

**Minutes of the Town Board Meeting
Town of Lisbon, Town Hall
September 23, 2019
6:30 p.m.**

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

Roll Call: Present: Chairman Osterman, Supervisors Gamiño, Plotecher and Beal. Also present: Dan Green, Town Clerk and Gina Gresch, Town Administrator, Lisbon Fire Chief Doug Brahm, Merton Fire Chief Josh Burrell and Lisbon Fire Captain Michelle Drager.

Comments from citizens present. None.

- 1. 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. September 9, 2019 Town Board minutes
 - ii. Operator's Licenses
 - iii. Resolution 15-19 Resolution Accepting Public Improvements of River Glen Subdivision & Beginning One-Year Warranty Period.
 - iv. River Glen Surety Bond Reduction.
 - v. Chapter 12 Land Division and Development Ordinance waiver requests for Neumann Development Inc, for Hillside Ridge & the Preserve at Harvest Ridge, for cul-de-sac lengths, lot slopes, perpendicular lot lines and road tangent lengths as described in the Administrator's memo.
 - vi. Chapter 12 Land Division and Development Ordinance waiver request for the Town of Lisbon for waivers from Chapter 12, Sections 7.03(a), "Street & Pedestrian Way Design Standards, Cul-de-Sacs or Dead-End Streets", and Chapter 12, Section 2.05 "Waivers", to allow a cul-de-sac 625 feet beyond the 500 feet allowed per the Town Code for the Town owned Lied's Property.

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

SPECIAL ORDER OF BUSINESS: Presentation by the Town of Lisbon & Village of Merton Fire Chiefs proposing a merger, creating the "Bark River Fire Department".

Chief Brahm explained this started with Bark River Training Consortium and along the way Merton joined. Through the years Merton and Lisbon have gotten closer including trading credentials, trucks and common standard operating procedures. He recommended to the Board that these two fire departments come together to help with labor, paid on call issues, call volume and other concerns. He explained that a variety of fire departments in the area formed a committee and met to see how this consortium would be possible. At this point the Village of Merton and the Town are at a place to join, but the opportunity for other communities to join is always a possibility. The goal is to have this up and running by the first quarter of 2020. Doug explained that Josh from the Village of Merton has gathered data and put together budget spreadsheets which they have presented to other communities including Merton.

The board expressed some concern including the Town carrying Merton's tax base as the Town has more people and more equipment. Chief Brahm explained that Merton has plenty of equipment they will be contributing as well and this is not going to be a free ride for the Village of Merton. Supervisor Gamiño stated she thought it was a good idea but had concerns as to the locations and proximities of the fire stations. There was discussion about the possibility of requiring another fire station in the future to the north. The Board decided the needed more time to review this. Chairman Osterman agreed that Merton is the best municipality to do this with but will need more time to review how this will come together.

Approval of Bills.

Motion by Supervisor Beal to approve the September 23, 2019 check register as presented. Seconded by Supervisor Beal. Motion carried, 3-0. Supervisor Gamiño did not vote.

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

Chairman Osterman reviewed the list of upcoming Town meetings.

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

Town Administrator – Boarder Agreements

The Lisbon-Merton Border Agreement was delivered to the WI DOA on Wednesday, September 11. The Lisbon-Lannon Border Agreement will be delivered mid-October after the Village of Lannon's action at their next meeting.

Budget Workshops

I will have updated budget documents to the Town Board by Wednesday, September 25. The town's Auditor Wendi Unger and Financial Consultant Jon Cameron will be at the Monday, September 30 budget workshop to help us out with some of the new budgetary items we have to work with. The Department Heads will also be in attendance.

Employee Handbook

I received the Labor Attorney's review of the draft employee handbook. They are many items I have to review with him regarding labor laws that have to be updated in the document to reflect the current laws. Once that review is done, I should be able to start on the benefits guide with Horton Insurance. Once those two are done, I will bring them to the Town Board for approval. My goal is to have this done by the end of the year.

