



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

**Agenda**  
**Town Board Meeting**  
**Town of Lisbon, Town Hall**  
**Monday, April 9, 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. March 12, 2018 Town Board minutes.
  - B. March 26, 2018 Town Board minutes.
  - C. Recommendation from Plan Commission to approve the CSM for Deborah and Francis Mahuta, Jr., applicant, for the property located at N91W24144 Crooked Bridge Court, Lisbon, WI 53089, LSBT 0156.016, to divide a 6.6 acre lot into a total of three lots.
  - D. Operator's License for Katelyn Linda Marie Mirasola, Fairways of Woodside Golf Course.
  - E. Operator's License for Cassandra Marie Swirth, Fairways of Woodside Golf Course.
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. Public Works Department
  - B. Town Administrator
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. **New Business.**
  - A. Discussion and necessary action on Storm Water improvement options near the intersection of Chestnut Hill and Cherry Hill Roads.
  - B. Discussion and necessary action on Storm Water Improvement options for the Sweetbriar Lane area.
  - C. Discussion and necessary action on Resolution 02-18, Resolution Updating the Fee Schedule.
  - D. Discussion and necessary action on Ordinance 02-18, Ordinance Repealing and Recreating Section 2.16(b) of the Lisbon Town Code regarding Town Administrator Appointment and Term of Office.

**10. 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.

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

**12. 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.



# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:** Consent Agenda Items

**PREPARED BY:** Gina C. Gresch, Clerk

**REPORT DATE:** Tuesday, April 3, 2018

**RECOMMENDATION:**

Approval of the items on the Consent Agenda.

**EXPLANATION:**

- A. March 12, 2018 Town Board minutes – ready for approval.
- B. March 26, 2018 Town Board minutes – ready for approval.
- C. Mahuta CSM – ready for approval. It was approved by the Plan Commission last September with minor changes. Planner Lindstrom reviewed and signed off on CSM. It is ready to be approved. Mahutas will pay their impact fees before it's recorded at the Register of Deeds.
- D. Operator's License for Katelyn Linda Marie Mirasola – Fairways of Woodside – ready for approval. She submitted the appropriate paperwork and fee and passed the background check.
- E. Operator's License for Cassandra Swirth – Fairways of Woodside – ready for approval. She submitted the appropriate paperwork and fee and passed the background check.

**Minutes of the Town Board Public Hearing  
Town of Lisbon, Town Hall  
Monday, March 12, 2018  
6:30 p.m.**

A Public Hearing was held by Town of Lisbon Board of Supervisors at the Lisbon Town Hall, W234N8676 Woodside Road, Lisbon, WI 53089 and was called to order by Chairman Joseph Osterman at 6:32 P.M. Chairman Osterman stated the public hearing was published in the Lake Country Now and Northwest Now papers, on the Town's website and on the Town Hall posting boards.

**Roll Call:** Present: Chairman Osterman, Supervisors Gamiño, Moonen, Plotecher and Beal. Also present: Matthew Janecke, Town Administrator, Public Works Director Joe DeStefano, Jr. and Gina Gresch, Town Clerk.

**Public Hearing to solicit public comments on the proposed amendments to the text of the Town of Lisbon Zoning Ordinance in accordance with Wisconsin State Statutes including, but not limited to, the following: Creating Section 33 and Repealing/Recreating Various Sections of the Town of Lisbon Zoning Code Related To Planned Unit Developments as an Overlay District.**

**Public Hearing Comments:** Chairman Osterman opened the hearing to comments from the public, which there were none.

**Adjournment**

The public hearing was adjourned at 6:33 PM.

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**Minutes of the Town Board Meeting  
Town of Lisbon, Town Hall  
Monday, March 12, 2018  
Immediately following the Public Hearing**

Chairman Osterman called the Town Board meeting to order at 6:33 PM.

**Roll Call:** Present: Chairman Osterman, Supervisors Gamiño, Moonen, Plotecher and Beal. Also present: Matthew Janecke, Town Administrator, Public Works Director Joe DeStefano, Jr. and Gina Gresch, Town Clerk.

**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.

- Annual Mobile Home Park License for American Mobile Home Communities.
- Operator's License(s).
- Appointment of additional Election Inspectors for the 2018-2019 term.

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

### **Approval of Bills.**

*Motion by Supervisor Moonen to approve the check registers as presented from March 2 and 9, 2018. Seconded by Supervisor Gamiño. Motion carried, 5-0.*

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

Chairman Osterman reviewed the list of upcoming Town meetings. Administrator Janecke stated there is an open house scheduled for April 11 for the 2018 road projects for those affected by it; postcards will be mailed.

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

**Fire Department** – Chairman Osterman reviewed the Fire Department report which included CPR certification and instruction at Hamilton High School, attended a joint ice rescue training in Merton, worked on the joint hiring process with Pewaukee testing candidates and attended various meetings.

**Parks Department** – Supervisor Gamiño reviewed the Parks Department report which included performing regular park duties, getting ready for the Easter egg hunt, interviewing candidates for the 2 seasonal park workers and attending various meetings.

**Town Administrator** – Administrator Janecke stated the Personnel Manual is about 75% complete and has been reviewed by the Attorney and Department Heads. Once those changes are made and reviewed again, it will come to the Town Board for approval. He is working on a commercial broker RFP with Supervisor Beal and Planner Lindstrom which is almost ready to go out. Last Thursday there was a meeting at Richmond Elementary School with the Waukesha County Sheriff's Department and discussed the threat reporting procedures between both entities. The 2018 road project proposals were sent and both bids came back under budget. Temporary Weight Limits were posted on March 7. The Quiet Zone paperwork was resubmitted last Friday and it will hopefully be completed by March 31.

**Town Clerk** – Clerk Gresch stated Open Book has been scheduled for Tuesday, May 15, 2018 from 9AM to 11AM at the Town Hall. Property owners should contact the Assessor's Office to make an appointment. Board of Review has been scheduled for Tuesday, June 5, 2018 from 6PM – 8PM at the Town Hall. There is also a Waukesha County wide training hosted by Lisbon scheduled for Wednesday, April 18 at 6pm at the Richard Jung Fire Station. Lisbon's Board of Review members who need training and myself are registered for the class.

**Supervisor's Reports.** None.

### **Unfinished Business**

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

Administrator Janecke stated since the last meeting he spoke with the firms who submitted proposals for the study and asked them to provide with one scope of service that would consider any development on STH 164 north of the railroad tracks and what those costs savings would be. The Town Board understands the needs of a Town Center but the Town Board is interested in researching a larger area.

The Town Board members compared the proposals tasks and quotes. There was some redundancy in each of the quotes removed which lowered the quotes slightly. The main difference between the two quotes is how each firm will conduct field investigations. Vierbicher has the as-built plans of the force mains and feels that will be sufficient in evaluating the infrastructure. S.E.H. wants to do a field visit verification and investigate the existing pipes. Supervisor Moonen stated he is concerned Vierbicher doesn't want or need to look at the pipes. Infrastructure deteriorates over time and that should be investigated. The other Town Board members agreed with Supervisor Moonen. Chairman Osterman stated if the pipes were built to specifications they should hold the capacity but didn't consider the condition of the pipes. We could add that on to the request of services but if there isn't enough capacity in the first place, the pipes could be completely replaced. Administrator Janecke stated that is why he had the project broken down into two phases. He is more concerned with the pitch of the pipe. Sonar might be used to check the pipe's depth and the flow should be checked as well. There is a \$1,200 difference to have that done. Administrator Janecke stated Vierbicher's cost savings came from removing the field verification because they have as-built plans. Chairman Osterman stated S.E.H. are the leaders in this field.

*Motion by Chairman Osterman to approve the water and wastewater preliminary needs analysis for future development along Highway 164 with S.E.H at a cost not to exceed \$9,500 and direct the Town Administrator to verify with S.E.H. if a visual inspection is required and/or is included with the quote. If it is not, a quote should be submitted. Seconded by Supervisor Beal. Motion carried, 5-0.*

### **New Business.**

#### **Discussion and necessary action to adopt Ordinance 01-18, Ordinance Creating Section 33 and Repealing/Recreating Various Sections of the Lisbon Zoning Code Related to Planned Unit Developments as an Overlay District, and recommendation to Waukesha County of the same.**

Chairman Osterman stated the Plan Commission unanimously approved the ordinance and recommended approval to the Town Board. Administrator Janecke stated this ordinance is to create a PUD overlay zoning district which could be applied to any project. Then a custom PUD ordinance will be drafted for a specific development. Supervisor Beal indicated she is not sure she is comfortable with having PUD's in the Town which allow smaller lots. Administrator Janecke stated PUD's will require both Plan Commission and Town Board approval so the Town Board will have their change to vote on it. For example, this could be used for a mixed use development like the Lied's property or a Town Center. Chairman Osterman stated just because an ordinance passes doesn't give any development a guaranteed approval. This gives the Town more protections and guidance.

*Motion by Chairman Osterman to adopt Ordinance 01-18, Ordinance Creating Section 33 and Repealing/Recreating Various Sections of the Lisbon Zoning Code Related to Planned Unit Developments as an Overlay District, and recommendation to Waukesha County of the same. Seconded by Supervisor Moonen. Motion carried, 5-0.*

**Discussion and necessary action on the purchase a Dump Body package to include installation onto the 2018 Chevrolet 3500 Cab and Chassis.**

Public Works Director DeStefano stated at a prior Town Board meeting the Town Board approved the purchase of a 2018 Chevrolet Cab & Chassis. The total budget for this project is \$53,000, minus that purchase of \$37,717 leaves a \$15,283 balance. He recommends approving Brake & Equipment because they offer the stainless steel body which will last the life of the truck, whereas a steel body will require maintenance to prevent rusting potentially causing issues due to rot and corrosion. Those repairs would cost much more, so he recommends spending a little more now to avoid those potential problems. Quotes received are as follows: Brake & Equipment: \$15,965; Monroe Truck Equipment: \$16,014; Burke Truck & Equipment: \$16,792; Casper's Truck Equipment: \$19,144. He recommends Brake & Equipment because the Town has worked with them and their sister company, Brake & Clutch, before. Brake & Equipment is in Butler so they are close by.

*Motion by Supervisor Moonen to approve the purchase of a stainless steel dump body package from Brake & Equipment to include installation onto the 2018 Chevrolet 3500 Cab and Chassis at a cost not to exceed \$15,965. Seconded by Supervisor Gamiño. Motion carried, 5-0.*

**Discussion and necessary action on the purchase of a three point grader blade attachment for roadside shouldering.**

Public Works Director DeStefano stated he received three quotes for the shouldering grader blade the Town Board approved in the 2017 budget workshops to be purchased in 2018 for a total of \$4,000. He researched two brands of blades, Frontier for \$3,432.55 and Rhino for \$4,153. He recommends purchasing the Frontier from Mid-State Equipment for \$3,432.55, leaving a \$567.45 balance in case there is something needed to add to the tractor to make everything adapt.

