAS/OIL/GREASE - HIGHWAY
Total COREY OIL LTD:					118.92	
DARLEY						
227	DARLEY	17369462	NAME FLAPS FOR TURNOUT GEAR	08/09/2019	394.63	70-522-570-8100 EQUIPMENT - FIRE DEPT
227	DARLEY	17371662	TURN OUT GEAR - BARK RIVER	09/14/2019	5,202.47	70-522-570-8100 EQUIPMENT - FIRE DEPT
227	DARLEY	17371738	TURN OUT GEAR - LISBON	09/03/2019	3,439.74	70-522-570-8100 EQUIPMENT - FIRE DEPT
Total DARLEY:					9,036.84	
FALLS AUTO PARTS & SUPPLIES						
307	FALLS AUTO PARTS & SUPPLIE	587014	OIL FILTER #2688	08/22/2019	11.37	10-522-530-5500 VEHICLE MAINTENACE - FD
307	FALLS AUTO PARTS & SUPPLIE	587165	HEADLIGHT BULBS - KUBOTA MOWE	08/26/2019	4.71	10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY
Total FALLS AUTO PARTS & SUPPLIES:					16.08	
GALLS, LLC						
2604	GALLS, LLC	013369654	UNIFORM SHIRT - LT HORNE	08/05/2019	42.99	10-522-530-3810 UNIFORMS - FD
2604	GALLS, LLC	013446165	UNIFORM ITEMS - D BRAHM & M DRA	08/14/2019	319.09	10-522-530-3810 UNIFORMS - FD
Total GALLS, LLC:					362.08	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
GROTA APPRAISALS LLC						
405	GROTA APPRAISALS LLC	SEPT	ANNUAL ASSESSMENT WORK - SEPT	08/30/2019	2,675.00	10-515-530-4400 CONTRACTED SERVICES - ASSESSOR
Total GROTA APPRAISALS LLC:					2,675.00	
HI-LINE INC.						
431	HI-LINE INC.	10725328	WIRE & ZIP TIES	08/29/2019	244.00	10-533-530-3100 SUPPLIES - HIGHWAY
Total HI-LINE INC.:					244.00	
JANE STADLER						
863	JANE STADLER	AUG 2019	AUG PLAN COMMISSION MTG	08/08/2019	25.00	10-563-510-1100 SALARIES - PC
Total JANE STADLER:					25.00	
JENSEN EQUIPMENT CO. INC.						
483	JENSEN EQUIPMENT CO. INC.	J-647540	PROPANE TANKS FILLED FOR PAVER	08/22/2019	35.84	10-533-530-3570 IN-HOUSE PAVING - HIGHWAY
Total JENSEN EQUIPMENT CO. INC.:					35.84	
KEY BENEFIT CONCEPTS, LLC						
2567	KEY BENEFIT CONCEPTS, LLC	2260815	ACTUARY UPDATE OPEB TABLE	09/04/2019	465.00	10-514-530-4200 AUDIT & ACCOUNTING FEES
Total KEY BENEFIT CONCEPTS, LLC:					465.00	
KUNKEL ENGINEERING GROUP						
370	KUNKEL ENGINEERING GROUP	0236734	TWIN PINE FARMS INSPECTIONS	08/19/2019	2,635.00	10-563-530-4350 ENGINEER - PC - REIMB
370	KUNKEL ENGINEERING GROUP	0236734	BARNWOOD IMPROVEMENTS	08/19/2019	750.00	10-563-530-4350 ENGINEER - PC - REIMB
370	KUNKEL ENGINEERING GROUP	0236734	HARVEST RIDGE REVIEWS	08/19/2019	3,890.00	10-563-530-4350 ENGINEER - PC - REIMB
370	KUNKEL ENGINEERING GROUP	0236734	HILLSIDE RIDGE REVIEWS	08/19/2019	4,133.75	10-563-530-4350 ENGINEER - PC - REIMB
370	KUNKEL ENGINEERING GROUP	0236734	WEISFLOG BLG ADD SITE PLAN RVW	08/19/2019	150.00	10-563-530-4350 ENGINEER - PC - REIMB
370	KUNKEL ENGINEERING GROUP	0236734	LANDCRAFT MAJOR GRADING RVW	08/19/2019	250.00	10-563-530-4350 ENGINEER - PC - REIMB
370	KUNKEL ENGINEERING GROUP	0236734	FINCO CSM REVIEW	08/19/2019	240.00	10-563-530-4350 ENGINEER - PC - REIMB
370	KUNKEL ENGINEERING GROUP	0236734	RVW POSSIBLE SEWER SRVC TO PR	08/19/2019	350.00	90-563-530-4400 ENGINEERING CONSULTANT - SW
370	KUNKEL ENGINEERING GROUP	0236734	MS4 COMPLIANCE	08/19/2019	650.00	90-563-530-4400 ENGINEERING CONSULTANT - SW
370	KUNKEL ENGINEERING GROUP	0236734	POTENTIAL WATER W/ LANNON	08/19/2019	1,200.00	65-561-530-2100 TID #1 - ATTORNEY
370	KUNKEL ENGINEERING GROUP	0236734	PREP LEGAL DESCRIPTION BRDR A	08/19/2019	3,780.00	65-561-530-2100 TID #1 - ATTORNEY
370	KUNKEL ENGINEERING GROUP	0236816	TID #1 ENGINEERING WORK	08/20/2019	46,354.50	65-561-530-3100 TID #1 - ENGINEERING

