



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

**Agenda  
Town Board Meeting  
Town of Lisbon, Town Hall  
Monday, February 26, 2018  
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.
  - A. February 12, 2018 Town Board minutes.
  - B. Resignation of John Halbur from the Park Committee.
  - C. Appointment of Tim Ziegler to the Fire and Police Commission.
5. **Approval of Bills.**
6. **Announcements/Correspondence - Listing of upcoming meeting dates & times.**
7. **Department Reports - Presentation of activity statistics and recently attended meetings.**
  - A. Parks Department
  - B. Town Administrator
  - C. Town Clerk
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**
  - A. Discussion and necessary action on 2017 Capital Budget carry-over items.
10. **New Business.**
  - A. Discussion and necessary action on a water and wastewater preliminary needs analysis for future development along Highway 164.
  - B. Discussion and necessary on an Electronic Check Signing Policy.
11. **Recess into Closed Session pursuant to Wisconsin Statutes 19.85(1)(c) for the following reasons:** Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
  1. Town Administrator Performance Review and contract.
12. **Reconvene into Open Session for possible action on Closed Session deliberations.**
13. **Adjournment.**

Joseph Osterman

Matthew Janecke

Town Chairman

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.

**Minutes of the Town Board Meeting  
Town of Lisbon, Town Hall  
Monday, February 12, 2018  
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 and Beal. Also present: Matthew Janecke, Town Administrator, Gina Gresch, Town Clerk, Doug Brahm, Fire Chief, Joe DeStefano, Jr. Public Works Director and Lisa Panas, Waukesha County Sheriff's Department Captain. Absent: Supervisor Plotecher.

**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.

- January 29, 2018 Town Board minutes.

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

**Approval of Bills.**

*Motion by Supervisor Moonen to approve the check registers as presented from February 7, 8, 9 and 12, 2018. Seconded by Supervisor Gamiño. 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.**

**Public Works Department** – Public Works Director DeStefano reviewed the department's report which includes updates on snow events, equipment maintenance and repairs, picked up Christmas Trees, replaced street signs, attended trainings, worked on the annual road program, worked on a draft Weed Ordinance and worked on relocating the compost site in 2019.

**Sheriff's Department** – Chairman Osterman reviewed the department's report which includes January statistics for enforcement and all incidents.

**Town Administrator** – Administrator Janecke stated he attended a legislative hearing on SB713 which proposed to eliminate the Board of Commissioners of Public Lands State Trust Fund Program. The Town has benefited from the program and was granted a loan which helped purchase the Lied's property. The Senate Bill might not make it to the floor for discussion. The program should remain as it allows municipalities to take out loans. Kris Porter in office has been out on medical leave for a little over a month. We had to bring in poll workers to help in the office with in-person absentee voting for February's election. He also met with the Building Inspector and Fire Chief about the inspection process, allowing occupancy for commercial developments and how to streamline the process. Lastly, he attended a Waukesha County Development Review Team meeting for the proposed Hamilton School District buildings which are going to referendum next week.

**Supervisor's Reports.** None.

**New Business.**

**Presentation of the 2018 Waukesha County Sheriff's Department Officers serving the Town.**

Waukesha County Sheriff's Department Captain Lisa Panas introduced the Officers serving the Town; Officers Ben Peterson, full-time first shift Deputy; his fill-in is Deputy Dan Kotz. Carlos Rayes, full-time second shift Deputy (not present); his fill-in is Deputy Keith McDonald. Nick Ollinger, full-time third shift Deputy (not present); his fill-in is Deputy Zack Bell. Also introduced is Lieutenant Tony Kasta who works with the second and third shift deputies.

**Discussion on Automated License Plate Readers for one of the Town of Lisbon patrol vehicles.**

Administrator Janecke stated this isn't a request for this year, but maybe in the future. Captain Panas Waukesha County Sheriff's Department along with over 20 other agencies in Southeastern Wisconsin currently utilize Automated License Plate Readers and BOSS software from the vendor, Baycom. The Law Enforcement agencies that utilize the software and readers are able to enter information (known drug dealer, robbery suspects, stolen autos, missing children, etc.) onto a "hotlist." This hotlist is shared between all agencies in order to disseminate pertinent information throughout Southeastern WI. The cameras installed on the squad cars capture information which is stored within the software and can also be accessed by anyone utilizing the hotlist. The agency pays (1) \$400.00 fee for the software license annually. The Village of Sussex has two units. The quote is for a four camera system and each time a vehicle is replaced, a fee is paid to install the camera in the new vehicle. Policing is becoming information and technology driven. The Sheriff's Department has two Lieutenants trained on the system and one of them is Supervisor Moonen. If the Town Board is interested, she would like them to consider this for the 2019 budget. The total cost, for a four camera system, with installation is \$19,904.

Supervisor Gamiño stated she can see the benefit in larger cities and asked if Lisbon would benefit from this. Another great benefit is safety for the officer in that the camera scans the plate and information is instantly on the screen instead of the officer manually typing it in while maybe driving. If purchased, she recommends installing it in a squad that is driven more. Supervisor Moonen stated this equipment has a huge safety benefit as they don't have to manually enter plate numbers. There is a lot of information sharing. He shared a story about a crime that happened at Sky Zone. A squad happened to drive past the crime scene before it happened and the camera took pictures of all of the cars in the parking lot. After the crime happened, there hadn't been any suspects. A detective did some follow-up and reviewed the plate pictures taken before the crime occurred and got a hit on a car that was identified as suspect and the crime was solved months after it happened.

**Discussion and necessary action on 2017 Capital Budget carry-over items.**

Administrator Janecke stated on an annual basis, staff comes to the Town Board with project money they would like carried over. Sometimes projects are carried over for multiple years. One request is the Waukesha County Communications Radio Improvement Project. The money allocated for it carries over every year until it will be spent which is when the radios need to be updated. Another request is for building improvements to the Fire Station and Public Works Department. If the money isn't carried over, it goes back into the General Fund. Fire Chief Brahm stated the radios should hopefully be updated this year. The money has been carried over year to year so we are ready for the switchover.