*Motion by Supervisor Moonen to approve the purchase of a Frontier three point grader blade attachment from Mid-State Equipment for roadside shouldering at a cost not to exceed \$3,432.55, and using the balance of \$567.45 for additional outfitting/supplemental equipment if needed. Seconded by Chairman Osterman. Motion carried, 5-0.*

**Discussion and necessary action on proposed dog license mailings.**

Clerk Gresch stated she has two mailings being proposed. The first is to mail a letter/invoice to dog owners who didn't license their dog for 2018, based on the 2017 licensed dogs which would include the \$10 per dog late fee. The other is to mail a letter/invoice to those dog owners whose dogs were licensed in 2018. As of today, there are about 173 dogs left to be licensed; possibly 5% to 10% of those dogs are either deceased, deceased/replaced or the property owner moved. Based on 2017 statistics, another 88 dogs were licensed in March. She estimates there to be about the same number of dogs which will need to be licensed and a late fee collected for. Based on the number of responses/late licenses issued, the Town could collect a net amount (after County fees) of anywhere from \$360 to \$760. Supervisor Gamiño stated this is a good way to catch those who don't license their dog. Supervisor Moonen asked if we could try a Facebook post about voluntary compliance. Clerk Gresch stated the dog license information is in the tax bill insert on the website, Facebook and in the newsletter. Supervisor Plotecher stated she used to send an application in December to those who were licensed the year before. That response was much greater than sending the application with the tax bill. She likes it that the information will be included in the letter.

*Motion by Supervisor Gamiño to approve both of the proposed dog license mailings per the Town Clerk's recommendation and mail both. Seconded by Supervisor Beal. Motion carried, 5-0.*

**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 Moonen 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 Gamiño, 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 7:51 PM.*

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

*Motion by Supervisor Beal to reconvene into Open Session for possible action on Closed Session deliberations. Seconded by Supervisor Gamiño, 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. The Town Board reconvened into Open Session at 10:41 PM.*

**Adjournment.**

*Motion by Supervisor Beal to adjourn the Monday, March 12, 2018 Town Board of Supervisors meeting at 10:42 PM. Seconded by Supervisor Plotecher. Motion carried, 5-0.*

Respectfully submitted,

Gina C. Gresch, MMC/WCPC  
Town Clerk

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

Chairman Osterman called the Town Board meeting to order at 6:41 PM.

**Roll Call:** Present: Chairman Osterman, Supervisors Gamiño, Moonen, Plotecher and Beal. Also present: Matthew Janecke, Town Administrator, Gina Gresch, Town Clerk, Park Committee Members Marlene Kumitsch, Ed Nelson, Carol Emmel and Park Director John Greiten.

**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.**

Everyone congratulated John Halbur on his accomplishments and wished him well. Mr. Halbur thanked everyone for the recognition and the Park Committee and Mr. Greiten's assistance over the years.

**Comments from citizens present.** None.

**Consent Agenda.**

- February 26, 2018 Town Board minutes.
- Appointment of Donnette Mayrack to the Park Committee, to serve the remainder of John Halbur's term to expire July 1, 2019.
- Operator's License for Samantha Kay Beckett, Fairways of Woodside.

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

**Approval of Bills.**

*Motion by Supervisor Plotecher to approve the check registers as presented from March 22, 2018. Seconded by Supervisor Moonen. 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.**

**Public Works Department** – Supervisor Moonen reviewed the Public Works Department report which included truck maintenance, weather events, cleaned culverts, assisted in February 20 flooding, set up for the February 20 election, attended the Con-Ex Construction Expo and attended various meetings.

**Park Department** – Park Director John Greiten stated he obtains bids yearly for the park's bathroom facilities from three companies and usually takes the lowest one. The Town will contract with Port-A-John for the regular park restrooms, Arnold's for Safety Days and Heritage Weekend. He feels that obtaining separate bids for each type of use is more cost effective to the Town since it makes the companies more competitive.

**Town Administrator** – Administrator Janecke stated he and staff are working on taking electronic payments online and in the office. We spoke with Heartland Payment Systems today and will be exploring other options. We are trying to avoid having it cost anything to the Town. The Commercial Broker RFP's are due on April 9. The Easter Egg Extravaganza was somewhat well attended even though it was cold out. Those who attend appreciate the event very much. He heard comments that other communities don't do this, it's a unique event and that they even re-stuffed and re-hid eggs for more kids to find. He thanked Park Director Greiten and the Park Committee. Over 360 children attended. The numbers were down but the Boy Scouts raised \$46 and 124 pounds of food.

**Supervisor's Reports.** None.

**Unfinished Business.**

Discussion and necessary action on Electronic Check Signing Policy.

Administrator Janecke stated there are some emails between the Town Attorney, Auditor and Clerk discussing internal controls for electronic check signing and using a secured flash drive. Even though the Attorney advises against doing this, the Auditor is comfortable with the segregation of duties as outlined and they approve the policy; much of it was given to us by them. Attorney Kevin Clark notes some of the laws pertaining to this making the Town Board aware of the obligation that we might be getting into with electronic check signatures.

Chairman Osterman stated we currently use a stamp and it's on someone's desk. This removes the stamp and replaces it with a secured flash drive and given to the person printing the checks. Supervisor Gamiño commented she must abstain from voting because she can't vote in favor of something that is going against a law. There was discussion among everyone about how the checks should be signed, are currently signed and why the electronic signature process would be better and more secure. They should be signed separately, by hand, by each individual which hasn't happened here since 1998. Administrator Janecke stated even using the plate stamper like we use now doesn't comply with the statutes. Clerk Gresch stated the statutes haven't caught up with technology yet. Supervisors Plotecher and Beal agree this is a great time saver.

There was further discussion about safety protocols and who will exactly be using the flash drive. Administrator Janecke stated the flash drive will be password protected and locked up which he and the Clerk will have access to. Chairman Osterman stated in reality all someone needs is a check and they can replicate signatures. Supervisor Moonen would like to see a two-step authentication process used and included in the policy.

*Motion by Supervisor Plotecher to approve the Electronic Check Signing Policy, subject to including a two-step authentication process. Seconded by Supervisor Beal. Motion carried, 4-0 with one abstention by Supervisor Gamiño.*

**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 7:18 PM.*

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

*Motion by Supervisor Beal to reconvene into Open Session for possible action on Closed Session deliberations. Seconded by Supervisor Plotecher, 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. The Town Board reconvened into Open Session at 8:19 PM.*

**Adjournment.**

*Motion by Supervisor Beal to adjourn the Monday, March 26, 2018 Town Board of Supervisors meeting at 8:19 PM. Seconded by Supervisor Gamiño. Motion carried, 5-0.*

Respectfully submitted,

Gina C. Gresch, MMC/WCPC  
Town Clerk

# Certified Survey Map

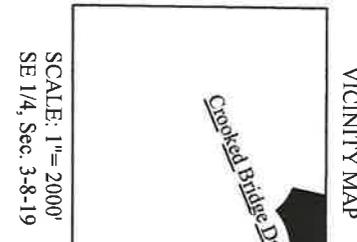
Being a redivision of Lot 16, Crooked Bridge Estates, being a part of the Northeast Quarter of the Southeast Quarter of Section 3, Town 8 North, Range 19 East, in the Town of Lisbon, Waukesha County, Wisconsin.

Prepared for:  
Frank and Deborah Mahuta  
N91W24144 Crooked Bridge Ct.  
Lisbon, WI. 53089

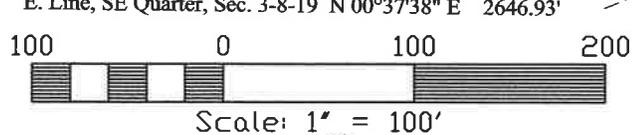
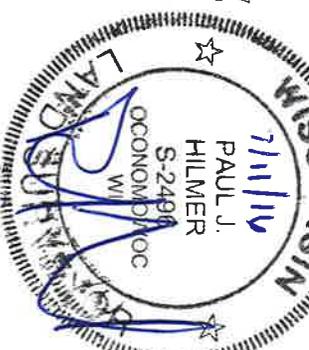
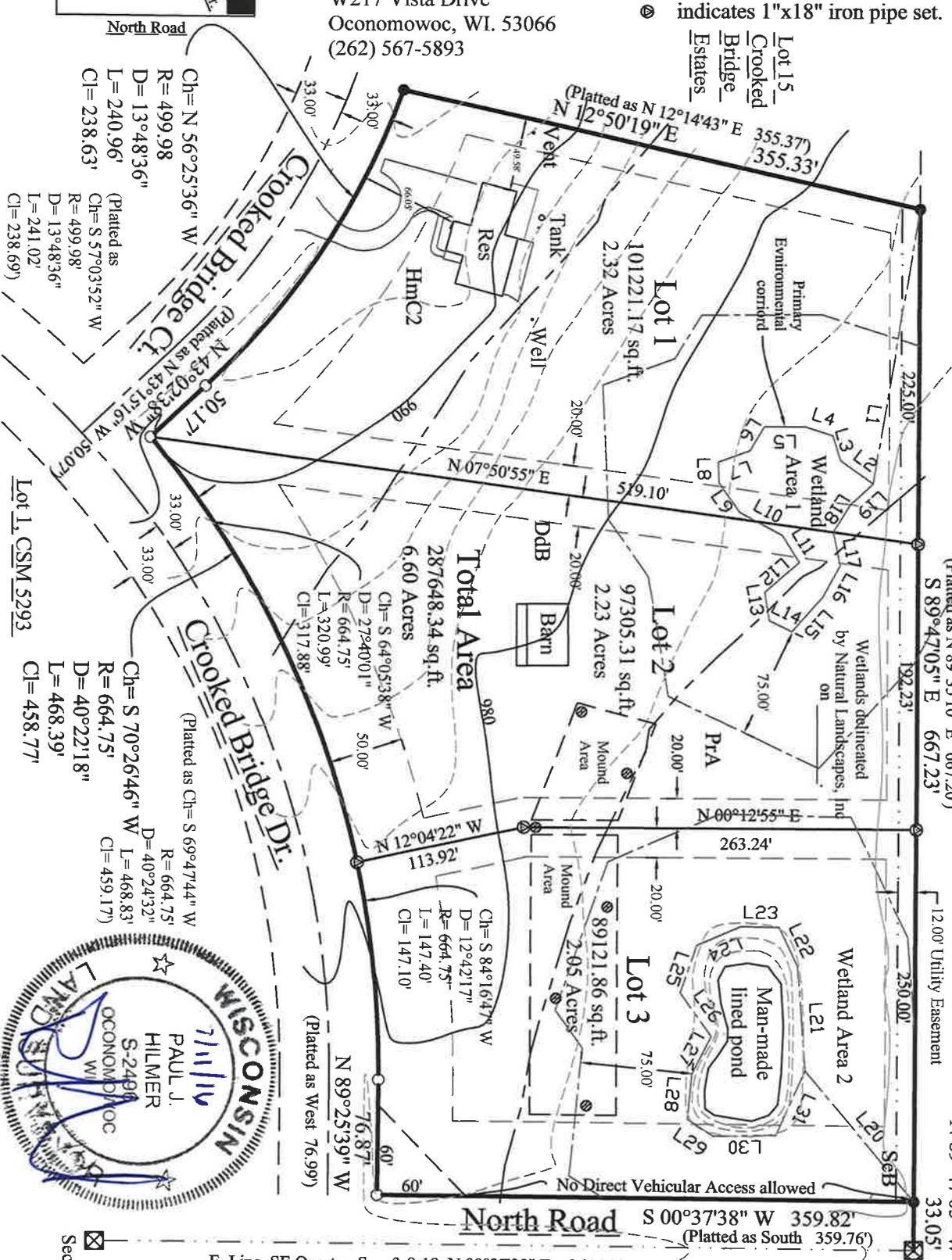
Prepared by:  
Hilmer & Associates LLC  
Paul J. Hilmer, PLS  
W217 Vista Drive  
Oconomowoc, WI. 53066  
(262) 567-5893

- Legend:
- indicates 1" iron pipe found.
  - indicates 2" iron pipe found.
  - ⊠ indicates Concrete Monument w/brass cap found.
  - ⊙ indicates Soil boring.
  - ⊗ indicates 1"x18" iron pipe set.

