

**Minutes of the Town Board Meeting  
Town of Lisbon, Town Hall  
November 25, 2019  
6:30 p.m.**

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

**Roll Call:** Present: Chairman Osterman, Supervisors Plotecher and Beal. Also present: Dan Green, Town Clerk, Gina Gresch, Town Administrator, Attorney Michael Van Kleunen and Planner Dan Lindstrom. Supervisors Gamino and Moonen were excused.

**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. November 11, 2019 Town Board minutes
  - ii. Operator's Licenses
  - iii. WE Energies Staging Area Rental Agreement

*Motion by Supervisor Beal to approve the Consent Agenda. Seconded by Supervisor Plotecher. Motion carried, 3-0.*

**Approval of Bills.**

*Motion by Supervisor Beal to approve the November 25, 2019 check register as presented. Seconded by Supervisor Plotecher. Motion carried, 3-0.*

**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**

**UPDATE ON MONIES SAVED BY PAYING FUEL INVOICES BY ACH**

Since starting to pay the EH Wolf fuel invoices by ACH, the Town has saved about \$500.

**TREASURER WORKING WITH COUNTY ON CALCULATING TAX BILLS**

Treasurer Buchman is working with Waukesha County on calculating the tax bills, balancing the garbage collection and storm water special charges lists. The tax bills should be going out during the second week of December, which is the same time frame they are sent every year. If you do not receive it by Friday, December 13, you can look it up online at <https://tax.waukeshacounty.gov/> or call the Town Hall and we can email you a PDF copy from Waukesha County's website. Speaking of garbage collection, the yearly fee increased by \$5, from \$233 to \$238.

**Town Clerk**

**Elections Update**

The Town has worked with Ries Graphics out of Butler on a postcard mailing to all Ward 2 and 3 residents regarding the change in their polling location. The postcard also outlines where voters can register to vote and request absentee ballots, both via online and at Town Hall. We anticipate mailing these in mid-January, after the holiday "junk mail" has passed.

On the December agenda I will bring forward a list of poll workers for the approval of the Town Board to serve the 2020-2021 Election Cycle. I have received the Republican Party list of Election Officials and anticipating receiving the Democratic list soon.

On Wednesday, December 4, 2019 I will be taking our DS200 machines to Menomonee Falls for their modem replacements as well as all required updates. These needed to be replaced as Verizon will no longer be providing the service used for sending election results to the County.

Clerk Resignation:

I have given my notice to the Administrator as I have taken a job for the Town of Delafield. My last day will be on Monday, December 30, 2019. I would like to thank the Town Board and Town Staff for the opportunity to work in Lisbon. It will not be forgotten and I wish nothing but the best for the Town, its residents and the employees who work for it moving forward. The opportunity has provided me with a plethora of knowledge I would not have obtained anywhere else. I will continue to be a resource as much as I can to the staff moving forward and I hope to continue a good relationship with the Town as I move forward.

Thanks again for this great opportunity.

**Supervisor's Reports.**

Linda Beal – The Lisbon Sanitary District passed their 2020 budget.

**Unfinished Business.**

**New Business.**

**Discussion and necessary action on Legal Representation and Fee Agreement with Dietrich VanderWall, S.C.**

Chairman Osterman explained this service would be an additional resource for approving the Town's Border Agreements.

*Motion by Supervisor Plotecher to approve the Legal Representation and Fee Agreement with Dietrich VanderWall, S.C. Seconded by Supervisor Beal. Motion carried, 3-0.*

**Discussion and necessary action on short-term rentals to refer to the Plan Commission for further discussion.**

Planner Lindstrom explained that the State has made a change in how short term rentals can be regulated. This conversation is a follow up to the Board from a month ago. He explained the Town's Zoning code does not have a clear distinction between short term rentals and a bed and breakfast. Currently there are 8 properties that we were able to find that rent out a room in their home or their entire home as a short term rental. The Town received a complaint about one of the homes that we discovered was truly operating as a bed and breakfast and applied for the Conditional Use Permit to be permitted as such. Short term rentals, however, do not fit into that category. He asked if the Town would like to create a short term rental ordinance, allow them to rent, restrict them, put them through the Conditional Use Process or amend the bed and breakfast ordinance to include short term rentals.

Supervisor Plotecher asked if this included someone renting their home for a year or more. Planner Lindstrom stated this discussion is only pertaining to short term rentals between 7 days and 28 days. The Town Board agreed to take no action on this item.