Public Works Director DeStefano stated the Public Works Department has been making improvements to the building over the years and would continue that. There is some cushion in the project funds in case there's an issue with the parking lot repair related to the septic systems and drains.

Town Board members discussed the Public Works / Fire Department projects, the possibility of carrying over some of the funds, putting the balance back to the General Fund and doing a budget amendment for the money if/when the time comes. Public Works doesn't have any identifiable projects with costs yet; the Fire Department would like to redo the HVAC system, Carbon Monoxide monitoring and control work. Town Board members felt that it would be responsible of them to put those funds back in the General Fund and do a budget amendment for the projects if/when the time comes. Town Board members requested quotes for the proposed work and come back for approval.

*Motion by Supervisor Moonen to postpone action on the 2017 Capital Budget carry-over items, to February 26, 2018. Seconded by Supervisor Beal. Motion carried, 4-0.*

#### **Discussion and necessary action on Ambulance Fees.**

Fire Chief Brahm stated every few years the Town reviews the ambulance fees and billing structure, which LifeQuest, our billing agency, has some recommendations. Comparison charts of other municipalities and their fees were provided and they recommend going to bundled billing, rather than the itemized billing they currently do. Every so many years the trend is to change this. There was a big push from the insurance companies that they wanted itemized billing. The department tracks all expendable items and will continue to do so for stocking, but now they will produce a bill for "ALS" or "BLS" with a flat rate. That rate is calculated by taking the average bill which is \$71 and will add \$100. By bundling, they will save time by not having to enter each and every supply used on a call onto an invoice. He recommends the plan "recommended rates with bundled disposables" and fees the prices are fair and comparable. This change would put us at an average cost and on par with other municipalities. Itemized bills could still be produced if someone requests it.

*Motion by Chairman Osterman to approve the increase to the ambulance fees, change billing from itemized to bundling, per the Fire Chief's recommendation. Seconded by Supervisor Moonen. Motion carried, 4-0.*

#### **Discussion and necessary action the purchase of a 1 ton dump truck.**

Public Works Director DeStefano stated he received quotes for the 3500 cab and chassis. When ordering a new truck, the cab and chassis are ordered first, then he works on obtaining a quote to build the body of the truck. He presented the quotes as follows: Chevy 3500 Cab & Chassis from Ewald - \$37,603; Dodge 3500 Cab & Chassis from Ewald - \$37,979; GMC 3500 Cab & Chassis from Bob Fish - \$38,580 and Ford 3500 Cab & Chassis from Ewald - \$40,370. Not only did the Chevy come in at the best price, but the Town currently has a 2009 Chevy 3500, so the department is very familiar with the truck and engine and already have filters and parts on the shelf for these trucks. He recommends approving the Chevy 3500 cab & chassis for \$37,603 from Ewald. The available funds for this truck is \$53,000. The balance after this purchase will be used to purchase the body package, which he will come back to the Town Board for approval.

*Motion by Supervisor Gamiño to approve the purchase of a one-ton dump truck cab and chassis, a Chevy 3500 from Ewald at a price not to exceed \$37,603. Seconded by Supervisor Moonen. Motion carried, 4-0.*

**Discussion and necessary action on authorizing Staff to advertise for the sale of 65 acres at the corner of Lake Five and Hickory Roads (a.k.a. Pauline Haass Land) the Town owns.**

Administrator Janecke stated based on conversations held during budget time, the Town Board was in favor of selling the Pauline Haass land. The Town has two options as to how to start the process. Option 1 is to create an RFP to send to developers who would submit a development scenario. Option 2 is to create an RFP to target brokers to sell the land to. The closing would be done through the Town Attorney. That would be the most cost effective. He and the Town Planner recommend Option 2. The RFP would require credentials and disclose the brokerage fee up front. Supervisor Beal stated she is in real estate, recommends getting three RFP's to choose from, remember that fees are negotiable and have everything in writing. Town Board members agreed they prefer to use a commercial broker to sell the land. Submitted RFP's will be reviewed and submitted to the Town Board with a recommendation.

*Motion by Chairman Osterman to authorize staff to advertise for the sale of 65 acres at the corner of Lake Five and Hickory Roads (a.k.a. Pauline Haass Land) the Town owns, with Option 2, to create an RFP to target brokers to sell the land to, per the Administrator's recommendation. Seconded by Supervisor Beal. Motion carried, 4-0.*

**Recess into Closed Session pursuant to Wisconsin Statutes 19.85(1)(c) for the following reasons: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; more specifically the Town Administrator Performance Review and contract.**

*Motion by Supervisor Gamiño to convene into Closed Session pursuant to Wisconsin Statutes 19.85(1)(c) for the following reasons: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; more specifically the Town Administrator Performance Review and contract. Seconded by Supervisor Beal, motion carried by roll call vote*

**ROLL CALL VOTE:**

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

*Motion carried, 4-0, by roll call vote. Town Board convened into Closed Session at 7:49 PM.*

**Reconvene into Open Session for possible action on Closed Session deliberations.**

*Motion by Supervisor Beal to reconvene into Open Session. Seconded by Supervisor Moonen.*

**ROLL CALL VOTE:**

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

*Motion carried, 4-0. The Town Board reconvened at 10:40 PM.*

**Adjournment.**

*Motion by Supervisor Beal to adjourn the Monday, February 12, 2018 Town Board of Supervisors meeting at 10:41 PM. Seconded by Supervisor Gamiño. Motion carried, 4-0.*

**Respectfully submitted,**

**Gina C. Gresch, MMC/WCPC  
Town Clerk**

## Gina Gresch

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**From:** Marlene Kumitsch <dkumitsch@wi.rr.com>  
**Sent:** Sunday, February 18, 2018 8:06 AM  
**To:** Gina Gresch; 'Carol Emmel'; 'Ed Nelson'; 'Florin Docea'; Jill Pichler; 'John Greiten'; 'John Halbur'; 'Lori Gitto'; Tedia GAmino  
**Subject:** FW: Park Committee

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**From:** jhalbur@prodigy.net [mailto:jhalbur@prodigy.net]  
**Sent:** Saturday, February 17, 2018 2:40 PM  
**To:** 'Marlene Kumitsch'  
**Subject:** Park Committee

Marlene,

Due to family and other commitments, I find that I do not have the time and energy to give this fine committee what it deserves. I feel it is time to step aside and make room for some new blood. I firmly believe that the vast majority of people in the Town do not realize what jewels your team and our Parks Department are. I wish you and all of the team the best of luck and success going forward as, effective immediately, I formally resign from my appointment to this committee.

