

**Minutes of the Town Board Meeting
Town of Lisbon, Town Hall
November 11, 2019
6:30 p.m.**

Chairman Osterman called the Town Board meeting to order at 6:37 PM.

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

Comments from citizens present. None.

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. October 28, 2019 Town Board minutes
- ii. Kwik Trip Three-Lot Combination Certified Survey Map

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

Approval of Bills.

Motion by Supervisor Moonen to approve the November 11, 2019 check register as presented. Seconded by Supervisor Plotecher. Motion carried, 4-0.

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

Chairman Osterman reviewed the list of upcoming Town meetings.

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

Town Administrator – Administrator Gresch reviewed the monthly ACH autopay report. Baker Tilly was in last week conducting their preliminary audit work and was impressed by how many positive changes we've made during the year in response to their audit management letter. They will be back in February for the final audit, which will be ready by the April Annual meeting.

Building Inspector – In 2019 we have had 627 permits pulled, the same as the total of 2018. There were 27 new home permits pulled from August thru November.

Public Works Department – Public Works Director Joe DeStefano reviewed staff projects for the month of October including plowing on Halloween, preventative maintenance on equipment, attaching salters, plows and wings and applying rust preventative to all plow truck chassis. He explained the crew ran dry plow routes before the snow which helped his staff do a great job when the time came to plow snow. He also explained they did some ditch work around Hickory Road. The DPW are being more conservative with the salt at this point in the year as they do not want to run out later in the year when salt is harder to come by. They are focusing more on hills, intersections and curves at this point.

Supervisor's Reports.

Unfinished Business.

New Business.

Discussion and introduction of the updated Town of Lisbon Job Descriptions and Employee

Handbook.

Administrator Gresch explained the draft handbook is included in their packet with a red line version as well as a "clean" version. She explained some of the changes that were made including making a separate benefits manual which Horton Group has been helping with. She asked that if the board had questions to contact her. She also explained that the job descriptions were reviewed by staff and is looking to have those approved at the December meeting along with the handbook.

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). **Continuing Closed Session pursuant to Wisconsin Statute 19.85(1)(g)**, 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, more specifically the Lisbon-Merton Cooperative Boundary Agreement and the existing Boundary Stipulation and Intergovernmental Cooperation Agreement between the Town of Lisbon and Village of Sussex.

Motion by Supervisor Gamiño 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:

Motion carried, 4-0. Town Board convened into Closed Session at 6:51 PM.

Motion by Supervisor to suspend Closed Session for possible action on Closed Session deliberations. Seconded by Supervisor.

ROLL CALL VOTE:

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

Motion carried, 4-0. The Town Board reconvened into Open Session at 7:34 PM.

New Business (cont'd...)

Discussion and necessary action on the Administrator's Employment Agreement.

Motion by Chairman Osterman to approve the Administrator's Employment Agreement. Seconded by Supervisor Moonen. Motion carried, 4-0.

Discussion and necessary action to increase the Deputy Clerk-Finance position's wages.

Motion by Chairman Osterman to approve the increase to \$21.15 per hour effective 1-1-2020 for the Deputy Clerk-Finance position's wages and forgo the 2% increase. Seconded by Supervisor Moonen. Motion carried, 4-0.

Discussion and necessary action to increase the Public Works Director position's wages.

Motion by Supervisor Moonen to approve the increase to \$75,747 per year effective 1-1-2020 for the Public Works Director position's wages and forgo the 2% increase. Seconded by Supervisor Gamiño. Motion carried, 4-0.

Motion by Chairman Osterman to resume 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:*

Motion carried, 4-0. Town Board convened into Closed Session at 7:38 PM.

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

Motion by Chairman Osterman to reconvene into Open Session for possible action on Closed Session deliberations Seconded by Supervisor Moonen.

ROLL CALL VOTE:

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

Motion carried, 4-0. The Town Board reconvened into Open Session at 8:18 PM.

Motion by Chairman Osterman to authorize the Town Attorney to file litigation to enforce the judgement approving the boundary agreement with the Village of Sussex. Seconded by Supervisor Moonen. Motion carried, 4-0.

Motion by Chairman Osterman to authorize the Town Chair and Clerk to sign and date November 5, 2019 Letter of Intent with Briohn Building Corporation. Seconded by Supervisor Moonen. Motion carried, 4-0.

Adjournment.

Motion by Supervisor Gamiño to adjourn the Monday, November 11, 2019 Town Board of Supervisors meeting at 8:20 PM. Seconded by Supervisor Plotecher. Motion carried, 4-0.

Respectfully submitted,

Dan Green, WCMC/CMC
Town Clerk