



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

Agenda
Town Board Meeting
Town of Lisbon, Town Hall
Monday, March 26, 2018
6:30 p.m.

1. **Roll Call.**
2. **Pledge of Allegiance.**
3. **SPECIAL ORDER OF BUSINESS: Presentation of Plaque to John Halbur for more than 30 years of service to the Town of Lisbon on the Park Committee.**
4. **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.
5. **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 26, 2018 Town Board minutes.
 - B. Appointment of Donnette Mayrack to the Park Committee, to serve the remainder of John Halbur's term to expire July 1, 2019.
 - C. Operator's License for Samantha Kay Beckett, Fairways of Woodside.
6. **Approval of Bills.**
7. **Announcements/Correspondence - Listing of upcoming meeting dates & times.**
8. **Department Reports - Presentation of activity statistics and recently attended meetings.**
 - A. Public Works Department
 - B. Town Administrator
9. **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.
10. **Unfinished Business.**
 - A. Discussion and necessary action on 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
Town Chairman

Matthew Janecke
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 26, 2018
6:30 p.m.**

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

Roll Call: Present: Chairman Osterman, Supervisors Gamiño, Moonen, Plotecher and Beal. Also present: Matthew Janecke, Town Administrator. Absent: Gina Gresch, Town Clerk.

Comments from citizens present.

Kurt Roskopf, N79W22125 Bramble Drive, of the Optimist Club stated the club has a recognition dinner on March 5 at Fairways of Woodside Golf Course at 6PM. There is a lot to look forward to in the Town as it and the Hamilton School District grows. He and the club look to the Town leadership to give the Optimist Club ideas how to make the Town and the surrounding area even better. The club also had a fundraiser at the Thirsty Duck and raised \$1,000; about 50 people attended. The group will be at other community events like the Easter Egg Hunt and Lions Days.

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.

- February 12, 2018 Town Board minutes.
- Resignation of John Halbur from the Park Committee.
- Appointment of Tim Ziegler to the Fire and Police Commission.

Supervisor Plotecher stated she was listed in the minutes as present and she was not. She emailed the Clerk about it this morning; it has been corrected.

Motion by Chairman Osterman to approve the Consent Agenda. Seconded by Supervisor Beal. Motion carried, 5-0.

Approval of Bills.

Motion by Supervisor Plotecher to approve the check registers as presented from February 13, 14, 16, 19, and 23, 2018. Seconded by Supervisor Beal. Motion carried, 5-0.

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.

Parks Department – Supervisor Gamiño stated the Park Department is working on the Easter Eggstravaganza, event and obtaining quotes for sports equipment. The postponed Winterfest was last month and about 125 people attended. Families assembled birdhouse kits.

Town Administrator – Administrator Janecke stated last Tuesday there was a lot of rain and gave kudos to the Public Works Department. They were out late pumping water out of the Sweetbriar Lane subdivision. He has received many compliments on the crew and their work for that. As a result of that rain event, the Town will be looking into storm water improvements for that subdivision. He is working on an RFP to solicit commercial brokerage firms for the Pauline Haass land sale. He asked Supervisor Beal and Planner Lindstrom to review it and then it will be sent out. He is still working on the Personnel Manual. He made changes suggested by the Labor Attorney and is now working with the Department Heads on it. He is also attending a conference in Eau Claire later this week.

Town Clerk – Administrator Janecke gave the Clerk's report which gave statistics about the February 20 Primary Election, specifically related to the Hamilton School District voter turnout. Also, a huge thank you to Lori Gitto and Richard Osterman for helping in the office while Kris Porter was out on medical leave. They did a great job. The April 3 Spring Election ballots should arrive in three weeks. The Town is also looking for more Election Inspectors. You don't have to live in Lisbon, just in Waukesha County.

Supervisor's Reports

Supervisor Moonen – Thanked John Halbur for his service and welcomed Tim Ziegler. The Town Board agreed he's a great asset. Supervisor Gamiño stated he and Marlene Kumitsch started the committee 30 years ago. The Park Committee is having a plaque made and will present it to him.