Best Regards to all,

John Halbur



## Committee/Board/Commission Questionnaire

**Thank you for your interest in becoming involved with a Town of Lisbon Committee, Board, or Commission.** As you may already know, the Town Chairman recommends all citizen appointments to the Town Board for approval. Please provide them with some information to use when considering your appointment by completing the questions below. Also, you are welcome to attach additional information which may further support your appointment.

Name: (as you like to be addressed) Tim Ziegler

Address: W268N6655 LAKEVIEW CT, SUSSEX 53089 Phone #: 2623144898

E-Mail: zieglert@gmail.com Years as Lisbon Resident: 0.25 (11yrs Merton previous)

What Town committee(s) are you currently serving on, if any? NONE

Would you like to be re-appointed? (circle one) Yes No

Committee/Board/Commission you are interested in: Police & Fire

Why are you interested in serving on this particular group: \_\_\_\_\_

Simply interested in being involved and helping support the Town.

Qualifications for serving on this group: \_\_\_\_\_

I have owned and participated in hiring decisions in my professional career.

Other Community Involvement: \_\_\_\_\_

Cub Scout Den Leader, Various kids Sports coaching

Occupation / Employer: Senior Continuous Improvement Consultant / S&C Electric

Family Details: (optional) Wife Laura of 12 years, Ava 11, and Logan 9.

Leisure Activities / Hobbies: (optional) Running, Hunting, and Fishing.

Signature:  Date: 12/6/2016

Applicant information is subject to public release under state law.



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

**Thursday, February 22, 2018**

Dear Board Members:

This is to notify you of the Town of Lisbon meetings, office closures and elections from **February 26, 2018 through March 24, 2018** at the Town Hall, W234N8676 Woodside Road, unless indicated otherwise.

Monday, February 26	Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M.
Thursday, March 01	Plan Commission at 6:30 P.M.
Monday, March 12	Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M.
Monday, March 12	Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M.
Wednesday, March 14	Sanitary District Committee at 7:30 P.M.
Monday, March 19	Park Committee at 6:30 P.M. (Richard Jung Memorial Fire Station)

Sincerely,

Gina C. Gresch, MMC/WCPC  
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)



Subject: Park Departments February Supervisors Report

To: Town Board/Park Committee Date: 2/15/2018

Park Superintendent Greiten is currently working on:

- ☺ Superintendent and staff are attending UW Extension Horticulture short courses every Wednesday afternoon throughout the month of February.
- ☺ John attended biweekly department head meetings, and monthly Park Committee meetings in February.
- ☺ John is working on the 2018 Easter Egg Extravaganza Family Event. Held at Lisbon Community Park on Saturday March 24, 2018 from 12:30--2:00pm. He is also working on 2018 Safety Dayz Event and Heritage Weekend Event planning.
- ☺ John has been putting together information for the 2017-2018 MS4 Slam Report for the town.
- ☺ John has been in contact with several port o let companies researching quotes for the towns 2018 family park events and our seasonal restroom facilities for all parks/compost sites.
- ☺ John is working with several sport groups that have requested the use of the Towns sport fields for the 2018 season.
- ☺ John is working with several dealerships gathering quotes on Sport field supplies, playground equipment, fertilizer/ weed control spray and turf equipment that was approved by the town board for purchase sometime in 2018.
- ☺ Winter Fest had around 75-125 people attend this year. The bird house kits that Paul designed was a big hit, around twenty bird house were made by families throughout the day. Given the weather I fell the turnout was pretty good. The residents who attended had a lot of fun, I was talking with several residents who expressed their gratitude and complimented about our town board/park committee members for all the work that goes into putting on an event like winter fest/ Heritage Weekend, and Easter Egg Extravaganza. They also thanked my staff and myself for the upkeep of our town's parks and all of its infrastructure components that make up our park system.

Park staff operations this past month.

1. Staff continues to maintain the ice rink and ski trails in Community Park on a weekly bases.
2. John and Paul have stuffed 1,795 eggs with candy for the upcoming Easter Egg Hunt event.
3. Staff has been repairing picnic tables, garbage surrounds and made a new metal dog waste containers.
4. Staff is performing snow removal for parks, both fire stations and all other municipal buildings as needed.
5. Staff continues performing forestry management practices throughout the Towns Park System with removal of several large or low hanging branches as weather permits.
6. Washed/ serviced park vehicle's and other park equipment as needed.
7. Staff clean up the park grounds after Winter Fest.
8. Split wood and filled all 3 wood bins for Heritage Weekend.

Current park staff consist of Paul Pichler and John Greiten

Submitted By:

John Greiten, Lisbon Park Superintendent, Lisbon Wisconsin



# REQUEST FOR CONSIDERATION

<b>COMMITTEE CONSIDERATION:</b> Town Board
<b>ITEM DESCRIPTION:</b> Discussion and necessary action on 2017 Capital Budget carry-over items.
<b>PREPARED BY:</b> Matt Janecke, Town Administrator
<b>REPORT DATE:</b> February 9, 2018, updated 2/23
<b>RECOMMENDATION:</b> Approve the 2017 Capital Budget carry-over items
<b>EXPLANATION:</b> <p>Annually the Town Board approves the Capital Budget carry-over items from 2017 to be accomplished in 2018. Provided below are the projects the Department Heads would like to carry over to 2018. <b>The 2017 fiscal year-end close-out needs to occur prior to the when the auditors arrive on March 19 for the final audit.</b></p> <p><b>Fire Department</b></p> <p>1. Capital for radios: Money in 2017: \$13,395.85 money left: \$3,500.77</p> <p>Please carry \$3,500.77 over to 2018</p> <p>Reason; The County trunk radio improvement project, analog to digital, has been delayed or prolonged over the last 3 years. Our radio Upgrades include new radios, purchasing used radios and reprogramming. Some radios have been acquired, some are being held, and all still require reprogramming.</p> <p>2. Capital for Station Money in 2017: \$25,336.00 money left: \$20,910.59</p> <p>Please carry \$20,910.59 over to 2018</p> <p>Reason; This money was originally budgeted to upgrade and remodel the stations achieving several overall goals. The heating, A/C and improvements internal systems were assessed and fixed. Many projects were taken on by the firefighters and by purchasing used equipment. Within the project several other conditions were found that needed attention. The funds are also being held to be spent in conjunction with other projects that have been on hold. Examples: the parking lot, generator, exhaust system, and plumbing.</p> <p><b>Public Works Department</b></p> <p>1. Hwy-Building Money in 2017: \$40,220 Money left: \$34,127</p> <p>Please carry \$34,127 over to 2018</p> <p>Reason: The remaining funds will be used for building improvements which will include the parking lot projects.</p>