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total KUNKEL ENGINEERING GROUP:					64,383.25	
LAKE COUNTRY MUNICIPAL COURT						
542	LAKE COUNTRY MUNICIPAL CO	08/09/19	PAYMENT ERROR - ONLINE PYMT WR	08/09/2019	98.80	10-450-450-1000 COURT PENALTIES & COSTS
Total LAKE COUNTRY MUNICIPAL COURT:					98.80	
LANGE ENTERPRISES INC.						
552	LANGE ENTERPRISES INC.	70021	CROSSWALK SIGNS PLAINVIEW RD	08/23/2019	135.30	10-533-530-3540 SIGNS - HIGHWAY
Total LANGE ENTERPRISES INC.:					135.30	
LANSER PUBLIC AFFAIRS, LLC						
2615	LANSER PUBLIC AFFAIRS, LLC	101364	LANSER PUBLIC AFFAIRS MONTHLY	09/15/2019	1,000.00	10-511-530-8000 INCORPORATION EFFORTS
Total LANSER PUBLIC AFFAIRS, LLC:					1,000.00	
MAJOR LEAGUE BUILDERS, LLC						
2614	MAJOR LEAGUE BUILDERS, LL	JUL 2019	STEEL DOORS INSTALLED AT DPW -	07/30/2019	4,890.00	70-533-570-8100 EQUIPMENT - HIGHWAY
Total MAJOR LEAGUE BUILDERS, LLC:					4,890.00	
MENARDS -- PEWAUKEE						
607	MENARDS -- PEWAUKEE	50420	PAINT SUPPLIES, BATTERIES, SPRAY	08/21/2019	32.03	10-533-530-3100 SUPPLIES - HIGHWAY
Total MENARDS -- PEWAUKEE:					32.03	
MILLER-BRADFORD & RISBERG INC						
628	MILLER-BRADFORD & RISBER	R01358	1 DAY LOADER RENTAL - COMPOST S	08/21/2019	560.00	35-561-530-4400 CONTRACTED SVCS - GRINDER
Total MILLER-BRADFORD & RISBERG INC:					560.00	
NEU'S BUILDING CENTER INC.						
672	NEU'S BUILDING CENTER INC.	3995111	CLUTCH - STIHL POLE SAW	08/27/2019	27.03	10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY
Total NEU'S BUILDING CENTER INC.:					27.03	
OSI ENVIRONMENTAL INC.						
699	OSI ENVIRONMENTAL INC.	1047252	FILTERS-UNCRUSHED	08/15/2019	45.00	10-546-530-7870 RECYCLING - OIL/ANTFZ/FILTERS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total OSI ENVIRONMENTAL INC.:					45.00	
PAYNE & DOLAN INC.						
709	PAYNE & DOLAN INC.	NO 4	2018 RESURFACING PRGM FINAL PAY	08/29/2019	4,430.00	70-533-570-8200 ROAD IMPROVEMENTS - HIGHWAY
Total PAYNE & DOLAN INC.:					4,430.00	
PRAXAIR DISTRIBUTION, INC						
2589	PRAXAIR DISTRIBUTION, INC	91233120	OXYGEN - FD	08/17/2019	678.73	10-523-530-3850 OXYGEN - AMBO
Total PRAXAIR DISTRIBUTION, INC:					678.73	
PREMIER BLDG INSPECTIONS LLC						
745	PREMIER BLDG INSPECTIONS	AUG 2019	AUG CONTRACT SRVS BLDG INSPEC	08/31/2019	8,794.85	10-524-530-4400 CONTRACTED SVCS - BLDG INSP
745	PREMIER BLDG INSPECTIONS	AUG 2019	MEETING/ENFORCEMENT	08/31/2019	57.50	10-524-530-4500 MTGS & ENFORCEMENT - BLDG INSP
745	PREMIER BLDG INSPECTIONS	AUG 2019	REINSPECTION FEES	08/31/2019	60.00	10-200-230-1000 SPECIAL DEPOSITS
Total PREMIER BLDG INSPECTIONS LLC:					8,912.35	
REGISTRATION FEE TRUST						
774	REGISTRATION FEE TRUST	TITLE	TITLE & PLATE TRANSFER FOR 2686	08/29/2019	70.50	10-522-530-4100 DUES/FEES/SUBS - FD
Total REGISTRATION FEE TRUST:					70.50	
RENEWABLE FOREST PRODUCTS, INC						
2616	RENEWABLE FOREST PRODUC	1017	YARD WASTE GRINDING - COMPOST	08/20/2019	1,700.00	35-561-530-4400 CONTRACTED SVCS - GRINDER
Total RENEWABLE FOREST PRODUCTS, INC:					1,700.00	
RICHFIELD TRAILER, INC						
2613	RICHFIELD TRAILER, INC	21837	SAND BLAST & COAT FRAME RAILS #	08/09/2019	4,113.10	10-522-530-5500 VEHICLE MAINTENACE - FD
Total RICHFIELD TRAILER, INC:					4,113.10	
RURAL MUTUAL INSURANCE CO						
798	RURAL MUTUAL INSURANCE C	WRKG148918	WORK COMP INSURANCE POLICY	09/30/2019	42,805.00	10-518-530-7500 WORKERS' COMP INSURANCE
Total RURAL MUTUAL INSURANCE CO:					42,805.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
SERVICE SANITATION WISCONSIN, INC						
2576	SERVICE SANITATION WISCON	7796779	PORTABLE RESTROOM - COMPOST S	08/23/2019	80.00	35-561-530-4400 CONTRACTED SVCS - GRINDER