Supervisor Gamiño – The Winterfest event date was changed due to warmer weather. The Park Committee will be coming up with other activity ideas in case of warmer weather again so they don't have to change the date. 1,800 Easter eggs are prepared with candy for the egg hunt. They are also looking for donations for the bike helmets as the original source is no longer available. They also discussed Heritage Weekend, needing the Sheriff's department for parking assistance and the possibility of a beer garden in the parks. There are no logistics as of now, only conceptual discussion.

Unfinished Business

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

Public Works Director DeStefano reviewed the quotes received to replace the septic tank. Lietzau Septic will replace the current 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. 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 for about \$10,000. 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 Road. Visu-Sewer will do that work for approximately \$15,000. There is a very good chance the Public Works staff can do some of the install too, but in case they can't, the funding is available. The parking lot also needs to be addressed. In the parking lot entrance off of Good Hope Road there is an open ditch area that he would like to connect the two concrete culverts, fill in, and make it one large entrance rather than having the break in-between. The elliptical concrete pipe that would be needed to connect the two is 24" x 38"; gravel backfill to fill around the culvert in preparation for paving is also needed. The labor would be done in house by the Public Works Staff but the materials would cost approximately \$3,000.

The Town Board discussed the pros and cons of filling in and paving over that area, possibly making it a catch basin and storm water funds could be used for that. They also discussed the possibility of turning the smaller part of the parking lot into a grassy area with a sidewalk. Public Works Director DeStefano stated that would look nice but that would be an obstacle for the firetrucks and other large equipment for backing up and turning around. There was further discussion about how removing underground pipes might involve the DNR and EPA. The Town's storm water engineer will review the parking lot paving project.

Chairman Osterman asked if the budget carry-over monies should all go back into the General Fund and then do a budget amendment or carry-over part of it and the balance goes back to the General Fund. Supervisor Plotecher stated you can do it either way, as long as the money is used for capital projects.

Chairman Osterman stated the Good Hope Fire Station still needs a Carbon Monoxide Sensor and installation into the wiring system.

Motion by Chairman Osterman to approve 2017 Capital Budget carry-over items as follows:

- 1. Good Hope Road Fire Station Carbon Monoxide Sensor at a cost not to exceed \$3,416.*
- 2. Fire Department Radio Upgrade at a cost not to exceed \$3,500.77.*
- 3. County Trunk Radio Upgrade at a cost not to exceed \$20,910.59.*
- 4. Public Works Department Building and Parking Lot Improvements, \$28,000 of the available \$34,127 available; the balance to be allocated back into the General Fund.*

Seconded by Supervisor Gamiño. Motion carried, 5-0.

New Business.

Discussion and necessary action on a water and wastewater preliminary needs analysis for future development along Highway 164.

Administrator Janecke stated action does not need to be taken, only asking for consideration. He is waiting for a legal opinion about a possible senior care facility in the proposed TIF District and if it is considered residential or commercial. Certain uses can be a part of the TIF District and this determination is crucial to this development which could add \$15,000,000 of assessed value. This piece of property would spur this development. The other part of this item is a proposal to consider the affluence that would come from this development in two phases. One is to figure out how much sewage will come from that development and can the system support it. The other is to determine an area in which a water tower would serve.

Town Board members commented on the area the proposed box on the GIS map covered regarding the water service area. That area is nothing definite, just to give the Town Board an idea of a general area. Supervisor Beal asked if the Town Board should decide if they want to pursue this before spending money on a study and would this area be included in an existing Sanitary District or will it require creating a new one? Also, these lot sizes are much smaller and she is concerned about that and septic systems. Chairman Osterman stated this is the process of determining if the Town Board wants to do this. This is something to consider for the future. Administrator Janecke stated septic systems wouldn't be on these lots, it would be sewer and that's the first phase the project is to determine if the existing sewer mains can serve this area and future service areas. This type of development in this area is already in the Town's Long Range Plan. Supervisor Gamiño stated she has mixed views about the project but understands the need to look at the impact of water/sewer needs. Chairman Osterman stated Lisbon hasn't planned for municipal utilities in the past. There are going to be more lands developed in areas that can handle mixed-use developments and the Town needs to be prepared for the developer's requests for sewer and water. That's what we are discussing; do we want to be prepared and study developing a system?