# REQUEST FOR CONSIDERATION

<b>COMMITTEE CONSIDERATION:</b> Town Board
<b>ITEM DESCRIPTION:</b> Discussion and necessary action for 2017/2018 carryovers for the DPW/FD parking lot project.
<b>PREPARED BY:</b> Joe DeStefano Jr.
<b>REPORT DATE:</b> 2/22/2018
<b>RECOMMENDATION:</b> Carry over \$28,000 from 2017 to 2018
<b>EXPLANATION:</b>  <p>We have \$34,127 that is available for facilities maintenance, we talked at the last board meeting about carrying this over to 2018. The board asked to get a more detailed plan of what the money would be used for. I did get information from a few vendors on worst case scenarios. Until we are able to rip the lot up, we are merely taking an educated guess on what we will find. I spoke with Jack &amp; Terry @ Lietzau Septic, Mike @ Visu-Sewer and sales @ County Materials.....</p> <p><u>Lietzau Septic</u> Replace the tank in the parking lot with a new 750 gallon insulated tank and re-pipe the 100' of pipe with new insulated pipe to the second tank. Labor to be done by Lietzau.</p> <p>By bypassing the tank in the lot we are taking a gamble that it will work. It might, and we will find that out when we open up the lot, but to be safe and know that there will be no problems in the future to preserve our new parking lot. We go with the worst case scenario with replacement of everything.</p> <p>Total cost for full replacement.....\$10,000.00</p> <p><u>Visu-Sewer</u> The floor drains in the shop need to have a camera put down them to find out what kind of material they are, what size they are, and where they go to. Once that is established we can then start to tie into them and take all the shop drains and daylight them out in the ditch along Good Hope. I was given a rough price to have the camera work and the installation of the drain pipe done by a contractor. There is a very good chance we can do some of the install our self. But if we were unable to, I wanted to have the funding available.</p> <p>Total cost for camera and drain pipe installation.....\$15,000.00</p> <p><u>County Materials</u> In the parking lot entrance off of Good Hope there is an open ditch area that we would like to connect the two concrete culverts, fill in, and make it 1 large entrance rather than having the break in between. The elliptical concrete pipe that would be needed to connect the two is a 24" x 38" elliptical concrete pipe. We would also need a gravel backfill to fill around the culvert in preparation for paving. The labor would be done in house by the DPW.</p> <p>Total cost for pipe and gravel.....\$3,000.00</p>

Continued from previous page.....

**Grand total.....\$28,000**

I called all 3 of these vendors and talked over the phone. Lietzau did come out here and take a look at our situation. With the other two, I laid everything out over the phone and they gave me verbal estimates. So yes, these numbers are hopefully worst case scenarios, but we will not know till we dig things up and get in there.

That is why I would recommend carrying over \$28,000.00 of the \$34,127.00 that is available. And we will hopefully come in under that. But time will tell.

There was talk about the DPW office/bathroom remodel, that this money could be used for that. I feel at the moment, the parking lot projects are priority and we can work towards the future for a capitol project to be put together at a later date for the office/bathrooms. Plus a lot of this could be something we could handle in house or with our close resources.

Respectfully submitted,

Joe DeStefano Jr.



# REQUEST FOR CONSIDERATION

<b>COMMITTEE CONSIDERATION:</b>	Town Board
<b>ITEM DESCRIPTION:</b>	Discussion and necessary action on a water and wastewater preliminary needs analysis for future development along Highway 164.
<b>PREPARED BY:</b>	Matt Janecke, Town Administrator
<b>REPORT DATE:</b>	February 23, 2018
<b>RECOMMENDATION:</b>	Consider funding for a water and wastewater preliminary needs analysis.
<b>EXPLANATION:</b>	<p>These proposals come before you in anticipation of a mixed use development that has been proposed by Neumann Companies and discussed conceptually by the Plan Commission.</p> <p>The project involves the creation of a mixed used development to include single family residential, senior care living, institutional, commercial, recreational, possible multifamily and retail land uses. The proposed development is to be located southwest of STH 164, northeast of the Union Pacific Rail Road, and south of Jay Lane as shown on the Lisbon Town Center - Conceptual Land Plan included later your packet. The development will include two existing parcels totaling approximately 149 acres. Sanitary sewer service to the development is to be provided by dual 6" &amp; 8" force mains currently ending at the intersection of STH 164 and Good Hope Road which is approximately 2,430 feet southeast of the east boundary of the proposed development. These force mains connect to existing 15" and then 27" gravity sanitary sewer interceptors which ultimately convey the wastewater to the Village of Sussex Wastewater Treatment Facility. A wastewater pumping station to pump through the dual force mains has not been constructed yet. Water could be supplied to the proposed development either by construction of well and water storage facilities, or connection to the Village of Sussex's water system.</p> <p>The proposed study is broken into two phases:</p> <p><b>Phase 1</b></p> <p>The first phase is first to simply review and estimate the average daily and peak flows generated by the proposed Lisbon Town Center based on the Conceptual Land Plan utilizing population density and wastewater generation factors listed in the Comprehensive Land Use Plan. Then determine the capacity of the sanitary sewer system, estimate the available capacity of the sanitary sewer system, and compare the available capacity to the estimated Lisbon Town Center wastewater flows. Determine if there is a capacity limitation or excess capacity available in the existing sanitary sewer system following development of the Lisbon Town Center.</p> <p>Only if Phase 1 determines that there is enough capacity in the sanitary sewer system to support the development of the Lisbon Town Center will Phase 2 be conducted.</p> <p><b>Phase 2</b></p> <p>Will determine a potential future feasible water service area extending beyond the proposed Lisbon Town Center along the STH 164 corridor based on reviewing topographic information, and the Town of Lisbon Comprehensive Land Use Plan. Estimate future water demands from the potential future water service area along the STH 164 corridor and give a recommendation to the water system that should be used to serve that area of the Town.</p>