**Discussion and necessary action the recommendations from the Plan Commission for the following:**

**Ordinance 22-19, Ordinance Amending the 2035 Comprehensive Development Plan for the Town of Lisbon, for the request of Jim Forester for the property owned by Riteway Bus LLC, for the property located at N95W23759 County Line Road, LSBT 0150.997, and recommendation to Waukesha County of the same.**

*Motion by Chairman Osterman to postpone "Ordinance 22-19, Ordinance Amending the 2035 Comprehensive Development Plan for the Town of Lisbon, for the request of Jim Forester for the property owned by Riteway Bus LLC, for the property located at N95W23759 County Line Road, LSBT 0150.997, and recommendation to Waukesha County of the same" to the December 9, 2019 Town Board meeting. Seconded by Supervisor Plotecher. Motion carried, 3-0.*

**Ordinance 20-19, An Ordinance Amending Chapter 11, Section 28 of the Town Zoning Code Related to the B-P Industrial/Business Park Special Use Zoning District and recommendation to Waukesha County of the same.**

Administrator Gresch explained this Ordinance was drafted by Attorney Hammes and it change the permitted uses in the B-4 Zoning District.

*Motion by Supervisor Beal to approve Ordinance 20-19, An Ordinance Amending Chapter 11, Section 28 of the Town Zoning Code Related to the B-P Industrial/Business Park Special Use Zoning District and recommendation to Waukesha County of the same. Seconded by Supervisor Plotecher. Motion carried, 3-0.*

**Ordinance 18-19, An Ordinance Re-Adopting Ordinance 01-18 Related to Planned Unit Developments as an Overlay District and recommendation to Waukesha County of the same.**

Planner Lindstrom explained this ordinance was brought to the board last year and was approved. There were some discrepancies in naming and formatting some items that were removed after accepting track change on the document. Staff found it easier and cleaner to repeal and recreate this section instead of fixing each item.

*Motion by Supervisor Beal to approve Ordinance 18-19, An Ordinance Re-Adopting Ordinance 01-18 related to Planned Unit Developments as an Overlay District and recommendation to Waukesha County of the same. Seconded by Supervisor Plotecher. Motion carried, 3-0.*

**Request from Neumann Companies, Preserve at Harvest Ridge, LLC for the property located at LSBT 0264.998.002, for the following items:**

- a) **Resolution 18-19, Resolution to Approve the Specific Development Plan for the Preserve at Harvest Ridge, LLC, and for the Property Located North of Lisbon Road (CTH K) and South of Ainsworth Road, LSBT 0264.998.002.**

Planner Lindstrom explained this Resolution approves the Specific Development Plan which was approved at the Plan Commission 6-0.

*Motion by Chairman Osterman to approve Resolution 18-19, Resolution to Approve the Specific Development Plan for the Preserve at Harvest Ridge, LLC, and for the Property Located North of Lisbon Road (CTH K) and South of Ainsworth Road, LSBT 0264.998.002. Seconded by Supervisor Beal. Motion carried, 3-0.*

- b) **Developer's Agreement, subject to final Attorney review and approval relating to verbiage regarding the phasing of the development.**

Planner Lindstrom explained the applicant was there in case the Board had any questions. Mr. Lindstrom explained the Developer's Agreement touches on civil engineering elements, maintenance and ownership. There are some phasing elements to the agreement that will be subject to the attorney's approval.

*Motion by Supervisor Beal to approve the Developer's Agreement for Preserve at Harvest Ridge, subject to final approval by the Town Attorney. Seconded by Supervisor Plotecher. Motion carried, 3-0.*

**Discussion and necessary action to approve the 2020 Town of Lisbon Budget as adopted by the electors on Wednesday, November 13, 2019 with a levy amount not to exceed \$4,253,507.**

*Motion by Supervisor Beal to approve the 2020 Town of Lisbon Budget as adopted by the electors on Wednesday, November 13, 2019 with a levy amount not to exceed \$4,253,507. Seconded by Supervisor Plotecher. Motion carried, 3-0.*

**Discussion and necessary action on Town Hall staffing.**

Administrator Gresch explained with Clerk Green moving on to the Town of Delafield, she planned for Deputy Clerk/Finance Natasha John to eventually fill that role. The initial plan was to train Natasha as Clerk Dan's backup, and the Administrator still wants to move forward with Natasha training at that capacity. Administrator Gresch plans on hiring a part time clerk to fill the position and train Natasha through the first two elections. Performance reviews will then be conducted by the contracted clerk and the Administrator on a monthly basis. The planning piece of the position will be done through Planner Lindstrom for the time being until the new clerk can learn all other pieces of the position first. There is no action required at this point.

**Discussion and necessary action to enter into 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 Beal to convene into Closed Session pursuant to Wisconsin Statutes. Seconded by Supervisor Plotecher, motion carried by roll call vote.*

**ROLL CALL VOTE:**

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

*Motion carried, 3-0. Town Board convened into Closed Session at 7:09 PM.*

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

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

**ROLL CALL VOTE:**

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

*Motion carried, 3-0. The Town Board reconvened into Open Session at 8:08 PM.*

**Adjournment.**

*Motion by Supervisor Beal to adjourn the Monday, November 25, 2019 Town Board of Supervisors meeting at 8:09 PM. Seconded by Supervisor Plotecher. Motion carried, 3-0.*

Respectfully submitted,

Dan Green, WCMC/CMC  
Town Clerk