2576	SERVICE SANITATION WISCON	7796780	PORTABLE RESTROOM - TOWN HALL	08/23/2019	190.00	10-552-530-4400 CONTRACTED SVCS - PARKS
2576	SERVICE SANITATION WISCON	7796781	PORTABLE RESTROOM - STONE FAMI	08/23/2019	80.00	10-552-530-4400 CONTRACTED SVCS - PARKS
2576	SERVICE SANITATION WISCON	7796782	PORTABLE RESTROOM - STONEY HA	08/23/2019	80.00	10-552-530-4400 CONTRACTED SVCS - PARKS
2576	SERVICE SANITATION WISCON	7796783	PORTABLE RESTROOM - FRED KELLE	08/23/2019	80.00	10-552-530-4400 CONTRACTED SVCS - PARKS
2576	SERVICE SANITATION WISCON	7796784	PORTABLE RESTROOM - LISBON OAK	08/23/2019	80.00	10-552-530-4400 CONTRACTED SVCS - PARKS
2576	SERVICE SANITATION WISCON	7796785	PORTABLE RESTROOM - COMMUNIT	08/23/2019	80.00	10-552-530-4400 CONTRACTED SVCS - PARKS
Total SERVICE SANITATION WISCONSIN, INC:					670.00	
SPRUNG HEATING & PUMP SERVICE LLC						
862	SPRUNG HEATING & PUMP SE	2323	EVACUATE FREON FROM PRACTICE	08/26/2019	187.50	10-522-530-7700 EDUCATION - FD
Total SPRUNG HEATING & PUMP SERVICE LLC:					187.50	
STARK ASPHALT						
866	STARK ASPHALT	50047013	SHOULDER MATERIAL - TWIN PINES	08/15/2019	77.98	10-533-530-3550 GRAVEL - HIGHWAY
866	STARK ASPHALT	50047013	ASPHALT POT HOLES & DITCH PATCH	08/15/2019	57.38	10-533-530-3570 IN-HOUSE PAVING - HIGHWAY
Total STARK ASPHALT:					135.36	
STICKYBOYZ LLC						
877	STICKYBOYZ LLC	7726	"PROPERTY OF LISBON" DECALS FO	08/28/2019	125.00	10-533-530-3540 SIGNS - HIGHWAY
Total STICKYBOYZ LLC:					125.00	
SUPPLY ZONE						
889	SUPPLY ZONE	1220	PAPER, RESTRM TOWELS	06/27/2019	52.14	10-522-530-3100 SUPPLIES - FD
Total SUPPLY ZONE:					52.14	
SUSSEX ACE HARDWARE						
7	SUSSEX ACE HARDWARE	187615	WD40 LUBRICANT	08/22/2019	9.88	10-522-530-5410 EQUIPMENT MAINTENANCE - FD
7	SUSSEX ACE HARDWARE	187732	PVC CONNECTORS - RESIDENT DWN	08/29/2019	7.79	90-533-530-3100 SUPPLIES / GRASS SEED - SW
7	SUSSEX ACE HARDWARE	187735	PVC PIPE - RESIDENT DWNSPT & SU	08/29/2019	19.99	90-533-530-3100 SUPPLIES / GRASS SEED - SW
Total SUSSEX ACE HARDWARE:					37.66	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
ULINE SHIPPING SUPPLY						
2346	ULINE SHIPPING SUPPLY	110138852	STATION MATS	07/03/2019	327.37	10-522-530-3100 SUPPLIES - FD
2346	ULINE SHIPPING SUPPLY	111787113	SOAP, DISPENSERS, AIR FRESHENER	08/27/2019	251.87	10-552-530-3140 GENERAL OPERATING SUP - PARKS
Total ULINE SHIPPING SUPPLY:					579.24	
VILLAGE OF SUSSEX						
2376	VILLAGE OF SUSSEX	4856	MONTHLY TICKET PROCESSING	08/30/2019	2,370.46	10-521-530-4410 TICKET PROCESSING - SUSSEX
Total VILLAGE OF SUSSEX:					2,370.46	
WAUKESHA COUNTY TREASURER						
2390	WAUKESHA COUNTY TREASUR	2019-0000009	ROAD PAINT STRIPING - CONTRACT	08/20/2019	13,158.94	10-533-530-3510 IN-HOUSE STRIPING - HIGHWAY
Total WAUKESHA COUNTY TREASURER:					13,158.94	
WCMA						
2410	WCMA	101715	ADMIN WCMA DUES	09/04/2019	67.50	10-512-530-3700 DUES/FEES/SUBS - ADMINISTRATOR
Total WCMA:					67.50	
WCTC						
2411	WCTC	S0697981	TUITIONS & FEES - CHELMINIAK	08/26/2019	115.00	10-522-530-7700 EDUCATION - FD
Total WCTC:					115.00	
WOODHAVEN HOMES & REALITY INC						
2462	WOODHAVEN HOMES & REALIT	S54-19-4	BUTLER - BUILDING BOND REFUND	09/03/2019	2,500.00	10-200-230-1000 SPECIAL DEPOSITS
Total WOODHAVEN HOMES & REALITY INC:					2,500.00	
WPRA						
2464	WPRA	2019	WPRA TICKETS 2019	09/02/2019	2,866.00	10-460-467-5004 WPRA TICKET PROCEEDS (NET)
Total WPRA:					2,866.00	
Z BUILDERS SUPPLY CO						
2474	Z BUILDERS SUPPLY CO	51450	CONCRETE SEALER PLAINVIEW BRID	08/22/2019	584.00	10-533-530-3570 IN-HOUSE PAVING - HIGHWAY