Determine a potential future feasible wastewater service area extending beyond the proposed Lisbon Town Center along the STH 164 corridor based on reviewing topographic information, and the Town of Lisbon Comprehensive Land Use Plan. Estimate future wastewater flows from the potential future wastewater service area along the STH 164 corridor.

Feel free to contact me with questions.



### Site Data

	Neighborhood Retail	1.5 Acres	(A)
	Multi-Family Residential • 84 Units	4.2 Acres	(B)
	Four-Plex • 10 Buildings • 40 Units	7.0 Acres	(C) (D)
	Town of Lisbon Recreation Park • 5.0 Acres	5.0 Acres	(E)
	Two-Plex • 14 Buildings • 28 Units	5.0 Acres	(F) (G) (H)
	Mixed- Use Institutional	3.6 Acres	(I)
	+/- 10,000 SF Single Family • (+/- 75' x 130') • 35 Lots	9.0 Acres	(J)
	+/- 15,000 SF Single Family • (+/- 90' x 160') • 40 Lots	13.7 Acres	(K) (M)
	+/- 20,000 SF Single Family • (+/- 100' x 200') • 30 Lots	13.7 Acres	(L)
	Senior Residential • 240 Units Total	9.5 Acres	(N)
	Open Space		
	Stormwater		
	Nature Observation Area		
	Trail System		

**Residential Summary:**  
 • 105 Total Single Family Lots  
 • 308 Attached Residential Units

# Lisbon Town Center - Conceptual Land Plan

Town of Lisbon, Wisconsin



October 27, 2017

DEVELOPED BY:  
**NEUMANN**  
 COMPANIES INC.  
 NEUMANN COMPANIES, INC.  
 N27W24075 PAUL COURT  
 FISHWAUKEE, WI 53012



1500 W. NORTH AVE. BLDG 215  
 BROOKFIELD, WI 53005  
 PHONE: (262) 781-1400  
 FAX: (262) 781-1481  
 EMAIL: jason@trio.com



**Legend**

**Retired Plats**

- Assessor Plat
- Condo Plat
- CSM
- Subdivision Plat

**Simultaneous Conveyance**

- Assessor Plat
- CSM
- Condo Plat
- Subdivision Plat

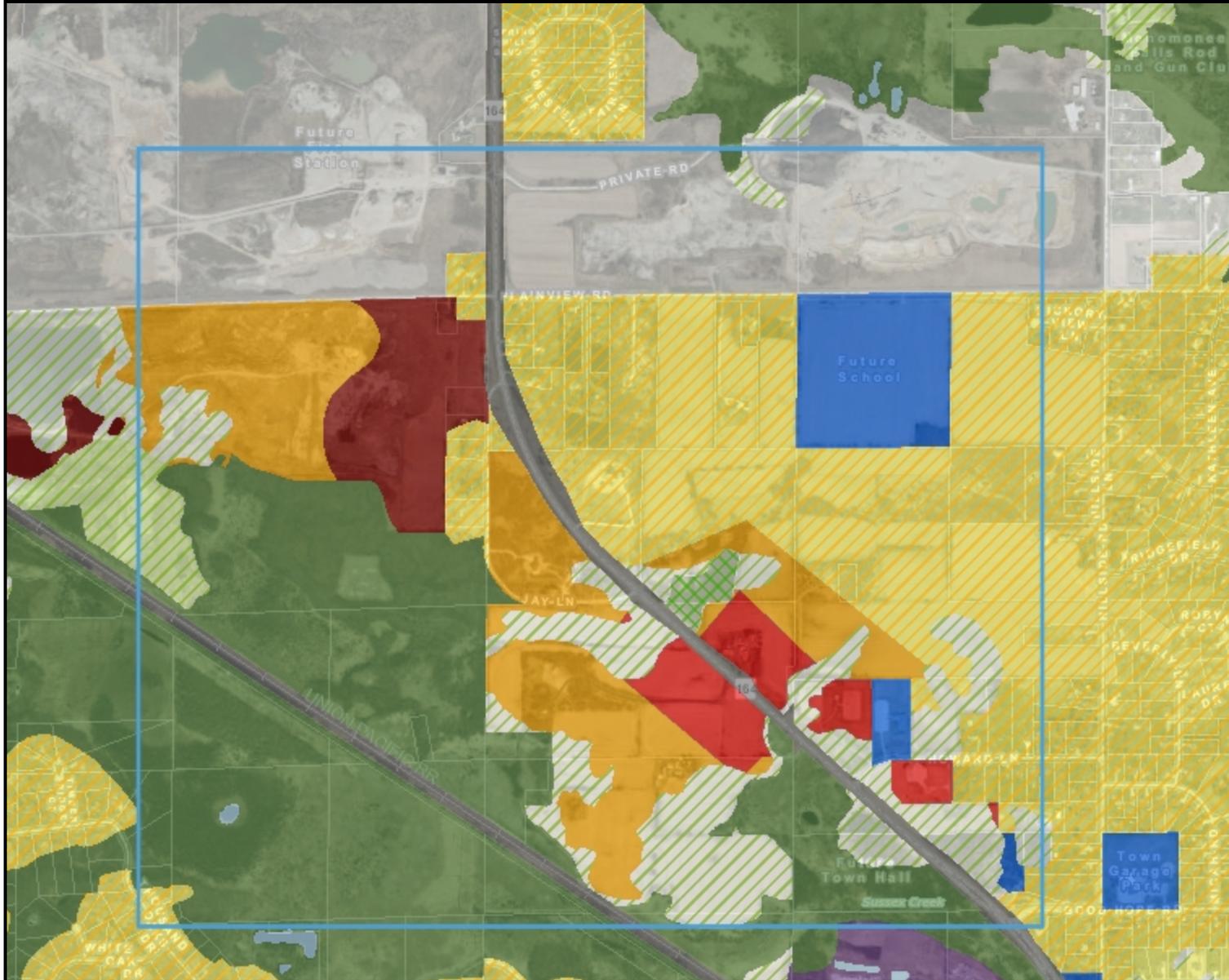
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The information and depictions herein are for informational purposes and Waukesha County specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Waukesha County will not be responsible for any damages which result from third party use of the information and depictions herein, or for use which ignores this warning.