Supervisor Moonen asked if Neumann Companies will be sharing the study's costs. The Town shouldn't carry the whole burden to see if the development will work. Chairman Osterman stated this isn't specifically about the Neumann development, but about water system services. He gave examples of larger properties that will be developed one day like the quarries which could possibly need municipal water. The Town Board discussed the proposals, the differences between Phase 1 and Phase 2 work and the ranges of prices received. S.E.H. and Vierbicher were well received but the Town Board had questions about the quote and what more specifically has to be done for Phase 1 and what makes up those costs. The Town Board directed the Administrator to obtain more information for the next meeting.

Discussion and necessary action on an Electronic Check Signing Policy.

Administrator Janecke stated the Town Board approved the use of electronic signatures and requested a policy be approved. The signatures could be in file in the accounting software but he would prefer the file be on a secured flash drive which he will do more research on. Town Board members expressed concern that someone could get a hold of the flash drive, but it was also noted that anyone can access the current stamping machine therefore there is no more risk doing it electronically compared to how it's currently being done. Supervisor Moonen requested the "officers" referenced in the scope be specifically listed; Chairperson, Treasurer, etc. Chairman Osterman requested the policy be reviewed by the Town Attorney and brought back to the next meeting.

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 Beal 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 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, by roll call vote. Town Board convened into Closed Session at 7:54 PM.

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

Motion by Supervisor Moonen 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 at 10:57 PM.

Adjournment.

Motion by Supervisor Beal to adjourn the Monday, February 26, 2018 Town Board of Supervisors meeting at 10:58 PM. Seconded by Supervisor. Motion carried, 5-0.

Respectfully submitted,

Gina C. Gresch, MMC/WCPC
Town Clerk



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Town Board
ITEM DESCRIPTION: Consent Agenda Items
PREPARED BY: Gina C. Gresch, Clerk
REPORT DATE: Tuesday, March 20, 2018
RECOMMENDATION: Approval of the items on the Consent Agenda.
EXPLANATION: A. February 26, 2018 Town Board minutes – please let me know if you have any changes. (March 12 not completed yet). B. Park Committee appointment – see attached email from Park Committee Chair Marlene Kumitsch. C. Operator’s License for Samantha Kay Beckett – Fairways of Woodside. She submitted the appropriate paperwork and fee and passed the background check

FEBRUARY 2018 DPW MONTHLY REPORT



TOWN BOARD & ADMINISTRATOR,

- Staff went out 10 times for various winter weather events throughout the month
 - Staff washed trucks and performed maintenance and repairs in between events
 - Staff had salt delivered and pushed up for Lisbon and Merton
 - Staff spent a day anti-icing the main roads ahead of a mid-Feb. snow event
 - Staff cleaned out culverts and catch basins ahead of the rain we were expecting
 - Staff spent 2 days and 1 evening pumping water out of the Sweetbriar Kettle to elevate any possible flooding, no houses had flooding
 - Staff took care of washouts from the Feb. flooding
 - Staff had an election in Feb. and set-up and took down voting booths and equipment at our 3 polling places
 - Staff attended the Con-Ex construction Expo at WI. State Fair Park
-
- I attended 2 department head meetings & the monthly WCPWA luncheon
 - I attended 2 board meeting to go over carryover funds
 - The 2018 Chevy Silverado was delivered, so I prepped the old pick-up for sale and ended up selling for \$16,000
 - I spent time familiarizing myself with the new scan tool equipment which has already been paying off for the Town
 - I spent time researching parts purchasing where we can really save money over going to the dealer and paying their prices
 - Matt, Doug, John and myself had an employee personnel manual meeting
 - I spent time getting info together on the parking lot projects ahead of the paving
 - I continued to plow when needed and work with the guys on various projects when time permitted

**REGARDS,
JOE DESTEFANO JR.
DPW DIRECTOR**



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

Wednesday, March 21, 2018

Dear Board Members:

This is to notify you of the Town of Lisbon meetings, office closures and elections from **March 27, 2018 through April 21, 2018** at the Town Hall, W234N8676 Woodside Road, unless indicated otherwise.