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
					584.00	
					173,654.12	

TOP 5 EXPENDITURES

Dated: _____	\$ 64,383.25	KUNKEL - Twin Pine Farms, Harvest/Hillside Rvws, Water w/ Lannon, Brdr Agmts, TID
Chairman: _____	\$ 42,805.00	RURAL MUTUAL INS - Work Comp Ins Policy
	\$ 13,158.94	WAUKESHA CO TREASURER - Road Paint Striping Contract
Board Member #1: _____	\$ 9,036.84	DARLEY - Turn Out Gear Lisbon & Bark River
	\$ 8,912.35	PREMIER BUILDING INSP - Aug Contract
Board Member #2: _____		
Board Member #3: _____		
Board Member #4: _____		

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



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

Thursday, September 05, 2019

Dear Board Members:

This is to notify you of the Town of Lisbon meetings, office closures and elections from **September 9, 2019 through October 10, 2019** at the Town Hall, W234N8676 Woodside Road, unless indicated otherwise.

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)
Tuesday, September 17, 2019	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.
Monday, September 30, 2019	Budget Workshop at 6:30 P.M. (Town Hall)
Tuesday, October 1, 2019	Budget Workshop at 6:30 P.M. (Town Hall)
Thursday, October 10, 2019	Plan Commission at 6:30 P.M. (Town Hall)

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, September 5, 2019

AUGUST ACH / AUTOPAY REPORT

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

FALL NEWSLETTER

The fall newsletter is being proofed as I type this. It should be going out in the next couple of weeks. As soon as a final copy is ready, we'll post it on the website.

ACH & AUTOPAYS CHECKLIST						
AUGUST 2019						
VENDOR	AMT	DATE PAID	DATE JE DONE	PRINT PAYMENT FOR AMY	NOTES	
WE ENERGIES						
Community Park	\$ 86.65	2019-08-23	2019-08-12	Y	Group Billing ALL Accts	
Down Under Shelter	\$ 16.53	2019-08-23	2019-08-12	Y		
Hilltop Shelter	\$ 16.91	2019-08-23	2019-08-12	Y		
Hwy Elec	\$ 405.36	2019-08-23	2019-08-12	Y		
Park Maint Bldg	\$ 80.88	2019-08-23	2019-08-12	Y		
Park Dept Gas	\$ 10.67	2019-08-23	2019-08-12	Y		
Pump House	\$ 16.25	2019-08-23	2019-08-12	Y		
Richmond St Elec	\$ 1,099.29	2019-08-23	2019-08-12	Y		
Richmond St Gas	\$ 27.51	2019-08-23	2019-08-12	Y		
Rivers End Street Lights	\$ 10.87	2019-08-23	2019-08-12	Y		
Stone Family Park	\$ 16.14	2019-08-23	2019-08-12	Y		
Street Lights	\$ 2,200.28	2019-08-23	2019-08-12	Y		
Town Hall Pavillion	\$ 4.30	2019-08-23	2019-08-12	Y		
911 Memorial	\$ 49.44	2019-08-23	2019-08-12	Y		
Town Hall Elec	\$ 331.31	2019-08-23	2019-08-12	Y		
DPW Garage Rear Elec	\$ 22.85	2019-08-23	2019-08-12	Y		
Town Hall Gas	\$ 10.56	2019-08-23	2019-08-12	Y		
Good Hope Fire Elec (TOL)	\$ 32.05	2019-08-23	2019-08-12	Y		
Good Hope Fire Gas (TOL)	\$ 56.08	2019-08-23	2019-08-12	Y		
Good Hope Hwy Gas (TOL)	\$ 112.16	2019-08-23	2019-08-12	Y		
GRAND TOTAL WE ENERGIES	\$ 4,606.09					
US CELLULAR						
Park Director						
Compost Site	\$ 149.41	2019-08-08	2019-08-12	Y	Extra \$15 in data charges than normal	
Fire Chief						
SPECTRUM						
Server	\$ 174.46	2019-08-01	2019-08-12	Y		
Good Hope DPW / FD	\$ 99.98	2019-08-24	2019-08-12	Y		
Parks	\$ 84.99	2019-08-24	2019-08-12	Y		
Town Hall	\$ 119.99	2019-08-24	2019-08-12	Y		
VERIZON						
(5) Account	\$ 209.33	2019-08-16	2019-08-16	Y		
(6) Account	\$ (70.37)	2019-08-15	credit	Y	credit from tax exempt	
E.H. WOLF & SONS						
Diesel	\$ 1,228.00	2019-08-08	2019-08-26	Y	new ACH	
Unleaded	\$ 358.85	2019-08-08	2019-08-26	Y		
Diesel	\$ 1,930.81	2019-08-21	2019-08-26	Y		
Unleaded	\$ 404.68	2019-08-21	2019-08-26	Y		
ANTHEM						
Insurance	\$ 8,377.09	2019-08-09	2019-08-13	Y		
DELTA DENTAL						
Insurance	\$ 864.55	2019-08-09	2019-08-15	Y		
UHC						
Insurance	\$ 587.97	2019-08-15	2019-08-15	Y		
AFLAC						
KP, GG, AB	\$ 362.88	2019-08-01	2019-07-22	Y		