- NOTES:
- bearings referred to the East line of the Southeast Quarter of Section 3-8-19as N 00°37'38" E, Wisconsin State Plane Coord. System South Zone.
  - Those areas within the Primary Environmental Corridor and Wetland delineated on Sheet 1 are subject to the Primary Environmental Corridor/Wetland Preservation restrictions noted on Sheet 4.
  - Contours traced from Waukesha County GIS mapping system, Zoned R-2 and C-1.
  - See Wetland table on sheet 2 of 4.



SCALE: 1" = 2000'  
SE 1/4, Sec. 3-8-19



REV. 11/1/17  
REV. 10/9/17  
REV. 8/4/17

This instrument drafted by Paul J. Hilmer

## Certified Survey Map No. \_\_\_\_\_

Being a redivision of Lot 16, Crooked Bridge Estates, being a part of the Northeast Quarter of the Southeast Quarter of Section 3, Town 8 North, Range 19 East, in the Town of Lisbon, Waukesha County, Wisconsin.

SURVEYOR'S CERTIFICATE

I, Paul J. Hilmer, Professional Wisconsin Land Surveyor, hereby certify:

That I have surveyed, divided and mapped all that part of the Northeast Quarter of the Southeast Quarter of Section 3, Town 8 North, Range 19 East, Town of Lisbon, Waukesha County, Wisconsin being more particularly described as follows: Commencing at the Northeast Corner of the Southeast Quarter of said Section 3, thence N 89°47'05" W along the North line of said Southeast Quarter, 33.05 feet to a 1" iron pipe and the Northeast Corner of said Lot 16, Crooked Bridge Estates, thence S 00°37'38" W along the east line of said lot 16 and west right of way line of North Road, 359.82 feet to a 2" iron pipe found; thence N 89°25'39" W, along the North right of way line of Crooked Bridge Drive and South line of said Lot 16, 76.87 feet to a 2" iron pipe found; thence along the arc of curve whose center lies to the south, having a radius of 664.75 feet, whose chord bears S 70°26'46" W, 458.77 feet to a 2" iron pipe found; thence N 43°02'38" W, 50.17 feet to a 2" iron pipe found, thence along the arc of a curve whose center lies to the Southwest, having a radius of 499.98 feet, chord bears N 56°25'36" W, 240.96 feet to a 1" iron pipe being the Southeast corner of Lot 15, Crooked Bridge Estates, thence N 12°50'19" E along the east line of said Lot 15, 355.33 feet to a point on the North line of said Southeast Quarter of Section 3, thence S 89°47'05" E, 667.23 feet along said North line to the point of beginning.

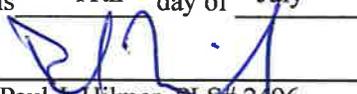
Said lands containing 287648.34 sq. ft. or 6.60 Acres of land.

That I have made such survey, land division by the direction of Frank and Deborah Mahuta, Owners of said land.

That such map is a true representation of all of the boundaries of the land surveyed and divided.

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the Land division ordinance of the Town of Lisbon, in surveying, dividing and mapping the same.

Dated this 11th day of July, 2016.

Signed:   
Paul J. Hilmer, PLS# 2496  
Hilmer & Associates, LLC

WETLAND AREA 1			WETLAND AREA 2		
NUMBER	DIRECTION	DISTANCE	NUMBER	DIRECTION	DISTANCE
L1	S 80°23'26" E	187.07'	L20	S 50°00'38" W	113.92'
L2	S 35°54'42" W	26.71'	L21	S 85°54'41" W	71.01'
L3	S 72°30'09" W	17.70'	L22	S 64°36'25" W	28.99'
L4	S 17°50'26" W	19.54'	L23	S 01°10'13" W	25.65'
L5	S 00°25'28" E	27.14'	L24	S 23°18'33" E	32.05'
L6	S 58°34'18" E	18.84'	L25	S 70°45'38" E	34.13'
L7	S 20°18'12" E	22.61'	L26	N 54°33'23" E	36.08'
L8	N 87°29'51" E	14.11'	L27	S 63°12'58" E	28.46'
L9	N 55°02'13" E	24.16'	L28	S 84°17'10" E	30.49'
L10	N 28°19'31" E	32.63'	L29	N 33°12'30" E	20.59'
L11	N 57°41'13" E	21.54'	L30	N 00°55'31" W	42.17'
L12	S 40°40'11" E	30.97'	L31	N 65°47'35" W	47.25'
L13	N 80°17'47" E	19.10'			
L14	N 25°38'47" E	16.82'			
L15	N 48°06'19" W	31.02'			
L16	N 60°56'05" W	23.99'			
L17	S 78°40'00" W	23.41'			
L18	N 58°22'09" W	21.50'			
L19	N 43°06'19" W	20.68'			



REV. 11/17  
REV. 10/9/17  
REV. 8/4/17

This instrument drafted by Paul J. Hilmer

Sheet 2 of 4 sheets.

Certified Survey Map No. \_\_\_\_\_

Being a redivision of Lot 16, Crooked Bridge Estates, being a part of the Northeast Quarter of the Southeast Quarter of Section 3, Town 8 North, Range 19 East, in the Town of Lisbon, Waukesha County, Wisconsin.

OWNER'S CERTIFICATE

Frank and Deborah Mahuta, owners, do hereby certify that they have caused the land described on this map to be surveyed, divided and mapped as represented on the map. They also certify that this map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

- 1.) Town of Lisbon
- 2.) Waukesha County Parks and Land Use

WITNESS the hand and seal of said owner(s) this 26 day of December, 2017.

Frank Mahuta  
Frank Mahuta, Owner

Deborah Mahuta  
Deborah Mahuta, Owner

State of Wisconsin)  
Waukesha County)

Personally came before me this 26 day of December, 2017, and the above named Frank and Deborah Mahuta, Owners, to me known to be the same persons whom executed the foregoing instrument and acknowledged the same.

Dalip Chadha  
(Notary Seal)  
Notary Public, Waukesha, Wisconsin.



My commission expires, 10/30/2020.

**BASEMENT RESTRICTION- GROUNDWATER**

This Certified Survey Map is located in an area with mapped soils known to have seasonal high groundwater. The Town of Lisbon's Zoning Ordinance currently requires that the lowest level of any residence must be at an elevation that is at least one (1) foot higher than the seasonal high groundwater level, unless a variance from that requirement is obtained from the Town of Lisbon. Therefore, additional soil testing in the vicinity of any proposed residence will be required to ensure compliance with this requirement. If the requirement regarding vertical separation distance for the highest seasonal groundwater level is modified by a future amendment to the Town of Lisbon's Zoning Ordinance, the requirement at the time of construction shall apply. All other groundwater separation requirements set forth by the Town of Lisbon must also be complied with.



REV. 11/17  
REV. 10/9/17  
REV. 8/4/17

This instrument drafted by Paul J. Hilmer

**Certified Survey Map No.** \_\_\_\_\_

Being a redivision of Lot 16, Crooked Bridge Estates, being a part of the Northeast Quarter of the Southeast Quarter of Section 3, Town 8 North, Range 19 East, in the Town of Lisbon, Waukesha County, Wisconsin.

**TOWN OF LISBON PLAN COMMISSION APPROVAL**

Approved by the Plan Commission of the Town of Lisbon this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Jane Stadler, Secretary

\_\_\_\_\_  
Joseph Osterman, Chairman

**TOWN OF LISBON BOARD APPROVAL**

Approved by Town Board of the Town of Lisbon on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Gina Gresch, Town Clerk

\_\_\_\_\_  
Joseph Osterman, Town Chairman

~~**EXTRA-TERRITORIAL VILLAGE OF RICHFIELD PLANNING COMMISSION APPROVAL**~~

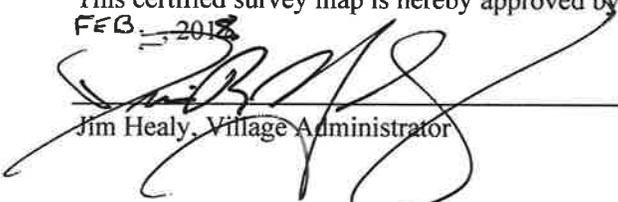
~~This certified survey map is hereby approved by the Planning Commission of the Village of Richfield on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.~~

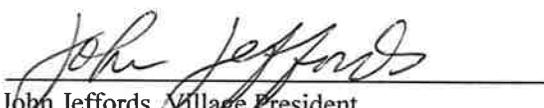
~~\_\_\_\_\_  
Jim Healy, Village Administrator~~

~~\_\_\_\_\_  
James Otto, Chairperson~~

**EXTRA-TERRITORIAL VILLAGE OF RICHFIELD BOARD APPROVAL**

This certified survey map is hereby approved by the Village Board of the Village of Richfield on this 15 day of FEB, 2017.

  
\_\_\_\_\_  
Jim Healy, Village Administrator

  
\_\_\_\_\_  
John Jeffords, Village President

**PRIMARY ENVIRONMENTAL CORRIDOR/WETLAND PRESERVATION RESTRICTIONS**

Those areas of land identified as Wetland Preservation Area on Page 1 of 5 of this Certified Survey Map shall be subject to the following restrictions:

1. Grading, filling, removal of topsoil or other earthen materials are prohibited, unless specifically authorized by the municipality in which this land is located and, if applicable, the Wisconsin Department of Natural Resources and the Army Corps of Engineers.
2. The removal or destruction of any invasive vegetative cover, i.e., trees, shrubs, grasses, etc., is prohibited, with the exception that dead, diseased, or dying vegetation may be removed, at the discretion of the landowner and with approval from the Town of Lisbon. Silvicultural thinning, upon the recommendation of a forester or naturalist and with the approval from the Town of Lisbon, shall also be permitted.
3. Grazing by domesticated animals, i.e., horses, cows, etc., is prohibited.
4. The introduction of plant material not indigenous to the existing environment is prohibited.
5. Ponds are prohibited unless esigned to enhance the natural environment. Ponds that may be permitte are subject to the approval of the municipality in which they are located and if applicable, the Wisconsin Department of Natural Resources and the Army Corps of Engineers.
6. The construction of buildings is prohibited.



REV. 11/1/17  
REV. 10/9/17  
REV. 8/4/17

This instrument drafted by Paul J. Hilmer

**From:** Dan Lindstrom  
**To:** [Gina Gresch](#)  
**Cc:** [Deb Mahuta](#); [Francis Mahuta](#)  
**Subject:** Re: Planner's CSM Review  
**Date:** Tuesday, March 27, 2018 8:11:38 AM

---

Gina,

This CSM meets the conditions of approval for the Town Board.