**Notes:**

Printed: 2/23/2018





**Legend**

**Retired Plats**

- Assessor Plat
- Condo Plat
- CSM
- Subdivision Plat

**County Development Plan**

- HDR (<6,000 sf/du)
- MDR (6,000 - 19,999 sf/du)
- LDR (20,000 sf - 1.4 ac/du)
- SDR I (1.5 - 2.9 ac/du)
- SDR II (3.0 - 4.9 ac/du)
- Rural density and Other Ag\*
- Other Open Lands to be Pre
- Farmland Pres w/EC Overlap
- Farmland Pres (> 35 ac/du)
- Primary Environmental Corri
- Secondary Environmental Cr
- Isolated Natural Resource A
- Recreational
- Governmental and institution
- Commercial and Office Park
- Mixed Use
- Industrial
- Transportation, Communicat
- Highway and Railway Rights
- Extractive
- Landfill
- Surface Water

**SimultaneousConveyance**

- Assessor Plat
- CSM
- Condo Plat
- Subdivision Plat

0 1,333.33Feet

The information and depictions herein are for informational purposes and Waukesha County specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Waukesha County will not be responsible for any damages which result from third party use of the information and depictions herein, or for use which ignores this warning.

**Notes:**

Printed: 2/23/2018





February 8, 2018

Mr. Matt Janecke  
Town of Lisbon  
W234 N8676 Woodside Road  
Lisbon, WI 53089

**Proposal of Services  
Water and Sewer Evaluation**

Dear Mr. Janecke,

Lynch & Associates- Engineering Consultants, LLC is pleased to provide this proposal to the Town of Lisbon for providing engineering services for completing a water system and sewer system evaluation for a proposed development of the Lisbon Town Center on STH 164 and the immediate proximity.

***Scope***

Lynch proposes to complete the following work items:

**Phase 1 – Lisbon Town Center Wastewater Capacity Review**

- Coordinate with Town of Lisbon and Village of Sussex regarding record drawings for existing sanitary sewer located near the intersection of Good Hope Road and Hwy. 164 to serve future development north on Hwy. 164.
- Conduct a field survey of the existing sanitary sewer connection point to confirm as-built elevation and location.
- Develop wastewater flows for Lisbon Town Center based on Developer’s proposed plan.
- Review available sanitary sewer capacity and compare to projected Lisbon Town Center wastewater flows. Determine capacity limitation or excess capacity available following development of Lisbon Town Center.
- Summarize in a letter of memorandum.

**Phase 2 – Preliminary Water and Sewer Needs Analysis**

- Develop future Town of Lisbon water demands utilizing existing Town of Lisbon Comprehensive Land Use Plan as a basis for projections.
- Develop future Town of Lisbon wastewater flows resulting from water demands identified above.

- Develop a future water and sewer improvements scenario based on identified water demands and resultant wastewater flows identified above. Future water and sewer scenario will be developed to maximize sewer service area capable of being served by existing sanitary sewer interceptor.
- Prepare a conceptual cost estimate for water and wastewater scenario identified above.
- Summarize in a letter memorandum.

### *Compensation*

Lynch & Associates will complete the Scope of Services on a lump sum basis with the following estimated fee breakdown:

Phase 1: \$8,000

Phase 2: \$10,000

### *Schedule*

Work could begin immediately on the proposed work and would be completed by May 15, 2018.

Thank you for the opportunity to assist the Town. We appreciate your business and look forward to continuing to meet your engineering service needs in the future. Please do not hesitate to contact me at 920.360.3270 if you have any questions or wish to discuss this Proposal. If this proposal is acceptable, please sign the attached Professional Services Agreement and return one copy for our file.

Sincerely,  
LYNCH & ASSOCIATES- ENGINEERING CONSULTANTS, LLC



Sarah J. Nunn, PE  
Northeast Regional Manager

Timothy C. Lynch, PE  
Director of Engineering



LYNCH & ASSOCIATES  
ENGINEERING CONSULTANTS, LLC

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Town of Lisbon ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective November 1, 2017, this Supplemental Letter Agreement dated November 2, 2017 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **Town of Lisbon Water & Wastewater Preliminary Needs Analysis.**

**Client's Authorized Representative:** Matthew Janecke  
**Address:** W234 N8676 Woodside Drive  
Lisbon, WI 53089  
**Telephone:** 262.246.6100 **Telephone:** 262.246.6100

**Project Manager:** Dan Schaefer, PE  
**Address:** 809 North 8th Street, Suite 205  
Sheboygan, WI 53081  
**Telephone:** 920.287.0829 **Telephone:** 920.287.0829

**Scope:** The Basic Services to be provided by Consultant:

### Task 1 – Lisbon Town Center Wastewater Capacity Review

- Coordinate with Town of Lisbon and Village of Sussex regarding record drawings for existing sanitary sewer located in the vicinity of the Lisbon Town Center Development.
- Conduct a field survey of the existing sanitary sewer connection point to confirm as-built elevation and location.
- Develop wastewater flows for Lisbon Town Center based on Developer's proposed Plan
- Review available sanitary sewer capacity and compare to projected Lisbon Town Center wastewater flows. Determine capacity limitations or excess capacity available following development of Lisbon Town Center.
- Summarize items above in a letter memorandum.