Parks Monthly Report August/September 2019

Park Staff duties: Note all seasonal help has gone back to collage as of August 16, 2019.

☺ Staff removed 3- dead or dying ash trees at the Lisbon Town Hall, Lisbon Oaks Park, and Community Park.

☺ Staff planted 2-Purple Prince Crabapple trees and 1-Autumn Fantasy Maple in Community Park.

☺ Staff planted some new nursery stock in front of the Town Hall building.

☺ Staff installed a memorial bench with a brick paver pad, planted new nursery stock and 4 yards of woodchips in Community Park for the Sussex Sled Bugs organization.

☺ Staff are watering the newly planted nursery stock in Community Park and Town Hall as needed for the first month.

☺ Daily seasonal mowing operations of our parks & municipal grounds continue.

☺ Wood-chipped the 911 Memorial site using 18 yards red cedar chips in total and trimmed up some of the plants

☺ Equipment & Fleet maintenance

☺ Removed of several trees that came down in Community Park along the trails due to the passing storms with high winds that came through our area this past month.

☺ Park Staff spread over 100 yards of woodchips on thought-out Community Park in planting beds and around trees.

☺ 6 reservations this past month of the town's open air shelters, cleaning of each shelter before and after each rental throughout the Lisbon Park system.

☺ De-weeding planting beds and weed trimming throughout the parks and municipal grounds.

☺ Weekly garbage collection and restroom facilities cleaning.

☺ The 2019 Baseball season has ended and soccer/football fall season has began

☺ Superintendent works with staff on park duties/projects on a daily bases.

Submitted by:
John Greiten
Lisbon Park Director

AUGUST 2019 DPW MONTHLY REPORT



TOWN BOARD & ADMINISTRATOR,

- Staff finished the second round of roadside mowing including lots that needed to be cut per the Weed Commissioner
 - Staff completed storm water projects on Good Hope Road and Betker Drive
 - Staff added the crosswalk on Plainview Road at Plainview Parkway
 - Staff fit the new stump grinder to the excavator and put it into service
 - Staff trimmed branches and cut dead trees within the right of ways
 - Staff performed their weekly duties at the Compost Site
 - Staff started moving material out from the east side of the Compost Site in preparation of the move
 - Staff performed prep work and clean up throughout the Twin Pine Farms subdivision in preparation of the Parade of Homes event in August
 - Staff performed repairs and preventive maintenance on trucks and equipment as needed
-
- I attended the monthly WCPWA meeting on August 7th.
 - I attended a trial regarding seasonal weight limit tickets at the Lake Country Municipal Court on August 9th.
 - I performed Weed Commissioner duties with checking vacant lots and attending to resident concerns of tall grass/weed complaints.
 - I met with residents regarding their concerns on storm water and utility projects throughout town.
 - I prepared and submitted my 2020 DPW budget.
 - I sat down with Gina to go over the 2020 DPW operating budget ahead of our workshops.
 - I also worked with staff throughout the month on storm water work, compost site work and the stump grinder installation.

**REGARDS,
JOE DE STEFANO JR.
DPW DIRECTOR**



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Town Board

ITEM DESCRIPTION: Recommendations from Plan Commission

PREPARED BY: Gina C. Gresch, Administrator

REPORT DATE: Thursday, September 5, 2019

RECOMMENDATION: Approve Plan Commission Recommendations

EXPLANATION

The following items were on the Thursday, August 8 Plan Commission agenda and are ready for Town Board approval. Please note the documents for these items are not in the ePacket as they are too large to include, so there are links to the website for viewing.