Daniel J Lindstrom, AICP



Vierbicher - Madison Location  
[999 Fourier Drive, Suite 201](#)  
[Madison, Wisconsin 53717](#)  
Direct: (608) 821-3967  
Cell: (715) 923-4711

Vierbicher - Milwaukee Metro Location  
[N27 W2357 Paul Road, Suite 105](#)  
[Pewaukee, Wisconsin, 53072](#)  
Direct: (262) 408-5563  
Cell: (715) 923-4711

Fax: (608) 826-0530  
[www.vierbicher.com](http://www.vierbicher.com)

On Mon, Mar 26, 2018 at 2:54 PM, Francis Mahuta <[mahuta@uwalumni.com](mailto:mahuta@uwalumni.com)> wrote:  
Dan, please see my comments below. BTW, my wife Deb and I are available to attend the meeting this evening, if you think it necessary or helpful. Thanks!

Frank Mahuta

On Mar 21, 2018, at 8:30 AM, Dan Lindstrom <[dlin@vierbicher.com](mailto:dlin@vierbicher.com)> wrote:

Greetings Frank,

Items 1, 11, & 17 are addressed. No need to worry about those. Do you know if soil testing was completed for the two new lots? This is a requirement by the Town Ords. I didn't see them in the file.

Soil testing was completed for the two lots by Butler Engineering. The following documents were previously submitted to the Lisbon Plan Commission on August 17, 2017 and are attached to this email for reference:

1. Soil report (10 pages)

2. Form A - Seasonal High Groundwater Determination Report (5 pages)
3. Conditional approval letter from the WI DSPPS (2 pages)

Thanks,

Dan

Sent from my iPhone

On Mar 21, 2018, at 8:16 AM, Gina Gresch <[ggresch@townoflisbonwi.com](mailto:ggresch@townoflisbonwi.com)> wrote:

Good Morning Frank,

Town Planner Dan Lindstrom reviewed the CSM and he has some concerns/questions that need to be answered before he can approve the CSM for Town Board approval. All items for the March 26 Town Board agenda have to be in by 10am this morning. This might have to wait for the April 9 Town Board agenda to get all of the questions resolved. The issues below are from former Planner John Stigler's review letter from last year.

~~1. Conditional approval from Waukesha County verifying the existing septic system on Lot 1 is in working order.~~

~~a. Awaiting Waukesha County verification.~~

9. The GIS shows more wetland than is shown on the CSM – a (new?) delineation may be necessary. There is no information on the CSM that discusses where the wetland info is coming from so we don't know if the data is old or new or has ever been delineated. There is no information

on the GIS that a (past) delineation exists.

- a. Delineation report date should be written in on the face of the CSM, did this receive DNR concurrence?

The wetland delineation on the CSM was based on a wetland delineation report from Natural Landscapes Inc dated August 23, 2016 (report w/o exhibits attached). I do not know if it received DNR concurrence or not.

~~11. Hydric soils—basement testing in those areas, if necessary, to prove site can be developed with basements.~~

- ~~a. Required for each additional building per note on CSM.~~

16. Statement of 'no direct access onto North Road' should be added to the CSM.

- a. Restatement of Condition No. 2 – Corrected -labeled on face of CSM.

This statement was requested of the surveyor but was inadvertently left off the CSM. Can this be added to the CSM by hand, or must it be redone? The turnaround time to get changes from the surveyor is lengthy :-)

~~17. Add standard vision corner easement statement to CSM.~~

- ~~a. Shown on the CSM but not labeled.~~

Please address these issues as soon as possible. If you have questions, please use "reply to all" so Dan and I both receive your response. Thank you.



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

**Tuesday, April 03, 2018**

Dear Board Members:

This is to notify you of the Town of Lisbon meetings, office closures and elections from **April 10, 2018 through May 4, 2018** at the Town Hall, W234N8676 Woodside Road, unless indicated otherwise.

Wednesday, April 11	Joint Town Board & Plan Commission Closed Meeting at 6:30 P.M.
Thursday, April 12	Lisbon-Sussex Joint Planning Commission at 6:00 P.M. followed by 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)
Monday, April 23	Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M.
Wednesday, April 25	Public Information Meeting for 2018 Street Improvements from 6-8 P.M.
Monday, April 30	Board of Appeals at 5:00 P.M.

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)

# MARCH 2018 DPW MONTHLY REPORT



## TOWN BOARD & ADMINISTRATOR,

- Staff went out 2 times for various winter weather events throughout the month.
  - Staff washed trucks in between events.
  - Staff had salt delivered and pushed up for Lisbon and Merton which fulfilled our seasonal fill.
  - Staff spent a day anti-icing ahead of a snow event.
  - Staff spent a lot of the month grinding/sanding & painting frames, wheels and misc. parts on all the trucks. Taking care of rust spots.
  - Staff did preventive maintenance and took care of repairs that arose on all trucks and equipment.
  - Staff pounded posts and hung all “Temporary Weight Limit” signs.
  - Staff spent time making our wash bay area more user friendly.
  - Staff painted wing plows and removed them from all trucks.
  - Staff took down all snow fence.
  - Staff worked with the plumbers on the well abandonment on the Maple Ave. lot.
  - Staff ground all the yard waste and brush at the Compost Site.
  - Staff and I spent a day at a Husqvarna chain saw safety class.
- 
- I attended 2 department head meetings & the monthly WCPWA luncheon.
  - I attended the annual Storm Water workshop put on by Waukesha County.
  - I attended a short seminar Fahrner put on about asphalt maintenance treatments.
  - I attended a short seminar Payne & Dolan put on about asphalt types and installation.
  - I attended an employee personnel manual meeting with Matt, Doug & John.
  - I attended a short meeting regarding the Sweetbriar kettle at the Town Hall.
  - I attended the pre-con meeting for the Good Hope Road project @ Sussex Village hall.
  - I attended the resident informational meeting for Good Hope @ Sussex Village hall.
  - 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, Wisconsin  
**PRELIMINARY COST ESTIMATE**  
**Chestnut Hill Road Storm Sewer Extension**  
**Option 1 - Northwest and Southwest Corners**



March 29, 2018

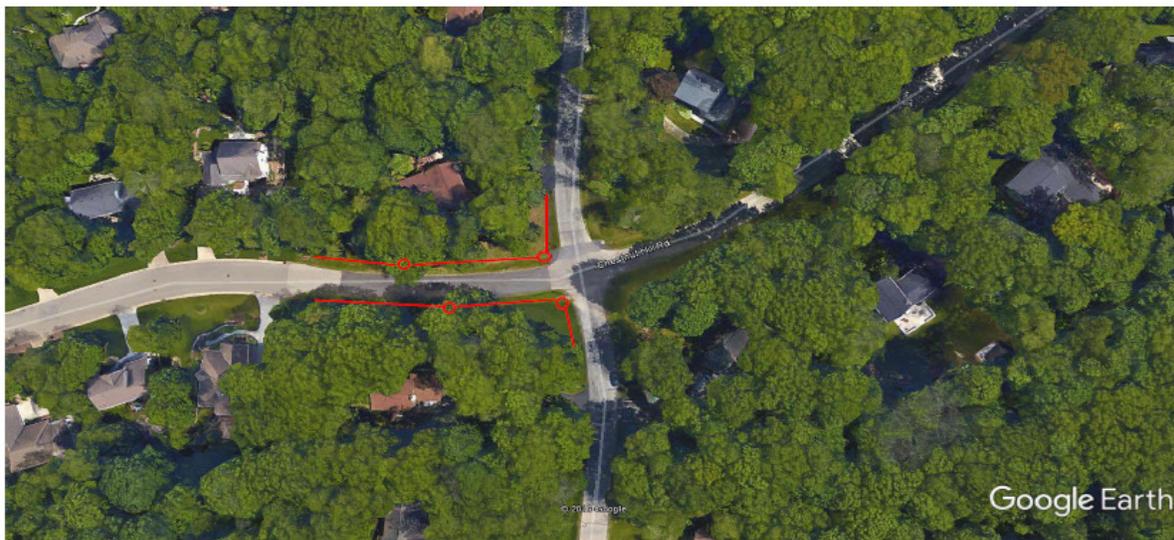
Install storm sewer pipe and structures along south property line of N75W22470 Chestnut Hill Road. Driveway culvert to be extended south along east property line and connected to proposed storm sewer.

Install storm sewer pipe and structures along north property line of N75W22467 Chestnut Hill Road. Storm sewer to be extended south approximately 50 feet and terminate with an end wall.

Adjacent areas to be regraded to include swales to direct storm water to structures. Transition areas to be regraded to 3:1 slope. Disturbed areas to be restored with topsoil, seed and mulch.

**Option 1 Estimated Quantities**

Quantity	Unit	Item	Unit Cost	Item Cost
1	LS	Unclassified Excavation	\$2,500.00	\$2,500.00
6	EA	Storm Sewer Manhole with Field Inlet Casting	\$3,300.00	\$19,800.00
750	LF	30"x19" Elliptical CMP Storm Sewer Pipe	\$40.00	\$30,000.00
1	EA	30"x19" Elliptical End Wall	\$500.00	\$500.00
5	EA	Connect to Existing Storm Pipe	\$500.00	\$2,500.00
1	LS	Site Grading	\$5,000.00	\$5,000.00
900	SY	Topsoil, Seed, and Mulch	\$12.00	\$10,800.00
1	LS	Traffic Control and Access	\$1,500.00	\$1,500.00
1	LS	Erosion and Sediment Control	\$5,000.00	\$5,000.00
<b>Total Estimated Construction Cost</b>				<b>\$77,600.00</b>
<b>Engineering and Contingencies</b>				<b>\$10,864.00</b>
<b>Total Estimated Project Cost</b>				<b>\$88,464.00</b>



Google Earth



Town of Lisbon, Wisconsin  
**PRELIMINARY COST ESTIMATE**  
**Chestnut Hill Road Storm Sewer Extension**  
**Option 2 - Northwest, Southwest and Northeast Corners**  
 March 29, 2018



Install storm sewer pipe and structures along south property line of N75W22470 Chestnut Hill Road. Driveway culvert to be extended south along east property line and connected to proposed storm sewer.

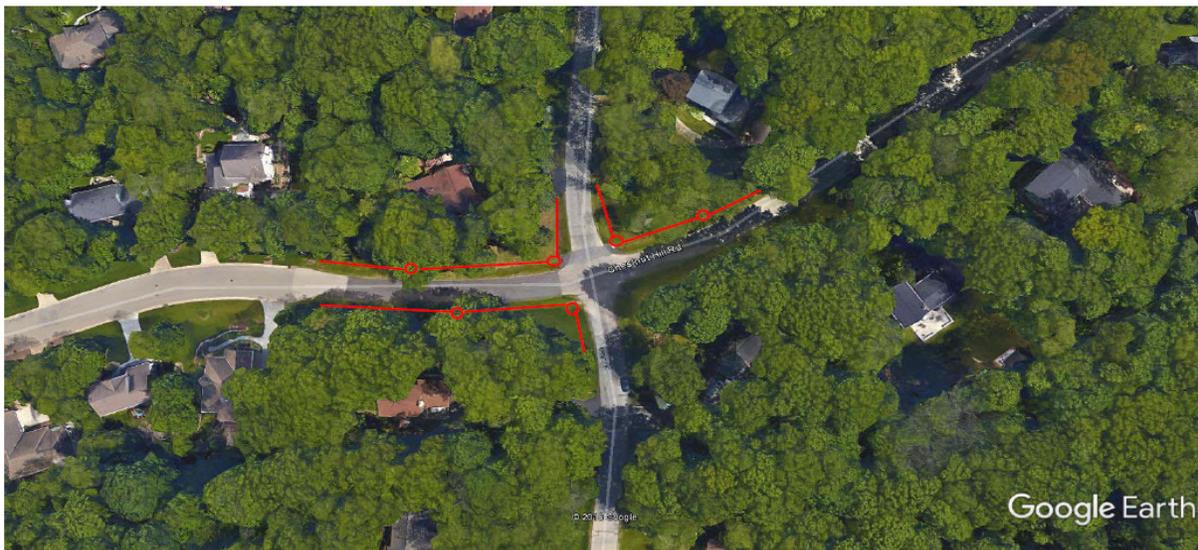
Install storm sewer pipe and structures along north property line of N75W22467 Chestnut Hill Road. Storm sewer to be extended south approximately 50 feet and terminate with an end wall.