Engineering Files

We are slowly getting through the prior engineer's files. We located the subdivision files, alphabetized and re-boxed them. Since the subdivision files in the boxes aren't anything current, they will be stored at the Fire Department. There are still many more files to go through and we will be scanning and saving digitally whatever files we can.

Planner Projects

Planner Lindstrom has been working on updating the Town's sign code for presentation to the Plan Commission and then both Plan Commission and Town Board approval. The updated sign code will be incorporated into the Town's zoning code. He is also working on a new impact fee study. With all of the new housing developments happening, the Town's needs have changed for buildings and park facilities as well as infrastructure since it was done in 2005. This study will be presented to the Town as soon as he has a draft ready.

Town Clerk – Newsletter

The newsletter was completed on Tuesday and sent for printing and distribution on Friday. In this edition we have an in depth information on Incorporation and the polling location change from Hamilton High School to Redeemer United Church. We have the digital version available on the Town's website and they were scheduled for mailing last Friday. They should be arriving at people's doors early this week!

Candidacy Paper Work

I have been working on getting paperwork ready for Tedia and Linda for next year's Election. Once the state has updated their forms with the latest I will email and print those campaign packets for each of you to file.

Election Inspectors

The Clerk's Office will be recruiting poll workers heavily the end of this year and throughout most of next year. I encourage anyone who is looking for extra money or who wants to support their community to come see me about working at the polls next year. We have a potential for 6 Elections next year so we will take all the help we can get.

Laserfiche Update

I have two requests for quotes from different companies who perform the same type of digital file storage. Once I have those quotes I will report back to the board. Because of our size, some companies will not provide a quote as they are geared to larger organizations.

Fire Department – Chairman Osterman reviewed the Fire Department reports, including special events and meetings attended by Chief Brahm. Activities included the National Night Out on August 7th and National Fallen Firefighters Golf outing on August 9th.

Parks Department – Supervisor Gamiño reviewed Park Director John Greiten's report which included duties of the Park staff for August and September. Duties included re-chipping walking trails, cleaning open air shelters, installing flag poles, garbage collection, watering new nursery stock, mowing and equipment and fleet maintenance.

Supervisor's Reports.

Supervisor Beal – Explained the Sanitary District had a meeting on Wednesday and voted to include grinder pumps.

Unfinished Business.

New Business.

Discussion and necessary action on the recommendation from Plan Commission on the request for Louis Finco, for the properties located at N50W25545 Lisbon Road, LSBT 0275.997.003 and 0275.997.005, for a two-lot combination Certified Survey Map, subject to Lisbon-Sussex JPC approval and completion of the Joint Driveway Easement Agreement by all private parties and recorded at the Waukesha County Register of Deeds.

Planner Lindstrom was presented at the meeting for any questions by the Town Board. He explained the combination CSM was prepared in 2010 but was never followed through with by the applicant. A driveway maintenance agreement need to be recorded with the Waukesha County Register of Deeds at the time which the Town wanted to review. The Plan Commission made recommended changes to the CSM which were done and is now at the Town Board for review and approval.

Motion by Chairman Osterman to approve the recommendation from Plan Commission on the request for Louis Finco, for the properties located at N50W25545 Lisbon Road, LSBT 0275.997.003 and 0275.997.005, for a two-lot combination Certified Survey Map, subject to Lisbon-Sussex JPC approval and completion of the Joint Driveway Easement Agreement by all private parties and recorded at the Waukesha County Register of Deeds. Seconded by Supervisor Tedia Gamiño. Motion carried, 4-0.

Discussion and necessary action on the recommendation from Plan Commission for the following requests for Mark Lake on behalf of WP Property Acquisitions, LLC, property owner Bette Brown Slayton Living Trust, for the property located at N55W25299 Richmond Road, LSBT 0273.998:

Comprehensive Plan Amendment from Low Density Residential and other Open Lands to be Preserved to Industrial and Low Density Residential, subject to the amendment being approved by

the Village of Sussex as this change modifies Exhibit H of the Boundary Stipulation and Intergovernmental Cooperative Agreement dated 1/22/2001 and subject to the approval of the Lisbon-Sussex Joint Plan Commission, and recommendation to Waukesha County and the Village of Sussex of the same.