Request for Neumann Developments Inc., for the property located along Hillside Road, in the Town of Lisbon, LSBT 0205.995 and LSBT 0208.987 generally located on the west side of Hillside Drive adjacent to Beverly Lane, for the following:

- i. Preliminary Plat for the proposed Hillside Ridge subdivision and recommendation to Waukesha County of the same.
- ii. Combined General Development Plan and Specific Development Plan for the proposed Hillside Ridge subdivision.

The Plan Commission reviewed both requests and recommend approval subject to several conditions. Planner Lindstrom has reviewed the updated plans and recommends approval subject to all of the conditions as set forth by the Plan Commission and other agency reviews, and recommendation to Waukesha County of the same. The Lisbon-Merton JPC met on Tuesday, August 20, 2019 and also recommends approval.

Request for Neumann Developments Inc., for the property located along Lisbon Road, in the Town of Lisbon, LSBT 0264.998.002 generally located north of Lisbon Road and south of Ainsworth Road, adjacent to Basham Lane, for the following:

- i. Preliminary Plat for the proposed Preserve at Harvest Ridge subdivision and recommendation to Waukesha County of the same.
- ii. Combined General Development Plan and Specific Development Plan for the proposed Preserve at Harvest Ridge subdivision.

The Plan Commission reviewed both requests and recommend approval subject to several conditions. Planner Lindstrom has reviewed the updated plans and recommends approval subject to all of the conditions as set forth by the Plan Commission and other agency reviews, and recommendation to Waukesha County of the same. At the time of drafting this memo, we are trying to schedule the Lisbon-Sussex JPC meeting prior to Monday's Town Board meeting.



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Town Board

ITEM DESCRIPTION: Early Start Request for Neumann Developments

PREPARED BY: Gina C. Gresch, Administrator

REPORT DATE: Thursday, September 5, 2019

RECOMMENDATION: Approve Request for Early Start

EXPLANATION

Neumann Developments has requested the Town Board to allow them an "early start" on their developments in the Town; Hillside Ridge and the Preserve at Harvest Ridge. They would like to begin grading, which includes stripping topsoil, establishing of storm water ponds and other storm water requirements, grading of lots where needed, and setting roads and swales in ROW's to grade. Please see their email with further explanations and dates.

Late Wednesday afternoon, Neumann emailed maps indicating a Phase 1 for both developments. That was sent to the Engineer to calculate the Letter of Credit amounts, which I received this morning. He then updated the Letter of Credit amounts for each development to reflect Phase 1 rather than the whole development. They also attached another Letter of Credit form from a project in another municipality so I could see what the letter will look from their bank. I'm familiar with this form, it's the one used 99% of the time but is missing key language regarding expiration dates that Attorney Gutenkunst wants in the document.

I forwarded the Engineer's email with the dollar amounts to Neumann asking to please submit a Letter of Credit in final form with the Attorney's requested language, from the bank before the Town Board meets on Monday for my review. I am also waiting on the approved and issue early start grading permit from Waukesha County Environmental Health Department. I should have that in time for the meeting.

I recommend approval subject to a Letter of Credit be submitted in final form including the Attorney's requested language and a copy of Waukesha County's early start grading permit be on file with the Town Clerk.



025

RECEIVED

By Gina Gresch at 11:05 am, Sep 04, 2019

Neumann Developments Inc.
N27W24025 Paul Ct, Suite 100
Pewaukee, WI 53072

September 3, 2019

Ms. Gina Gresch and Lisbon Town Board
W234N8676 Woodside Road
Lisbon, WI 53089

Dear Ms. Gresch and Lisbon Town Board Members,

As you are aware, we have proposed two new developments in the Town of Lisbon; Hillside Ridge and The Preserve at Harvest Ridge. We are excited about developing these neighborhoods and providing more great places for people to live in the Town of Lisbon. The approvals process is in its final stages awaiting your decision as well as that of various extraterritorial entities. However, the short window of time to develop land in Wisconsin is rapidly closing.

We would like to formally request permission of the board to begin grading work on both of these sites prior to full board approval of the developments. Mr. Leif Hauge and Mr. Alan Barrows of Waukesha County Department of Parks and Land Use – Land Resources Division have reviewed and granted permits for land disturbance, storm water, and grading for both of these developments and encourage the projects to be started as soon as possible so stabilization of the disturbed soils can be done yet this year.

We understand that changes may be requested by the Town Engineer and Town Board prior to final approvals and accept this risk and possible requirement for changes to the plans. Additionally, we have sent Letter of Credit amounts for the full extent of development work to the Town Engineer for review and are ready to deliver Letters of Credit for both developments upon acceptance by the Town Engineer and prior to any work beginning.

We appreciate your consideration of this request and look forward to developing these great neighborhoods in the Town of Lisbon.

Sincerely,



Bryan Lindgren
Neumann Developments Inc.