Install storm sewer pipe and structures along south property line of N75W22432 Chestnut Hill Road. Storm sewer to be extended north approximately 50 feet and terminate with an end wall.

Adjacent areas to be regraded to include swales to direct storm water to structures. Transition areas to be regraded to 3:1 slope. Disturbed areas to be restored with topsoil, seed and mulch.

**Option 2 Estimated Quantities**

Quantity	Unit	Item	Unit Cost	Item Cost
1	LS	Unclassified Excavation	\$3,500.00	\$3,500.00
7	EA	Storm Sewer Manhole with Field Inlet Casting	\$3,300.00	\$23,100.00
1100	LF	30"x19" Elliptical CMP Storm Sewer Pipe	\$40.00	\$44,000.00
2	EA	30"x19" Elliptical End Wall	\$500.00	\$1,000.00
7	EA	Connect to Existing Storm Pipe	\$500.00	\$3,500.00
1	LS	Site Grading	\$7,500.00	\$7,500.00
1500	SY	Topsoil, Seed, and Mulch	\$12.00	\$18,000.00
1	LS	Traffic Control and Access	\$2,500.00	\$2,500.00
1	LS	Erosion and Sediment Control	\$7,500.00	\$7,500.00
Total Estimated Construction Cost				\$110,600.00
Engineering and Contingencies				\$15,484.00
<b>Total Estimated Project Cost</b>				<b>\$126,084.00</b>



Town of Lisbon, Wisconsin  
**PRELIMINARY COST ESTIMATE**  
**Chestnut Hill Road Storm Sewer Extension**  
**Option 3 - \$75,000 Budget**  
 March 29, 2018



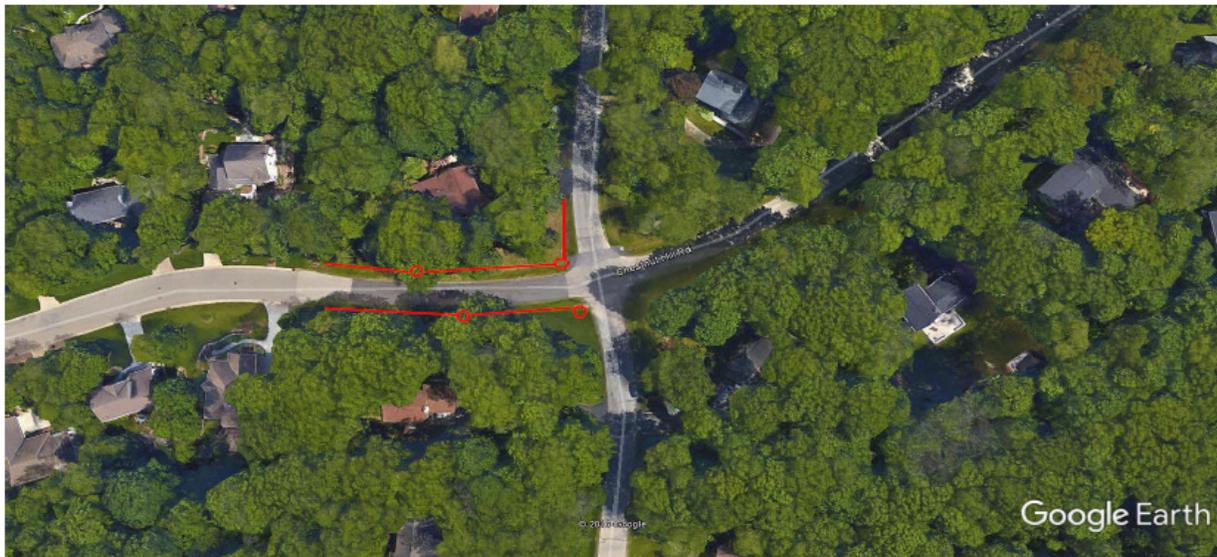
Install storm sewer pipe and structures along south property line of N75W22470 Chestnut Hill Road. Driveway culvert to be extended south along east property line and connected to proposed storm sewer.

Install storm sewer pipe and structures along north property line of N75W22467 Chestnut Hill Road.

Adjacent areas to be regraded to include swales to direct storm water to structures. Transition areas to be regraded to 3:1 slope. Disturbed areas to be restored with topsoil, seed and mulch.

**Option 3 Estimated Quantities**

Quantity	Unit	Item	Unit Cost	Item Cost
1	LS	Unclassified Excavation	\$2,500.00	\$2,500.00
4	EA	Storm Sewer Manhole with Field Inlet Casting	\$3,300.00	\$13,200.00
675	LF	30"x19" Elliptical CMP Storm Sewer Pipe	\$40.00	\$27,000.00
5	EA	Connect to Existing Storm Pipe	\$500.00	\$2,500.00
1	LS	Site Grading	\$4,000.00	\$4,000.00
750	SY	Topsoil, Seed, and Mulch	\$12.00	\$9,000.00
1	LS	Traffic Control and Access	\$1,500.00	\$1,500.00
1	LS	Erosion and Sediment Control	\$5,000.00	\$5,000.00
Total Estimated Construction Cost				\$64,700.00
Engineering and Contingencies				\$9,058.00
<b>Total Estimated Project Cost</b>				<b>\$73,758.00</b>



Google Earth



Town of Lisbon, Wisconsin  
**PRELIMINARY COST ESTIMATE**  
**Chestnut Hill Road Storm Sewer Extension**  
**Option 4 - Northwest Corner Only**  
 March 29, 2018

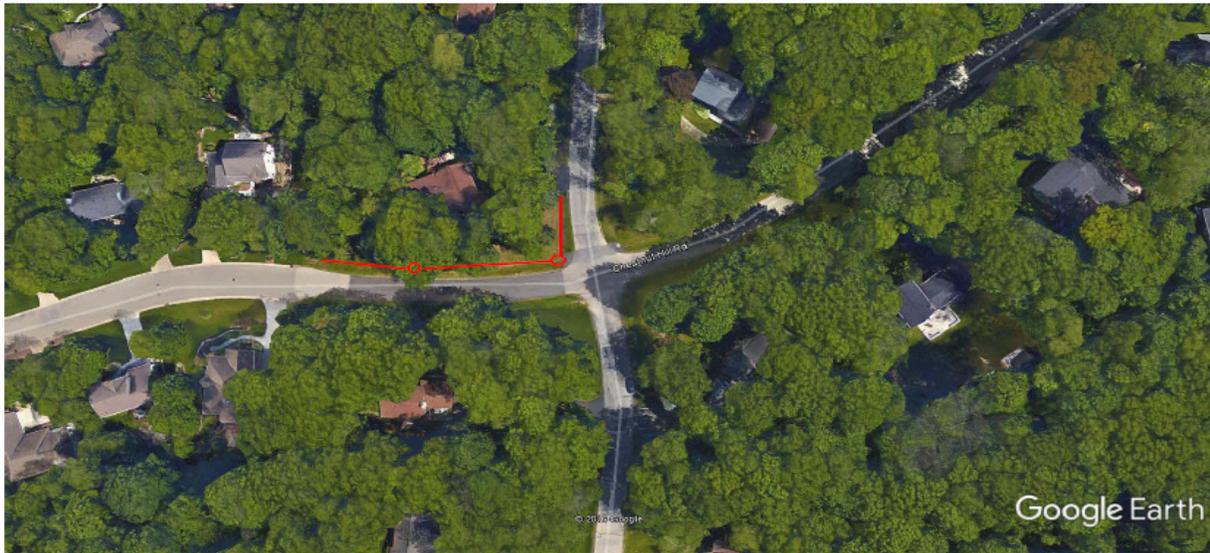


Install storm sewer pipe and structures along south property line of N75W22470 Chestnut Hill Road. Driveway culvert to be extended south along east property line and connected to proposed storm sewer.

Adjacent areas to be regraded to include swales to direct storm water to structures. Transition areas to be regraded to 3:1 slope. Disturbed areas to be restored with topsoil, seed and mulch.

**Option 4 Estimated Quantities**

Quantity	Unit	Item	Unit Cost	Item Cost
1	LS	Unclassified Excavation	\$1,500.00	\$1,500.00
3	EA	Storm Sewer Manhole with Field Inlet Casting	\$3,300.00	\$9,900.00
400	LF	30"x19" Elliptical CMP Storm Sewer Pipe	\$40.00	\$16,000.00
3	EA	Connect to Existing Storm Pipe	\$500.00	\$1,500.00
1	LS	Site Grading	\$3,000.00	\$3,000.00
900	SY	Topsoil, Seed, and Mulch	\$12.00	\$10,800.00
1	LS	Traffic Control and Access	\$1,000.00	\$1,000.00
1	LS	Erosion and Sediment Control	\$2,500.00	\$2,500.00
Total Estimated Construction Cost				\$46,200.00
Engineering and Contingencies				\$6,468.00
<b>Total Estimated Project Cost</b>				<b>\$52,668.00</b>



Google Earth



**Town of Lisbon, Wisconsin**  
**PRELIMINARY COST ESTIMATE**  
**Sweetbriar Lane Stormwater Drainage**  
**Option 1 - Restore Existing Kettle**



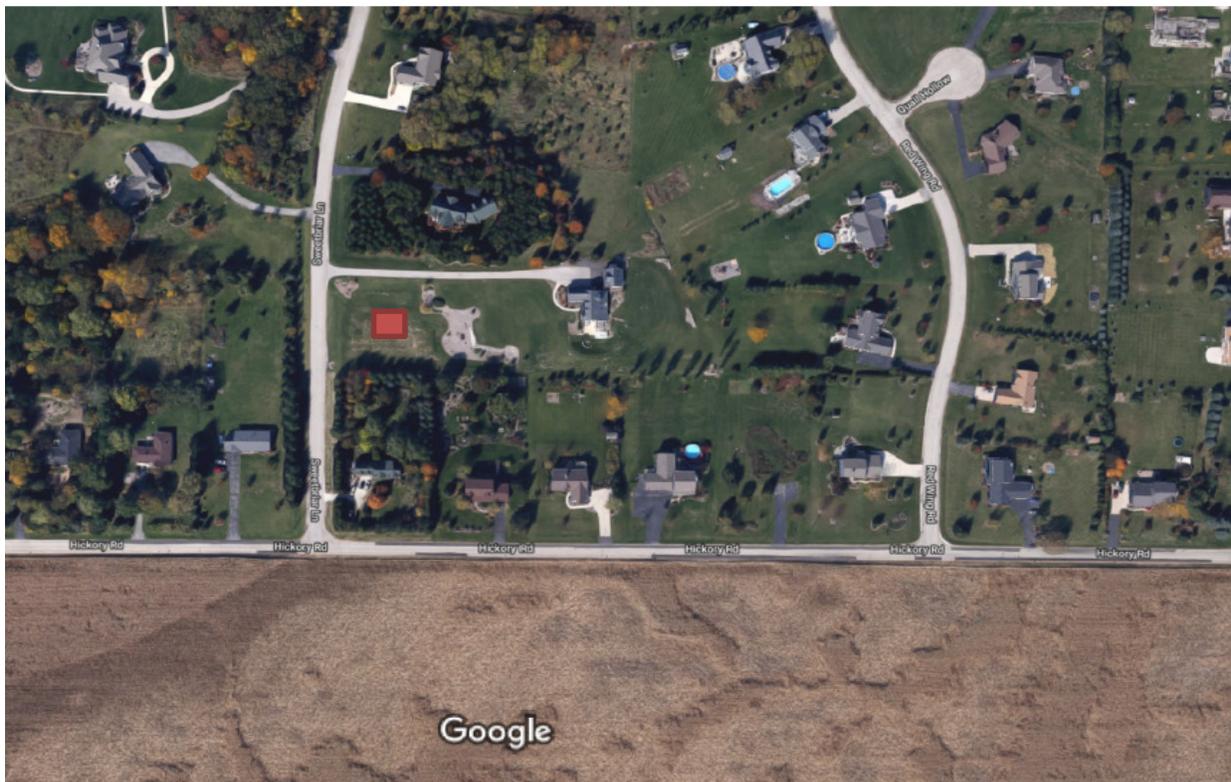
April 4, 2018

Excavate existing 30 foot square stormwater drainage kettle located at W278N9252 Sweetbriar Lane. Dispose of excavated materials and place 3/4-inch course aggregate. Depth assumed to be 20 feet. Restoration of disturbed areas.