Tuesday, April 03	Spring Election 7:00 A.M. to 8:00 P.M. Town Hall, Fire Station & Hamilton High School
Monday, April 09	Board of Appeals Meeting at 5:00 P.M.
Monday, April 09	Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M.
Wednesday, April 11	Public Information Meeting for 2018 Street Improvements from 6-8 P.M.
Thursday, April 12	Plan Commission at 6:30 P.M. (Includes Joint T.B. Public Hearing)
Monday, April 16	Park Committee at 6:30 P.M. (Richard Jung Memorial Fire Station)
Tuesday, April 17	Annual Meeting at 7:00 P.M. (Richard Jung Memorial Fire Station)
Wednesday, April 18	Sanitary District Committee at 7:30 P.M.
Wednesday, April 18	Board of Review Training & Certification Session at 6:00 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)

Gina Gresch

From: Marlene Kumitsch <dkumitsch@wi.rr.com>
Sent: Thursday, March 15, 2018 1:32 PM
To: Gina Gresch
Subject: FW: Hi Marlene

Hi Gina,
Please put this on the next board agenda. Donnette could fill out John Halbur's term until 7/1/19.
Thank you,
Enjoy the day!!!
Marlene

-----Original Message-----

From: Donnette [mailto:dmayrack@mindspring.com]
Sent: Thursday, March 15, 2018 11:08 AM
To: dkumitsch@wi.rr.com
Subject: Hi Marlene

Good Morning Marlene,

To the Town of Lisbon Parks Board and Ms Marlene Kumitsch, Chairperson:

I would like to be considered for membership on the Parks Board for 2018. Having resided at N75 W27099 Oakwood Road for over 17 years, I would be honored to serve the Town of Lisbon. Kindly consider my offer to be of assistance in the needs facing our wonderful community.

I will plan to attend the March 19th meeting. Please feel free to contact me via the above email address, or by phone for any questions you may have.

Sincerely,

Donnette Mayrack

N75 W27099 Oakwood Road

Hartland, WI 53029

Gina Gresch

From: Brett J. Hofmeister <BHofmeister@johnsonblock.com>
Sent: Tuesday, March 13, 2018 9:12 AM
To: Gina Gresch
Subject: RE: electronic signatures

Hi Gina,

From an internal control standpoint, I think this should be fine. In my mind, the biggest issue is segregating who is preparing checks from who is authorizing signature/signing, which the you have pretty well covered. Having an encrypted flash drive is a good control as well in case the drive is ever lost/stolen.

Let me know if you have more questions.

Thanks,
Brett



Brett Hofmeister, CPA | Audit Manager
406 Science Drive, Suite 100
Madison, WI 53711

office 608.274.2002 ex. 222 | fax 608.274.4320
e-mail bhofmeister@johnsonblock.com

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From: Gina Gresch [mailto:ggresch@townoflisbonwi.com]
Sent: Friday, March 09, 2018 3:35 PM
To: Brett J. Hofmeister <BHofmeister@johnsonblock.com>
Cc: Kathy Gutenkunst <ksg@cmhlaw.com>; 'Terese E. Szortyka' <terry@cmhlaw.com>
Subject: FW: electronic signatures

Hi Brett,

I've been working on that electronic signatures policy which the Town Attorneys reviewed and that review is attached. I also attached the policy and flash drive information referenced in the policy. Please review both items and let me know what your opinion is.

I'm not sure if you are aware or not, but currently we are using a stamp that has all 3 signatures on it. Using e-signatures isn't any different, and since I will become a check signer

and not Matt, Matt will keep the encrypted flash drive, and when Kelley is ready to print the checks, she will have Amy or I use the flash drive from Matt, print the checks and return it to Matt. That is our checks and balances as well as the board approves a check detail report, a total is in the minutes, and another report is printed after the checks are printed and those totals match. I'm aware of what the statutes say about check signing, but the statutes haven't caught up with the times and technology. Using this new procedure would be more secure and have another check and balance than what we are doing now.

I took this off of Monday's Town Board agenda so we have time to work on it. I would like it ready for the March 26 meeting though.

Thanks!



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

P.S. Please find a stranger to high five. It will make their day and you'll enjoy it too.

From: Kathryn Sawyer Gutenkunst [<mailto:ksg@cmhlaw.com>]
Sent: Friday, March 09, 2018 2:49 PM
To: 'Gina Gresch' <ggresch@townoflisbonwi.com>
Subject: electronic signatures

Kathryn Sawyer Gutenkunst
1601 East Racine Avenue, Suite 200
P.O. Box 558
Waukesha, WI 53186-0558
Phone: 262-542-4278; Ext. 8745
Fax: 262-542-4270
E-Mail: ksg@cmhlaw.com

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MEMORANDUM

TO: Kathryn Sawyer Gutenkunst

FROM: Kevin J. Clark

DATE: March 21, 2018

RE: Lisbon Electronic Check Signing Policy

The purpose of the Town of Lisbon Electronic Check Signing 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.