Gina Gresch

From: Bryan Lindgren
Sent: Wednesday, September 4, 2019 4:07 PM
To: Gina Gresch
Cc: Dan Lindstrom; Dan Green; Leisses, Mitchell; Steve DeCleene
Subject: RE: Early Start Request
Attachments: Hillside Ridge Phase 1.pdf; The Preserve at Harvest Ridge Phase 1.pdf; WI Statute 236 - Amended Sections.pdf; Untitled_09042019_095332.pdf

Hello Gina,

Per your request I've attached additional documentation clarifying the development area proposed in Phase I of each project, and will elaborate on the scope of work proposed for this year and next.

The Preserve at Harvest Ridge

2019

- Grading (to include stripping topsoil, establishing of storm water ponds and other storm water requirements, grading of lots where needed, and setting roads and swales in ROW's to grade) approximately 4 weeks of work
- Storm water piping (install all necessary storm water piping for Phase 1 requirements) two weeks, overlaps with grading
- Paving (to include base course of asphalt for all roads in Phase 1 area) two weeks at the end of grading work, approximate start second half of October
- Stabilization(seed and matting where needed in entirety of Phase 1 area) can start in sections as grading is finished, to be completed by November 15th

2020

- Private utility work(gas and electric installation over winter months)
- Paths, Amenities, Landscaping to be completed when weather permits in Spring 2020

Hillside Ridge

2019

- Grading (to include stripping topsoil, establishing of storm water ponds and requirements, grading of lots, setting roads and swales in ROW's to grade) approximately 5-6 weeks of work
- Storm water piping (install all necessary storm water piping for Phase 1 requirements) two weeks, overlaps with grading
- Paving (to include base course of asphalt for all roads in Phase 1 area) two weeks at the end of grading work, approximate start November 1st
- Stabilization (seed and matting where needed in entirety of Phase 1 area) can start in sections as grading is finished to be completed by November 15th

2020

- Private utility work (gas and electric installation over winter months)
- Paths, Amenities, Landscaping to be completed when weather permits in Spring 2020

In regards to all permits and Letters of Credit, we would be happy to produce these as typical pre-start requirements, either at a pre-construction meeting, or to staff separately, as is typical. The costs of establishing and maintaining letters of credit make us reluctant to establish them any earlier than necessary, and not typically before knowing we are able to start a project. The County permits are currently being held by the County until we present them with the Letter of

Credit they require to release them. I have attached an example of the Irrevocable Standby Letter of Credit form used by Cornerstone Bank who will be our lender for the Preserve at Harvest Ridge project. Upon our request, the necessary names, dates, and amounts will be updated to reflect the project specific details and the form delivered to the Town.

We are in full agreement that the Developer's Agreement should reflect the work being completed in a given Phase. It seems general in language enough that Phasing language can be added, or referenced by exhibit without a full rewrite. The amount of Letter of Credit or security however is regulated by state statute 236.13 sub. 2.3 amended 1.b. – *The subdivider may construct the project in such phases as the governing body of the town or municipality approves, which approval may not be unreasonably withheld. If the subdivider's project will be constructed in phases, the amount of security required by the governing body under subd. 1. a. is limited to the phase of the project that is currently being constructed. The governing body may not require that the subdivider provide any security for improvements sooner than is reasonably necessary before the commencement of the installation of the improvements.*

In summary, we would still like to request that the topic of an early grading start on our proposed developments in the Town of Lisbon be discussed at the Town Board meeting on September 9, 2019, allowing the Town Board the ability to take whatever action they decide.

Please feel free to reach out to Steve or I with any questions,

Bryan Lindgren

N27 W24025 Paul Ct., Suite 100 | Pewaukee, WI 53072

O 262.542.9200 | C 608.215.4934

www.neumannland.com



RECEIVED
By Gina Gresch at 11:05 am, Sep 05, 2019

September 5, 2019

Sent: Via Email

Ms. Gina C. Gresch
Town of Lisbon Administrator
W234N8676 Woodside Road
Lisbon, WI 53089-1545

**Re: Hillside Ridge Development – Phase 1 | Neumann Developments, Inc.
Surety/Financial Guarantee**

Dear Ms. Gresch:

Development Plans and a Preliminary Plat have been received and reviewed by both Kunkel Engineering Group and Waukesha County. The development plans, platting documents and the development agreement will be prepared for approval by the Lisbon Town Board soon, pending final document review by the parties and extraterritorial entities. In addition, Neumann Developments Inc., has requested permission, in advance of final approval, to initiate grading activities, to facilitate site stabilization prior to the onset of winter. The Neumann request has received approval by Waukesha County Department of Parks and Land Use – Land Resources Division.

Kunkel Engineering Group concurs with the Neumann request to initiate grading activities provided that, among other conditions, that the Developer provide a Financial Guarantee, via a Letter of Credit, as set forth within Section IX of the DRAFT Development Agreement. Based upon our evaluation of the proposed grading, road and infrastructure to be constructed and the requirements contained within Chapter 12 of the Lisbon Town Ordinance we recommend that a Letter of Credit be provided the Town in the amount of \$1,622,834.29, as computed below. It should be noted that the Letter of Credit is to be established for Phase 1 of the Hillside Ridge Development.