**Option 1 Estimated Quantities**

Quantity	Unit	Item	Unit Cost	Item Cost
1	LS	Unclassified Excavation	\$6,500.00	\$6,500.00
1100	TN	Course Aggregate, 3/4-Inch	\$12.00	\$13,200.00
400	SY	Topsoil, Seed, and Mulch	\$10.00	\$4,000.00
1	LS	Erosion and Sediment Control	\$1,500.00	\$1,500.00
1	LS	Traffic Control and Access	\$500.00	\$500.00

**Total Estimated Cost** **\$25,700.00**



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**Town of Lisbon, Wisconsin**  
**PRELIMINARY COST ESTIMATE**  
**Sweetbriar Lane Stormwater Drainage**  
**Option 2 - Install New Kettle**

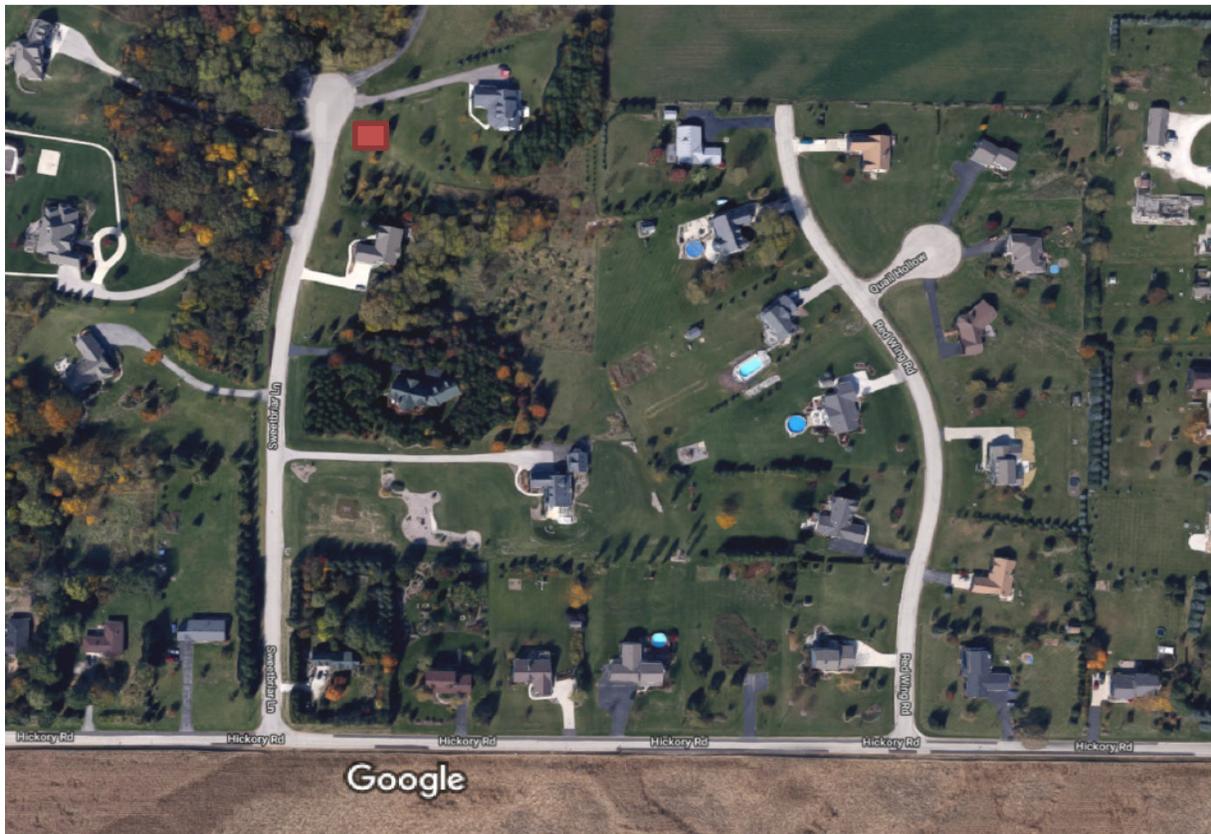


April 4, 2018

Excavate 30 foot by 20 foot stormwater drainage kettle to be located at W278N9322 Sweetbriar Lane. Dispose of excavated materials and place 3/4-inch course aggregate. Depth assumed to be 20 feet. Restoration of disturbed areas.

**Option 2 Estimated Quantities**

Quantity	Unit	Item	Unit Cost	Item Cost
1	LS	Unclassified Excavation	\$4,500.00	\$4,500.00
750	TN	Course Aggregate, 3/4-Inch	\$12.00	\$9,000.00
400	SY	Topsoil, Seed, and Mulch	\$10.00	\$4,000.00
1	LS	Erosion and Sediment Control	\$1,500.00	\$1,500.00
1	LS	Traffic Control and Access	\$500.00	\$500.00
<b>Total Estimated Cost</b>				<b>\$19,500.00</b>



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**Town of Lisbon, Wisconsin**  
**PRELIMINARY COST ESTIMATE**  
**Sweetbriar Lane Stormwater Drainage**  
**Option 3 - Regional Infiltration Basin**



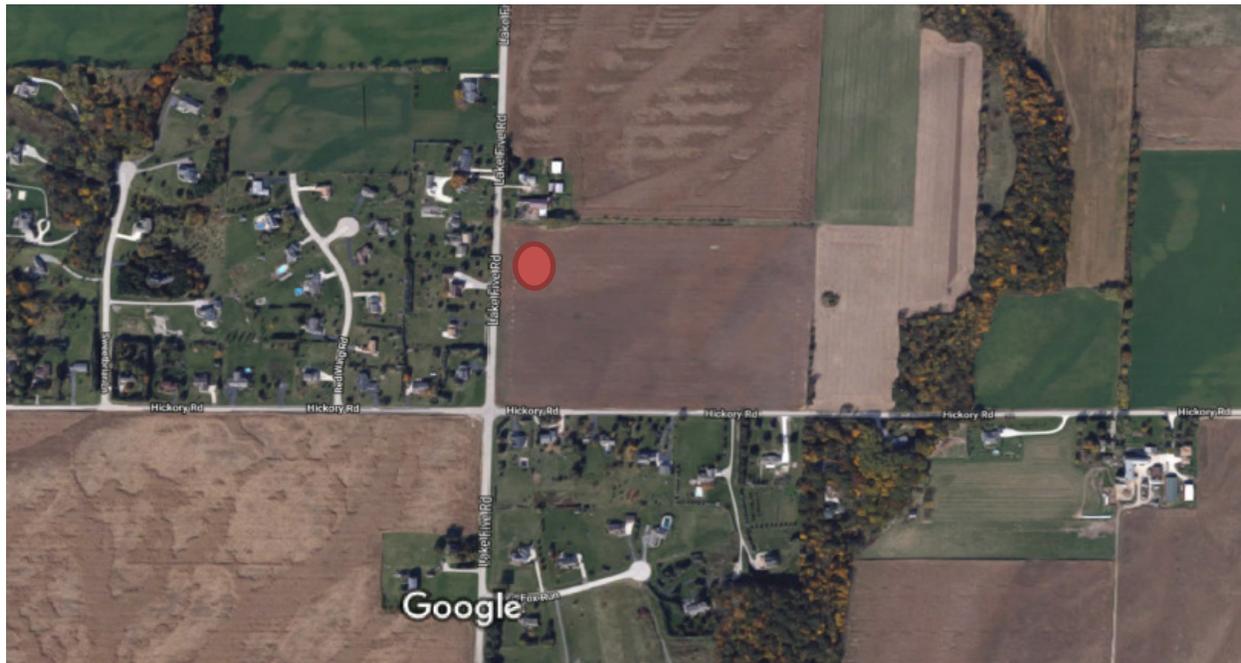
April 4, 2018

Construct a regional infiltration basin north of Hickory Road and east of Lake Five Road. Site grading to direct storm water to storm sewer system and infiltration basin. Restoration of disturbed areas.

Note: Preliminary cost estimate does not include costs for land acquisition or required permitting.

**Option 3 Estimated Quantities**

Quantity	Unit	Item	Unit Cost	Item Cost
1	LS	Infiltration Basin	\$225,000.00	\$225,000.00
1	LS	Site Grading	\$20,000.00	\$20,000.00
1	LS	Storm Sewer System	\$15,000.00	\$15,000.00
3	AC	Topsoil, Seed, and Mulch	\$7,000.00	\$21,000.00
1	LS	Erosion and Sediment Control	\$6,000.00	\$6,000.00
1	LS	Traffic Control and Access	\$2,500.00	\$2,500.00
Total Estimated Construction Cost				\$289,500.00
Engineering and Contingencies				\$40,530.00
<b>Total Estimated Cost</b>				<b>\$330,030.00</b>



Imagery ©2018 Google, Map data ©2018 Google 200 ft

**Town of Lisbon, Wisconsin**  
**PRELIMINARY COST ESTIMATE**  
**Sweetbriar Lane Stormwater Drainage**  
**Option 4 - Regional Storm Water Pond**



April 4, 2018

Construct a regional storm water pond south of Hickory Road and opposite Sweetbriar Lane. Installation of storm sewer system to facilitate emergency pumping to pond. Restoration of disturbed areas.

Note: Preliminary cost estimate does not include costs for land acquisition or required permitting.