The policy goes on to state that the scope and objective is to:

1. Signatures, including facsimile signatures of the Officers of the Town who are identified as the Town Chairman, Administrator, Treasurer are to be used on checks and orders on public funds being deposited in designated depositories.

In addition, under subsection 3(d) the signing policy indicates that “the signer should be someone *other* than the person writing the checks.”

Electronic signatures generally are governed by Wisconsin Statutes Chapter 137. Wisconsin Statute § 136.15, regarding legal recognition, states that “a record or signature may not be denied legal effect or enforceability solely because it is in electronic form.” Wis. Stat. § 137.15. However, the “applicability” of the statute applies to the state of Wisconsin, “*unless otherwise expressly provided.*” Wis. Stat. 137.12(5).

In regards to municipalities, the Wisconsin legislature has set up a tri-partied system for the purpose of signing and issuing checks.

Wis. Stats. § 66.0607(3) governs the distribution of drafts or check orders for disbursements and withdrawals from the savings account of the Town. Specifically, Wis. Stats. § 66.0607(3) states that “no draft or order check issued under this subsection may be released to the payee, nor is the draft order check valid, unless signed by the clerk and treasurer.” The statute goes on to provide that “unless otherwise directed by ordinance or resolution . . . the town chairperson . . . shall countersign all drafts or order checks and all transfer orders. The governing body may also, by ordinance or resolution authorize *additional signatures.*” Wis. Stat. § 66.0307(3).

Therefore, at minimum a check must be signed by: (1) the Town Clerk; (2) the Town Treasurer; and (3) the Town Chairman. After review of the Lisbon Ordinances, I do not see any policy that negates this requirement or requires the authorization of additional signatures.

As such, the first issue the electronic check signing policy is that it omits the Town Clerk and includes the Town Administrator as a person that “shall sign checks in accordance with the provisions of state statutes.” The Wisconsin statutes expressly provide that the *clerk* and

treasurer are required. The Town Administrator could be added on as *an additional* signatory, but that must be done by resolution or ordinance.

The second major issue I see is that the Town Clerk and Treasurer (and additional required signatories by ordinance) are permitted to sign by facsimile signature. However, the statute does not make reference to the Town Chairperson being permitted to sign by facsimile signature. Therefore, the electronic check signing policy should not include the Town Chairman.

The third major issue/concern is that facsimile signature (which is generally understood as a signature stamp) does not include an electronic stamp. At the end of the day, the electronic stamp is essentially an electronic signature. Electronic signatures are legally binding, *unless otherwise expressly provided*. In this case, Wis. Stat. § 66.0607(3) states that a facsimile signature is permitted for clerk and treasurer but is silent on whether it includes an electronic signature. There is an argument to be had that the legislature did not intend to include electronic signatures because the statute says facsimile signatures, which are commonly known as stamp signatures.

The Town's Association has shed some light on other concerns, mainly that the stamp should be held in the possession of the person whose signature is being affixed. The Lisbon electronic check signing policy places all the signatures in one place on one thumb-drive in the control of one or two individuals. I want to make specific note that the use of facsimile signature does not relieve any official from any liability to which the official is otherwise subject, "including the unauthorized use of the facsimile signature." Wis. Stat. § 66.0607(3). Therefore, if the flash drive were ever stolen, the person who obtained the flash drive could sign the checks with all three authorized signatures. Whereas, if a stamp is in the control of each individual signing the documents, the person would have to steal three separate stamps from three separate individuals.

Finally, the proposed Lisbon electronic check signing policy states that "when printing the checks, the *check signer* shall obtain the flash drive from the Administrator or Clerk." Therefore, whoever is printing the checks is going to be the person affixing the signatures of the Town Clerk or Town Treasurer, which negates the entire purpose of the tri-partied system. Under the proposed policy, the signatures could be affixed without the Town Clerk, Town Treasurer, or Town Chairman ever reviewing the check that is issued.