Financial Guarantee for Construction

1. Grading, Aggregate Base and Storm Sewer:	\$901,618.00
2. Hot Mix Asphalt, Lower Layer:	\$97,500.00
3. Hot Mix Asphalt, Surface Layer:	\$62,400.00
4. Shouldering with Aggregate Base:	\$20,988.00
5. Curb and Gutter:	\$3,037.50
6. <u>Restoration and Erosion Control:</u>	<u>\$300,151.74</u>
Subtotal:	\$1,385,695.24

The total Line of Credit is as follows:

Subdivision Construction Fees \$1,385,695.24 x 120% = **\$1,622,834.29 Total Financial Guarantee**



107 PARALLEL STREET
BEAVER DAM, WI 53916

1115 S MAIN STREET
WEST BEND, WI 53095

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

It is understood the Developer will provide the Financial Guarantee or Letter of Credit in a form acceptable to the Town and the Town's Attorney. In addition to the items included above it is expressly understood that the Neumann Developments Inc. will be responsible for the following costs and fees as prescribed by the Town of Lisbon Ordinances and enumerated within the development agreement:

- Payment of Costs, Inspection & Administrative Fees (Section XIV)
- Park and Public Recreational Trail (Section I)
- Park and Public Site Dedication fees (Section XIII& Exhibit I)
- Street Signs and Traffic Control Signs (Section I)
- Fire Tank Protection Fee (Section I)
- Other Private Utilities (Section I)

Gina should either you or the Town Board have any further questions please feel free to contact me at your convenience.

Sincerely,

KUNKEL ENGINEERING GROUP

A handwritten signature in black ink, appearing to read 'Mitchell Leisses', with a large, stylized flourish extending to the right.

Mitchell Leisses
Office/Project Manger

September 5, 2019

Sent: Via Email

Ms. Gina C. Gresch
Town of Lisbon Administrator
W234N8676 Woodside Road
Lisbon, WI 53089-1545

Re: The Preserve at Harvest Ridge Development – Phase 1 | Neumann Developments, Inc. Surety/Financial Guarantee

Dear Ms. Gresch:

Development Plans and a Preliminary Plat have been received and reviewed by both Kunkel Engineering Group and Waukesha County. The development plans, platting documents and the development agreement will be agendized for approval by the Lisbon Town Board soon, pending final document review by the parties and extraterritorial entities. In addition, Neumann Developments Inc., has requested permission, in advance of final approval, to initiate grading activities, to facilitate site stabilization prior to the onset of winter. The Neumann request has received approval by Waukesha County Department of Parks and Land Use – Land Resources Division.

Kunkel Engineering Group concurs with the Neumann request to initiate grading activities provided that, among other conditions, that the Developer provide a Financial Guarantee, via a Letter of Credit, as set forth within Section IX of the DRAFT Development Agreement. Based upon our evaluation of the proposed grading, road and infrastructure to be constructed and the requirements contained within Chapter 12 of the Lisbon Town Ordinance we recommend that a Letter of Credit be provided the Town in the amount of \$1,143,472.01, as computed below. It should be noted that the Letter of Credit is to be established for Phase 1 of the Preserve at Harvest Ridge Development.

Financial Guarantee for Construction

1. Grading, Aggregate Base and Storm Sewer:	\$432,675.69
2. Hot Mix Asphalt, Lower Layer:	\$40,392.00
3. Hot Mix Asphalt, Surface Layer:	\$40,392.00
4. Hot Mix Asphalt Pathways:	\$119,976.50
5. Shouldering with Aggregate Base:	\$10,080.00
6. Concrete Curb and Gutter, Sidewalks and Flumes:	\$15,440.00
7. Pavement Markings and Temp Turn Around:	\$10,300.00
8. <u>Restoration and Erosion Control:</u>	<u>\$283,636.85</u>
Subtotal:	\$952,893.34

The total Line of Credit is as follows:

Subdivision Construction Fees \$952,893.34 x 120% = **\$1,143,472.01 Total Financial Guarantee**



107 PARALLEL STREET
BEAVER DAM, WI 53916

1115 S MAIN STREET
WEST BEND, WI 53095

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

It is understood the Developer will provide the Financial Guarantee or Letter of Credit in a form acceptable to the Town and the Town's Attorney. In addition to the items included above it is expressly understood that the Neumann Developments Inc. will be responsible for the following costs and fees as prescribed by the Town of Lisbon Ordinances and enumerated within the development agreement:

- Payment of Costs, Inspection & Administrative Fees (Section XIV)
- Park and Public Recreational Trail (Section I)
- Park and Public Site Dedication fees (Section XIII& Exhibit I)
- Street Signs and Traffic Control Signs (Section I)
- Fire Tank Protection Fee (Section I)
- Other Private Utilities (Section I)

Gina should either you or the Town Board have any further questions please feel free to contact me at your convenience.

Sincerely,

KUNKEL ENGINEERING GROUP

A handwritten signature in black ink, appearing to read "Mitchell Leisses", with a large, stylized flourish extending to the right.

Mitchell Leisses
Office/Project Manger