**Option 4 Estimated Quantities**

Quantity	Unit	Item	Unit Cost	Item Cost
1	LS	Storm Water Pond	\$200,000.00	\$200,000.00
1	LS	Site Grading	\$15,000.00	\$15,000.00
1	LS	Storm Sewer System	\$20,000.00	\$20,000.00
2	AC	Topsoil, Seed, and Mulch	\$7,000.00	\$14,000.00
1	LS	Erosion and Sediment Control	\$5,000.00	\$5,000.00
1	LS	Traffic Control and Access	\$2,500.00	\$2,500.00
Total Estimated Construction Cost				\$256,500.00
Engineering and Contingencies				\$35,910.00
<b>Total Estimated Cost</b>				<b>\$292,410.00</b>





# REQUEST FOR CONSIDERATION

<b>COMMITTEE CONSIDERATION:</b> Town Board
<b>ITEM DESCRIPTION:</b> Resolution 02-18, Resolution Updating the Fee Schedule
<b>PREPARED BY:</b> Gina C. Gresch, Clerk
<b>REPORT DATE:</b> Tuesday, April 3, 2018
<b>RECOMMENDATION:</b>  Approve Resolution 02-18
<b>EXPLANATION:</b>  There have been some fee changes since the last time the Town Board updated the fee schedule, as well as some new fees added. Those changes are as follows in order on the schedule: <ul style="list-style-type: none"><li>• *NEW* - Noxious Weed Cutting Fees for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Offenses.</li><li>• Impact Fees increase per Chapter 12 Subdivision Ordinance per the Consumer Price Index.</li><li>• Fire Department Ambulance Fees. The Town Board approved bundling the fees, but not the specific amounts.</li></ul> I recommend approval.

RESOLUTION 02-18

---

RESOLUTION UPDATING THE FEE SCHEDULE FOR THE TOWN OF LISBON

---

**WHEREAS**, the Town Board, pursuant to its statutory authority, and as required by the Town of Lisbon Code of Ordinances, is empowered and required to set fees for various Town services, permits, licenses, inspections, and services; and

**WHEREAS**, the Town Board has reviewed such fees as required to be set throughout the Code, and

**WHEREAS**, the Town Board has determined appropriate fees consistent with the objective of recouping only direct and actual costs attendant with the various matters for which fees are required, and

**WHEREAS**, the Town Board has determined it is in the public interest to set such fees in a readily discernable format, which format shall be conducive to public disclosure and review.

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board adopts such fees as herein set forth in the attached fee schedule, and

**BE IT FURTHER RESOLVED**, that the Town Board adopts such fees as therein set forth, under its statutory authority, and in accord with the various sections of the Town of Lisbon Code as therein referenced, and

**BE IT FURTHER RESOLVED**, that Town Staff is directed to bring this resolution forward to the Town Board on an annual basis as part of its annual budget review, and

**BE IT FURTHER RESOLVED**, that Town Staff is directed to maintain this fee schedule at the Town Hall for the convenience of the public, and to further publish such fee schedule on the Town website.

**PASSED AND ADOPTED** by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 9<sup>th</sup> day of April, 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



**TOWN OF LISBON FEE SCHEDULE**  
 Adopted: 2017-03-27; Revised: 2017-08-14; Revised 2017-11-13

TYPE OF FEE	CURRENT FEE	UNIT/DURATION
<b>ADMINISTRATION</b>		
Compost Permit		
In-Office	\$ 18.00	Each
Mailed	\$ 20.00	Each
Copies (B/W & Color)	\$ 0.50	First 10 Pages
Copies (B/W)	\$ 0.25	11+ Pages
House Numbers	\$ 20.00	Each Set
Late Charge for Delinquent Accounts Receivable	1.50%	Compounded Monthly
NSF / Returned Check	\$ 20.00	Each Check
<b>Noxious Weed Cutting</b>		
1st Offense	\$100+ Contractor's Fees	
2nd Offense	\$250+ Contractor's Fees	
3rd Offense	\$500+ Contractor's Fees	
Special Assessment Letters		
Special Assessment Letter	\$ 25.00	Per Letter
Special Assessment Letter - Rush	\$ 30.00	Per Letter
<b>LICENSES &amp; PERMITS</b>		
<b>Adult Oriented Establishments</b>		
Original	\$ 250.00	Each Application
Renewal	\$ 250.00	Each Application
Renewal Late Penalty	\$ 100.00	Each Application
Auto Salvage License	\$ 200.00	Each
<b>Dog Licenses</b>		
Fixed	\$ 10.00	Per Year
Intact	\$ 15.00	Per Year
Late Fee	\$ 10.00	Per Dog
Kennel License	\$ 50.00	Per Year
Gun Club License	\$ 250.00	Each
Junk Business	\$ 100.00	Per Year or Prorated
Junk Dealer		
One Cart or Vehicle	\$ 5.00	For One
Additional Carts or Vehicles	\$ 2.00	Each Additional
<b>Liquor / Beer / Cigarette License Related</b>		
Cigarette	\$ 70.00	Per Year
Class "A" Beer	\$ 70.00	Per Year
"Class A" Liquor	\$ 500.00	Per Year (Max Fee)
Class "B" Beer	\$ 100.00	Per Year (Max Fee)
"Class B" Liquor	\$ 500.00	Per Year (Max Fee)
"Class B" Liquor - Reserve	\$ 10,000.00	Each; Non-Refundable
Liquor License Agent / Entity Change	\$ 15.00	Each Application
Liquor License Publication Fee	\$ 8.00	Each Application
Temporary "Class B" (Picnic)	\$ 10.00	Each Application (Max Fee)
<b>Mobile Home Park</b>		
Renewal	\$ 2.00	Per Space
Transfer	\$ 10.00	Per Lot
<b>Operator's Licenses</b>		
New & Renewal	\$ 30.00	Per Year
Provisional	\$ 5.00	Per License
Temporary	\$ -	Per License (Allowed 2/Year)
Background Check	\$ 7.00	Per Applicant
Peddler's Permit	\$ 25.00	Per Applicant
Sewerage Sludge Disposal	\$ 500.00	Each Application
Transient Public Entertainment Permit	\$ 25.00	Per Day
Waste & Refuse Disposal	\$ 1,000.00	Per Application
<b>PARKING CITATIONS</b>		
Initial Citation - to be paid within 10 days of issuance	\$ 20.00	Each
Unpaid Citations - 11-29 days from issue date	\$ 30.00	Each
Unpaid Citations - 30-59 days from issue date	\$ 50.00	Each
Unpaid Citations - 60+ days from issue date	\$ 75.00	Each
<i>Citations that remain unpaid beyond 60 days be referred to WISDOT for current vehicle registration suspension</i>		
<b>PARKS</b>		
Community Park - Down Under	\$ 75.00	Per Day
Community Park - Gazebo	\$ 10.00	Per 2 Hours
Community Park - Hex Shelter	\$ 50.00	Per Day
Community Park - Hilltop Shelter	\$ 75.00	Per Day
Lisbon Oaks - Open Shelter	\$ 50.00	Per Day
Stony Halquist - Open Shelter	\$ 50.00	Per Day
Stone Family - Open Lawn Area	\$ 25.00	Per Day
Town Hall Park - Open Shelter	\$ 75.00	Per Day
Non-Resident	\$ 25.00	More than resident fee unless otherwise stated
Liquor Deposit	\$ 100.00	Refundable
Security Deposit	\$ 100.00	Refundable
<b>Field Rentals</b>		
Adult Baseball	\$ 25.00	Per Event
Field Prep - Weekday	\$ 25.00	Each
Field Prep - Weekends	\$ 85.00	Each
Adult Soccer	\$ 25.00	Per Event
Soccer Field Prep - Weekdays Only	\$ 35.00	Each

\*NEW FEE  
 \*NEW FEE  
 \*NEW FEE

**TOWN OF LISBON FEE SCHEDULE**  
**Adopted: 2017-03-27; Revised: 2017-08-14; Revised 2017-11-13**

TYPE OF FEE	CURRENT FEE	UNIT/DURATION
<b>PLANNING &amp; ZONING - APPLICATIONS</b>		
Accessory Building Waiver	\$ 100.00	Per Application
After the Fact Application	Double Fees	Per Application
Board of Zoning Appeals / Variances	\$ 350.00	Per Application
Certified Survey Map	\$200 + \$10 per lot	Per Application
Conceptual	\$ 100.00	Per Application
Conditional Use	\$ 350.00	Per Application
Deed Restriction	\$ 100.00	Per Application
Developer's Agreement	\$ 250.00	Per Application
Drainage Easement Fees		
Easements up to 20 feet wide	\$ 5.00	Per Lineal Foot of Length
Easements over 20 feet wide & irregular shaped areas	\$ 0.45	Per Square Foot
Final Plat Review	\$ 200.00	Per Application
Grading Permit (Major)	\$ 300.00	Per Application
Groundwater Separation Waiver	\$ 100.00	Per Application
Impact Fees		
Park Facilities	\$ 755.96	Per Each Residential Lot Created
Building Facilities	\$ 1,947.80	Per Each Residential Lot Created
Land Use Amendment	\$ 300.00	Per Application
Preliminary Plat Review	\$ 500.00	Per Application
Professional Services		
Attorney	Actual Costs	Per Hour
Engineer	Actual Costs	Per Hour
Planner	Actual Costs	Per Hour
Re-Submittal	\$ 200.00	Per Application
Rezone	\$ 350.00	Per Application
Signs	\$ 30.00	Per Application - Include Fees Below
Wall and Window		
Non-illuminated	\$ 0.55	Per Square Foot
Illuminated	\$ 1.00	Per Square Foot
Projecting		
Non-illuminated	\$ 2.00	Per Square Foot
Illuminated	\$ 2.50	Per Square Foot
Ground/Monument		
Non-illuminated	\$ 2.50	Per Square Foot
Illuminated	\$ 5.50	Per Square Foot
Changeable Message		
Illuminated	\$ 5.50	Per Square Foot
Site Plan and Plan of Operation - Original	\$ 500.00	Per Application
Site Plan and Plan of Operation - Amendment	\$ 250.00	Per Application
Site Plan and Plan of Operation - Temporary	\$ 125.00	Per Application
Special Meeting	\$ 600.00	Per Application
<b>PLANNING &amp; ZONING - DOCUMENTS</b>		
Comprehensive Land Use Plan Book	\$ 30.00	Each
Land Division & Development Control Ordinance	\$ 15.00	Each
Zoning Code Book With Map	\$ 44.00	Each
Zoning Code Book Without Map	\$ 15.00	Each
Zoning Map	\$ 29.00	Each
<b>ROCK CRUSHING, BLASTING &amp; QUARRYING</b>		
Blasting		
High Energy Blasting	\$ 7,500.00	Each Site
Building Stone (Black Powder) Blasting	\$ 500.00	Each Site
Crushing Fee		
Permanent Crusher (<30 days)	\$ 1,000.00	Each Site
Asphalt Batch Plant	\$ 1,000.00	Each Site
Concrete Batch Plant	\$ 1,000.00	Each Site
Gravel Pit	\$ 500.00	Each Site
Operating Fee		
Limestone Quarry	\$ 500.00	Each Site
Temporary Permit		
Blasting	\$ 250.00	Each Site
Crushing	\$ 250.00	Each Site