**Task 1 Schedule:** Anticipated schedule is to complete the above scope of services within three weeks of written approval.

**Task 1 Payment:** The fee for Task 1 is hourly and subject to a not-to-exceed amount of \$3,500.00 including expenses and equipment.

### Task 2 – Preliminary Water and Sewer Needs Analysis

- Develop future Town of Lisbon water demands utilizing existing Town of Lisbon Comprehensive Land Use Plan as a basis for projections.
- Develop future Town of Lisbon wastewater flows resulting from water demands identified above.
- Develop a future water and sewer improvements scenario based on identified water demands and resultant wastewater flows identified above. Future water and sewer scenario will be developed to maximize sewer service area capable of being served by existing sanitary sewer interceptor.
- Prepare a conceptual cost estimate for water and wastewater scenario identified above.
- Summarize items above in a letter memorandum.

**Task 2 Schedule:** Anticipated schedule for Task 2 is to complete the above scope of services within two months of written approval.

**Exhibit A-1**  
**to Supplemental Letter Agreement**  
**Between Town of Lisbon (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated November 2, 2017**

**Payments to Consultant for Services and Expenses**  
**Using the Hourly Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

**A. Hourly Basis Option**

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

**B. Expenses**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

# SEH Hourly Billable Rates – 2018

Classification – Office Staff	Billable Rate <sup>(1)</sup>
Principal	\$155.00 - \$250.00
Project Manager	\$140.00 - \$225.00
Senior Project Specialist	\$135.00 - \$210.00
Senior Project Engineer	\$125.00 - \$210.00
Project Engineer	\$100.00 - \$165.00
Staff Engineer	\$80.00 - \$125.00
Senior Project Architect	\$110.00 - \$199.00
Project Architect	\$95.00 - \$150.00
Staff Architect	\$80.00 - \$110.00
Senior Project Scientist	\$130.00 - \$165.00
Project Scientist	\$85.00 - \$120.00
Staff Scientist	\$70.00 - \$95.00
Senior Project Planner	\$125.00 - \$195.00
Project Planner	\$85.00 - \$135.00
Staff Planner	\$75.00 - \$95.00
Project GIS Analyst	\$85.00 - \$150.00
Lead Technician	\$95.00 - \$155.00
Senior Technician	\$80.00 - \$130.00
Technician	\$60.00 - \$110.00
Word Processor	\$55.00 - \$95.00
General Clerical	\$55.00 - \$95.00
Graphic Designers	\$80.00 - \$120.00

Classification – Field Staff	Billable Rate <sup>(1)</sup>
Licensed Land Surveyor	\$110.00 - \$150.00
Lead Project Representative	\$95.00 - \$145.00
Sr. Project Representative	\$80.00 - \$125.00
Project Representative	\$70.00 - \$120.00
Survey Crew Chief	\$85.00 - \$120.00
Survey Instrument Operator	\$60.00 - \$95.00

(1) The actual rate charged is dependent upon the hourly rate of the employee assigned to the project.

The rates shown are subject to change.

Effective: January 1, 2018  
 Expires: December 31, 2018



Building a Better World  
for All of Us™

SHORT ELLIOTT HENDRICKSON INC.

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## PROFESSIONAL SERVICES AGREEMENT

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Project Number: 170372

This AGREEMENT (Agreement) is made today, February 19, 2018, by and between the TOWN OF LISBON (Client) and VIERBICHER ASSOCIATES, INC. (Consultant), which agree as follows:

**Project Name:** Lisbon Town Center Capital Improvements Planning

**Scope of Project:** The project involves the creation of a mixed used development to include single family residential, senior residential, institutional, commercial, recreational multifamily and retail land uses. The proposed development is to be located southwest of STH 164, northeast of the Union Pacific Rail Road, and south of Jay Lane in the Town of Lisbon as shown on the "Lisbon Town Center Conceptual Land Plan" dated October 27, 2017. The development will include two existing parcels totaling approximately 149 acres. Sanitary sewer service to the development is to be provided by dual 6" & 8" force mains currently ending at the intersection of STH 164 and Good Hope Road which is approximately 2,430 feet southeast of the east boundary of the proposed development. These force mains connect to existing 15" and then 27" gravity sanitary sewer interceptors which ultimately convey the wastewater to the Village of Sussex Wastewater Treatment Facility. We understand that a wastewater pumping station to pump through the dual force mains has not been constructed yet. Water is to be supplied to the proposed development either by construction of well and water storage facilities, or connection to the Village of Sussex's water system.

**Scope of Services:** We understand that any TIF planning will be prepared by Ehlers & Associates, and Consultant will prepare a Capital Improvement Planning document. We further understand that a land development company has completed a conceptual land use plan for the proposed development and will be completing the final design of the capital improvements internal to the proposed develop.

Specific services to be provided by the Consultant are as follows:

Phase 1 – Lisbon Town Center Wastewater Capacity Review:

1. Coordinate with Town of Lisbon and Village of Sussex to obtain record drawings of the dual force mains and design report and/or planning report for a future sanitary lift station located near the intersection of Good Hope Road and STH 164 that are to serve future development north on STH 164.
2. Conduct a field survey of the existing sanitary sewer connection point to confirm as-built elevation and location.
3. Review results of the field survey with the Client.
4. Estimate the average daily and peak hour wastewater flows generated by the proposed Lisbon Town Center based on the Developer's Conceptual Land Plan utilizing population density and wastewater generation factors in the Town of Lisbon Comprehensive Land Use Plan, and/or factors acceptable to the Client.
5. Determine the capacity of the sanitary sewer system (dual force mains, future lift station and existing interceptor sewers), estimate the available capacity of the sanitary sewer system, and compare the available capacity to the estimated Lisbon Town Center



wastewater flows. Determine if there is a capacity limitation or excess capacity available in the existing sanitary sewer system following development of Lisbon Town Center.

6. Summarize the findings of the existing sanitary sewer system capacity review in a preliminary letter report.
7. Provide the preliminary letter report to the Client for their review and comments.
8. Provide a final letter report addressing Client's review comments.