Planner Lindstrom explained that there are a lot of hurdles and hoops that need to be jumped through in regards to the border stipulation agreement for the comprehensive plan and rezone amendments. He explained that both the Town of Lisbon and the Village of Sussex Comprehensive Plans would need to be amended. Waukesha County has stated they take a step back when communities are governed by a border agreement if the two communities agree to the change. Planner Lindstrom explained that the neighboring parcel is being developed by Sussex and these changes would essentially carry over to the Brown Property. He also explained that in order for this property's Comprehensive Plan to change, Exhibit H from the Border Agreement with Sussex would first need to be amended as it dictates this property is to remain low density residential. He recommended to the Town Board that they direct the Town Attorney to draft a letter to the Village of Sussex to investigate amending Exhibit H. If the Village of Sussex does not wish to move forward, the applicant will be left at stand still. He explained there are a few items that will come up including shared services. Supervisor Beal asked if there would be any tax penalties from changing the use from agricultural to residential and/or business. The Administrator explained these changes would change when the change in the land use occurs, not necessarily the comprehensive plan or the rezone.

Planner Lindstrom explained that at the Plan Commission level there were a few residence that spoke, a few against and a few in favor of the amendment. He has reached out to the applicant for a formal boundary map for the comprehensive plan and rezone before moving forward. Chairman Osterman explained there were commendations made at the Plan Commission regarding the long range map which slates this property for residential. He stated there is an argument to be made for the fact that the Boundary Agreement does dictate this designation. He also explained that the applicant has shown areas where there will be buffering for those residents nearby and Waukesha County has identified this area as an area for premium development. Planner Lindstrom added that the BP zoning district has a lot more design standards than a typical industrial zoning. Chairman Osterman explained that the rezone piece of the item will have to come back for a Rezone at a later date so the Town can be sent up for the best case scenario.

Motion by Chairman Osterman to direct the Town Attorney to draft a letter to the Village of Sussex to investigate amending Exhibit H of the Town of Lisbon & Village of Sussex Boundary Stipulation and Intergovernmental Cooperative Agreement. Seconded by Supervisor Beal. Motion carried, 5-0.

Rezone from A-10 Agricultural District to BP and C-1 subject to the approval of the Lisbon-Sussex Joint Plan Commission, and recommendation to Waukesha County and the Village of Sussex of the same.

Motion by Chairman Osterman to postpone "Rezone from A-10 Agricultural District to BP and C-1 subject to the approval of the Lisbon-Sussex Joint Plan Commission, and recommendation to Waukesha County and the Village of Sussex of the same." Seconded by Supervisor Plotecher. Motion carried, 5-0.

Discussion and necessary action to convene into Closed Session, pursuant to Wis. Stats. 19.85(1)(g) when conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved with respect to the existing Boundary Stipulation and Wis. Stats. 66.02162 and Cooperative boundary agreements(s) under Wis. Stats. 66.0307.

Motion by Chairman Osterman to convene into Closed Session pursuant to Wisconsin Statutes 19.85(1)(g). Seconded by Supervisor Beal, motion carried by roll call vote.

ROLL CALL VOTE:

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

Motion carried, 5-0. Town Board convened into Closed Session at 7:45 PM.

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

Motion by Supervisor Gamiño 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 8:26 PM.

Adjournment.

Motion by Supervisor Gamiño to adjourn the Monday, September 23, 2019 Town Board of Supervisors meeting at 8:27 PM. Seconded by Supervisor Beal. Motion carried, 5-0.

Respectfully submitted,

Dan Green, WCMC/CMC
Town Clerk