PRIOR COST  
743.32  
1915.24

**TOWN OF LISBON FEE SCHEDULE**  
**Adopted: 2017-03-27; Revised: 2017-08-14; Revised 2017-11-13**

TYPE OF FEE	CURRENT FEE	UNIT/DURATION
<b>BUILDING</b>		
Minimum Permit Fee	\$ 60.00	Each
Single Family Home	\$ 0.30	Per Square Foot
Plan Review - Residential	\$ 200.00	Each
<b>Erosion Control</b>		
Residential	\$ 175.00	Each Application
Misc. (i.e. Sheds & Additions)	\$ 75.00	Each Application
State Stamp	\$ 45.00	Each
Driveway/Culvert	\$ 250.00	Each Application
Occupancy Permit - Residential	\$ 60.00	Each
Commercial Construction	\$ 0.30	Per Square Foot
Plan Review - Commercial	\$ 200.00	Each
Erosion Control - Commercial	\$ 175.00	Each
Occupancy Permit - Commercial	\$ 150.00	Each
Driveway/Culvert (All)	\$ 250.00	Each
Minor Grading Permit	\$ 200.00	Each
Additions/Alterations	\$ 0.30	Per Square Foot
Plan Review (add's)	\$ 75.00	Each Review
Fireplace	\$ 60.00	Each
Early Start Permit	\$ 200.00	Each
Special Inspections	\$ 100.00	Each
Razing Permit	\$ 75.00	Each
Minimum Permit Fee	\$ 60.00	
Reinspection Fee	\$ 60.00	Each
Decks (all)	\$ 150.00	Each Application
Detached Garage/ Shed	\$40 + \$0.33	Per Square Foot
Pools - In-Ground / Above Ground	\$ 9.00	Per \$1,000 Value; Each (Min. \$100)
Roofing / Siding / Fences	\$ 9.00	Per \$1,000 Value; Each (Min. \$100)
Permit Renewal (All Permits Pulled)	\$ 100.00	Each Application for 1 Year
Work without permit	Double	Regular Permit Fees
<b>ELECTRICAL</b>		
Minimum Permit Fee	\$ 60.00	Each
Openings for all fixtures, all lamps, switches and receptacles	\$ 1.20	Each
Ranges, including opening, outlet and receptacle	\$ 10.00	Each
Garbage disposal or Dishwasher	\$ 10.00	Each
Automatic heating or cooling device	\$ 10.00	Each
Water Heater or clothes dryer	\$ 10.00	Each
Rectifiers and transformers	\$ 0.75	Per KVA
Signs	\$ 50.00	Each
X-ray, moving picture machinery, stereopticon, etc..	\$ 50.00	Each
Wire ways, bus ways, under floor raceways or aux. Gutters	\$ 60.00	Per Linear Foot
Total capacity of service switches - 9 to 100 amps	\$ 75.00	Each
Total capacity of service switches - 101 to 600 amps	\$ 85.00	Each
Total capacity of service switches - 601 amps and over	\$ 105.00	Each
Trenched wire or pipe	\$ 45.00	Per Linear Foot
Arc, mercury, search and floodlights	\$ 15.00	Each
Feeder or sub-feeder changes	\$ 40.00	Each
Dimmers	\$ 7.00	Each
Temporary permits or Generators	\$ 65.00	Each
Service Upgrade or Repair	\$ 80.00	Each
Space heating device	\$ 6.50	Each
Tubular lamps such as fluorescent, or mercury vapor	\$ 0.50	Per Tube
Amp outlet 30 amp or more	\$ 10.00	Each
Whirlpools, spas, In-ground or above ground pools	\$ 85.00	Each
Whirlpool baths	\$ 60.00	Each
Well inside and/or outside work	\$ 15.00	Each
GFI's	\$ 8.00	Each
Fuel dispensing pumps	\$ 100.00	Each
Fire alarm devices	\$ 6.50	Each
Bath fans and paddle fans	\$ 6.00	Each
Overhauling of condemned work	\$ 60.00	Each
Any work not listed	\$ 70.00	Each
Work without permit	Double	Regular Permit Fees
<b>PLUMBING</b>		
Minimum Permit Fee	\$ 60.00	Each
Fixtures	\$ 12.00	Each
Outside Sewer - First 100 Feet	\$ 65.00	Each
Outside Sewer - Each Additional 100 Feet	\$ 40.00	Each
Inside Sewer - First 100 Feet	\$ 65.00	Each
<b>HVAC</b>		
Minimum Permit Fee	\$ 60.00	Each
<b>Add or Replacement Only</b>		
Heating Units	\$ 50.00	Per Unit
A/C Units	\$ 50.00	Per Unit
<b>New Additions/Alterations</b>		
Conditioned Air (all floor levels incl. basements & crawl spaces)	\$ 0.08	Per Square Foot
Fireplaces	\$ 60.00	Each
Wood Burners	\$ 60.00	Each
<b>Commercial Projects</b>		
Square Footage of all conditioned space	\$ 0.08	Per Square Foot
Exhaust Unit - First	\$ 60.00	Each
Exhaust Unit - Each Additional	\$ 30.00	Each
Plan Review	\$ 60.00	Each
Work without permit	Double	Normal Permit Fees

**TOWN OF LISBON FEE SCHEDULE**  
 Adopted: 2017-03-27; Revised: 2017-08-14; Revised 2017-11-13

TYPE OF FEE	CURRENT FEE	UNIT/DURATION
<b>FIRE DEPARTMENT ADMINISTRATION</b>		
Administration Fees		
Work Without Permit	Quadruple Normal Fees	Each Project
Re-Inspection - Once	\$ 150.00	Each
Re-inspection - More than Once	Double Fees	Each Re-Inspection
Variance Requests	\$ 100.00	Each Code Section
Occupancy Inspection	\$ 125.00	Each
Plan Review Resubmittal	\$ 100.00	Each For All Systems
Construction/Alteration & Occupancy Permit (PF-117)		
Complete Submittal of State Approved Plans	\$ 0.08	Per Square Foot (Min \$100)
Re-Inspection	\$ 150.00	Each
Pre-Construction Meeting	\$ 75	each, but Included in review fee for projects over 5,000 sf
Fire Alarm Permit (PF-217)		
Plan Review Fee	\$ 150.00	Minimum; Each
Fire Alarm & Detection System OR	\$ 0.08	Per Square Foot
Audio/Visual Annunciation System	\$ 200.00	Per Plan w/Fire Marshall Approval Only
Acceptance Test	\$ 150.00	Each
Re-Testing	Double Fees	Each
Water Based Suppression System Permit (PF-317)		
Plan Review Fee	\$ 0.08	Per Square Foot (Min. \$150)
Tests		
Hydro	\$ 150.00	Each
Air	\$ 150.00	Each
Fire Pump	\$ 150.00	Each
Re-Testing	Double Fees	Each
Alternative Suppression System Permit (PF-417)		
Plan Review Fee	\$ 150.00	Per Plan
Acceptance Test	\$ 150.00	Per Test
Re-Testing	Double Fees	Each
Other Suppression Systems	\$ 150.00	Per Plan
Kitchen Hood & Duct Permit (PF-417K)		
Plan Review Fee	\$ 150.00	Each
Acceptance Test	\$ 75.00	Each
Re-Testing	Double Fees	Each
Flammable Finishes Permit (PF-517)	\$ 100.00	Per System
Plan Review Fee	\$ 150.00	Each
Tests	\$ 150.00	Per Test
Re-Testing	Double Fees	Each
Tents Used for Public Assembly & Amusement Park/Carnival Permit (PF-617)	\$ 100.00	Per Tent
Amusement Parks or Carnivals (w/rides)	\$ 150.00	Per Site
Bonfires & Vegetation Burns Permit (<4'x4'x4') (PF-717)	\$ 100.00	Per Site
Hot Work and Demolition (PF-817)		
Hot Work	\$ 75.00	Each Operation
Demolition	\$ 150.00	Each Operation
Miscellaneous Systems Review / Tests / Inspections		
Fireworks Displays	\$ 150.00	Each
Indoor/Outdoor Exhibits	\$ 75.00	Minimum
Temporary Fuel Storage	\$ 75.00	Per Location
Code or Education Plan Consulting and Review	\$ 75.00	Per Hour (2 Hour Minimum)
<b>FIRE DEPARTMENT AMBULANCE</b>		
BLS Non-Emergency Base Rate		PRIOR COST
Resident	\$ 750.00	Each 550
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 850.00	Each 650
BLS Emergency Base Rate		
Resident	\$ 750.00	Each 550
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 850.00	Each 650
ALS1 Non-Emergency Rates - ALS1 Base Rate would be charged when it is medically necessary or an assessment by an advanced life support (ALS) provider is given and does one or more ALS interventions.		
Resident	\$ 950.00	Each 700
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 1,050.00	Each 800
ALS1 Emergency Rates - ALS1 Base Rate would be charged when it is medically necessary or an assessment by an advanced life support (ALS) provider is given and does one or more ALS interventions.		
Resident	\$ 950.00	Each 700
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 1,050.00	Each 800
ALS2 Base Rates - ALS2 Base Rate would be charged when it is medically necessary to administer at least three different medications by intravenous push/bolus or continuous infusion or provide one or more of the following ALS procedures: manual defibrillation/cardioversion, endotracheal intubation, central venous line, cardiac pacing, chest compression, surgical airway, intraosseous line.		
Resident	\$ 1,050.00	Each 850
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 1,150.00	Each 950
BLS On-Scene Care - This is charged when your service responds to a call, provides treatment, and the patient refused transport and/or is simply not transported.		
Resident	\$ 350.00	Each 250
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 400.00	Each 275
ALS On-Scene Care - This is charged when your service responds to a call, provides treatment including an ALS assessment or at least one ALS intervention. The rate should be equal the ALS base rate because of the level of service given, example being, treating a diabetic who then does not require transport.		
Resident	\$ 675.00	Each 575
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 725.00	Each 725
SCT Base Rate - SCT Base Rate would be charged when it is medically necessary for a critically injured or ill patient to be transferred from one hospital to another hospital. The level of service being provided has to be beyond the scope of the paramedic. This is necessary when a beneficiary's condition requires ongoing care that must be provided by one or more health professionals in an appropriate specialty area, e.g., nursing, medical respiratory care, cardiovascular care, or a paramedic with additional training.		
Resident	\$ 1,300.00	Each 975
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 1,400.00	Each 975



# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:**

Discussion and necessary action on Ordinance 02-18, Ordinance Repealing and Recreating Section 2.16(b) of the Lisbon Town Code regarding Town Administrator Appointment and Term of Office.

**PREPARED BY:** Matt Janecke, Town Administrator

**REPORT DATE:** April 5, 2018; updated April 6, 2018

**RECOMMENDATION:** Approve the ordinance

**EXPLANATION:**

The amended ordinance gives some flexibility to the Board to appoint the administrator for a term of up to three years, but also allows the Board to appoint terms of less than three years, including a one year term.

Please contact me with your questions or concerns.

Ord. 02-18

**ORDINANCE REPEALING AND RECREATING SECTION 2.16(b) OF  
THE LISBON TOWN CODE REGARDING TOWN ADMINISTRATOR APPOINTMENT AND  
TERM OF OFFICE**

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THE TOWN BOARD OF THE TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN, DOES ORDAIN AS FOLLOWS:

**SECTION 1:** Section 2.16(b) of the Lisbon Town Code is hereby repealed and recreated to read:

**2.16 TOWN ADMINISTRATOR**

(b) Appointment and Term of Office.

The Town administrator shall be appointed as provided in Section 60.37(3) of the Wisconsin Statutes, on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office by majority vote of the Town Board. The Administrator shall hold office for a term of up to three years, such term to be determined by the Town Board. The Town Board may extend the Administrator's contract from time to time, for a term not to exceed three years.

**SECTION 2:** All ordinances or parts of ordinances conflicting with or contravening the provisions of this ordinance are hereby repealed.

**SECTION 3:** This ordinance shall take effect upon passage and posting as provided by law.

**PASSED AND ADOPTED** by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 9<sup>th</sup> day of April, 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