#### Phase 2 – Preliminary Water and Sewer Needs Analysis:

1. Estimate future water demands from the proposed Lisbon Town Center based on the Conceptual Land Plan provided by the Developer and population density and water demand factors in the Town of Lisbon Comprehensive Land Use Plan, and/or factors acceptable to the Client.
2. Determine a potential future feasible water service area extending beyond the proposed Lisbon Town Center along the STH 164 corridor based on reviewing topographic information, and the Town of Lisbon Comprehensive Land Use Plan. Estimate future water demands from the potential future water service area along the STH 164 corridor.
3. Estimate future wastewater flows from the proposed Lisbon Town Center based on the Conceptual Land Plan provided by the Developer and utilizing Town of Lisbon Comprehensive Land Use Plan as a basis for the wastewater flow estimates.
4. Determine a potential future feasible wastewater service area extending beyond the proposed Lisbon Town Center along the STH 164 corridor based on reviewing topographic information, and the Town of Lisbon Comprehensive Land Use Plan. Estimate future wastewater flows from the potential future wastewater service area along the STH 164 corridor.
5. Provide preliminary water and wastewater service areas map, water demands, and wastewater flow estimates to the Client for their review and comments.
6. Finalize the water demands and wastewater flow estimates to address the Client's review comments.
7. Develop a future water and sanitary sewer improvements scenario for the required Town of Lisbon water and sanitary sewer facilities based on the water demands and wastewater flows estimated above to provide service to the Lisbon Town Center as shown in the Conceptual Land Plan provided by the Developer.
  - a. Develop the future water and sewer scenario to maximize the sewer service area along the STH 164 corridor capable of being served by the existing sanitary sewer force mains and interceptors.
  - b. Estimate the required pumping rate of the future wastewater pumping station.
  - c. The Water Improvements Scenario is to include the evaluation of two options:
    - i. New well and storage facilities without connection to the Village of Sussex's existing water system;
    - ii. Connection to the Village of Sussex's existing water system.
8. Provide the preliminary letter report of the water and sanitary sewer improvements to the Client for their review and comments.
9. Revise the water and sanitary sewer improvements to address the Client's review comments.
10. Prepare a conceptual Opinion of Probable Cost for the final water and wastewater scenario along the STH 164 corridor based on the revised water and sanitary sewer scenario and provide to Client for their review and comments.

11. Provide a final letter report including Opinion of Probable Cost addressing the Client's review comments.
12. Present the study findings to the Town Staff and Board

**Client Responsibilities**

Client will be responsible for providing relevant existing documents to Consultant.

**The schedule to perform the work is:**

Phase 1 – Lisbon Town Center Wastewater Capacity Review:

1. Field Survey of Existing Sanitary Sewer.....1 week after Authorization to Proceed
2. Preliminary Findings Summary Letter Report .....2 weeks after Field Survey
3. Final Findings Summary Letter Report .....1 week after preliminary review comments

Phase 2 – Preliminary Water and Sanitary Sewer Needs Analysis:

1. Preliminary Water Demands & Wastewater Flow Estimates ..... 1 week after Phase 1
2. Preliminary Findings Summary Letter Report .....2 week after prelim. ests. review comments
3. Preliminary Opinion of Probable Cost ..... 1 week after preliminary report review comments
4. Final Findings Summary Letter Report .....2 weeks after prelim. OPC review comments

**The fees for the work are as follows:**

The fixed fees to provide the Scope of Services described herein are as follows:

- |  |                |
|--|----------------|
| 1. Phase 1 – Lisbon Town Center Wastewater Capacity Review .....             | \$3,000        |
| 2. <u>Phase 2 – Preliminary Water and Sanitary Sewer Needs Analysis.....</u> | <u>\$6,800</u> |
| Total Fixed Fee.....   | \$9,800        |

**Designated Project Representative:** Consultant: Daniel Lindstrom, AICP  
 Client: Matthew Janecke, Town Administrator

All services shall be performed in accordance with the General Terms and Conditions included in the Master Service Agreement (dated December 5, 2017) executed with the Client. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis.

**Approval:** Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

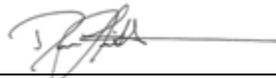
**TOWN OF LISBON**

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Matthew Janecke  
 Town Administrator  
 W234N8676 Woodside Drive  
 Lisbon, WI 53089  
 Phone: 262-546-6100

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

**VIERBICHER ASSOCIATES, INC.**




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Daniel J Lindstrom, AICP  
 Planning Community Development Manager  
 N27 W23597 Paul Road, Suite 105  
 Pewaukee, WI 53072  
 Phone: 262-408-5563

Date: 2/19/18



## **ELECTRONIC CHECK SIGNING POLICY**

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**General:** The objective of this policy is to allow Town personnel who are involved in the check writing process to imprint the necessary signatures electronically on Accounts Payable and Payroll checks.

### **Scope & Objectives:**

1. Signatures, including facsimile signatures of the Town Chairman, Administrator and Treasurer are to be used on checks and orders on public funds being deposited in designated depositories.
2. Each officer shall authorize said depository financial institutes to honor any such instrument bearing his/her facsimile signature in such a form as he/she may designate and to charge the same to the account in said depository financial institution upon which drawn, as fully as though it bore a manually written signature.
3. The Town Board authorizes the use of electronic signatures in accordance with the following provisions:
  - a. The Town Chairman, Administrator and Treasurer shall sign checks in accordance with the provisions of state statutes.
  - b. The signing of blank checks shall be prohibited.
  - c. All void or spoiled checks shall be marked and retained and the signature section shall be removed and destroyed.
  - d. The signer should be someone other than the person writing the checks.
4. The electronic signature file shall be kept on a flash drive.
5. The electronic signature flash drive shall be kept by the Town Administrator and by the Town Clerk in the Administrator's absence, in a secure manner.
6. When printing checks, the check signer shall obtain the flash drive from the Administrator or the Town Clerk in the Administrator's absence and return it to the same.

**PASSED AND ADOPTED** by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 26<sup>th</sup> day of February, 2018.

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: \_\_\_\_\_  
Gina C. Gresch, MMC/WCPC  
Town Clerk