Overall, the Town could avoid the issue and potential pitfalls by using personalized signatures. If the Town does wish to use facsimile signatures, it should be done with personalized stamps for the Town Clerk and Town Treasurer only (or additional signatories that are required other than the Town Chairman). The Town Chairman should be personally signing all of the checks. Having this "checks and balances" system is further supported by the statutory scheme, which was implemented to ensure that the payment of the Town bills does not go awry. I.e. each of the require signatories is supposed to review and sign each check to make sure no mistakes are made.



ELECTRONIC CHECK SIGNING POLICY

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 electronic signatures of the Town's officers, per Wisconsin State Statute 66.0607(3), who are the Town Chairman, Clerk 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 electronic 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 signing of blank checks shall be prohibited.
 - b. All void and spoiled checks shall be marked and retained for the auditor and the signature section shall be removed and shredded.
 - c. The check signer should be someone other than the person writing the checks.
 - d. The Deputy Treasurer shall be the person writing the checks.
 - e. The electronic signature file shall be kept on a secured, password-protected flash drive.
 - f. The electronic signature flash drive shall be kept by the Town Administrator in a secure manner.
 - g. When printing checks, the check signer (Clerk or Treasurer) shall obtain the flash drive and password from the Administrator and return to the same immediately.

PASSED AND ADOPTED by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 26th day of March, 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



Auditor Approved: March 13, 2018



Home > Computer Components > Storage Drives > Flash Drives > I-1498944

DataLocker SafeStick Encrypted Flash Drive - Managed

MFG Part #: SS004M | COLAMCO Part #: I-1498944

[\(write a review\)](#)



- By utilizing 256-bit AES encryption, keep all your personal files information safe & secure from hackers and thieves
- Easily transfer multiple files at once or larger files without error with high-speed USB 3.0 interface

In Stock - 20 available (as of Mar 07, 2018 12:59AM - [Update](#))

FREE SHIPPING ON ORDERS OVER \$100

\$49.27

QTY



COLAMCO is an authorized DataLocker dealer.



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PROTECT YOUR INVESTMENT

1 Year Product Replacement Plan ([more info](#)) **\$9.99**

2 Year Product Replacement Plan ([more info](#)) **\$11.99**

OVERVIEW	TECHNICAL SPECS	RATINGS & REVIEWS	QUESTIONS & ANSWERS
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Product Overview

DataLocker SafeStick Encrypted Flash Drive - Managed - 4 GB - USB 3.0 - 256-bit AES - TAA Compliant

CONFIDENTLY CARRY YOUR DATA ON THE GO

DataLocker SafeStick offers affordable security with 256-bit AES hardware-based encryption in XTS mode that provides always on protection for your data and **REQUIRES** central management with SafeConsole. SafeStick offers advanced protection while maintaining control and audit capabilities without compromising security.

CENTRALLY MANAGED

SafeStick must be centrally managed with SafeConsole, a secure cloud or on-premises management platform that allows your organization to centrally manage SafeConsole compatible USB storage devices easily and efficiently. A SafeConsole device license is required per device. SafeConsole license is sold separately.

- Enforce device specific security policies such as password requirements and restrict where devices can be utilized
- Mitigate risks of data loss by remotely disabling or detonating lost, stolen or compromised devices
- Securely reset forgotten passwords
- Recommission devices that are no longer in use for secure redeployment
- Remotely configure read-only mode
- Protect against malware and other threats with McAfee Anti-Malware Scanner

AVOID LOSING PUBLIC TRUST

Every year, 20 million unprotected USB drives go missing. If the data stored on those drives ends up in the wrong hands, you can lose public trust, put citizens at risk and suddenly find yourself in the middle of a PR scandal. Secure USB flash drives are an essential component of a comprehensive data loss prevention (DLP) strategy. The security must be implemented in the hardware in order to combat the evolving threat landscape. With your data stored on the hardware-encrypted SafeStick, it is always protected from unauthorized access.

FEATURES + BENEFITS

- Automatic hardware encryption using 256-bit AES encryption (XTS mode)
- Unlock in Read-Only Mode to prevent files from being modified or infected with malware
- Configure inactivity Auto-Lock to prevent unwanted access
- Device will lock after 10 incorrect login attempts and require a password or a device reset (configurable with policies through SafeConsole)



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