

**Minutes of the Town Board Meeting  
Town of Lisbon, Town Hall  
Monday, March 9, 2020  
6:30 PM**

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: Gina Gresch, Town Administrator, Financial Advisor Jon Cameron, Public Works Director Joe DeStefano and Parks Director John Greiten.

**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.

- February 24 & March 2, 2020 Town Board meeting minutes
- Operator's Licenses
- Election Inspector Appointments

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

**Approval of Bills.**

*Motion by Supervisor Moonen to approve the March 5, 2020 check register as presented, for \$107,510.15. Seconded by Supervisor Plotecher. Motion carried, 5-0.*

**Announcements/Correspondence.**

- Meeting Schedule
- Village of Sussex 2040 Comprehensive Land Use Plan Map Amendment & Rezoning Public Hearings.

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

**Administrator** – Administrator Gresch stated the Spring Gazette was finalized earlier last week and is going to print soon. It should be in everyone's mailbox around March 16. It was posted online and emailed to those on the newsletter email list last Thursday. There is a Town Board meeting the day before the August 11 Fall Primary election. The Town Hall meeting room will be re-arranged for the election on Monday morning. We will have to either have the meeting another day or cancel the meeting. The DOT-MLS awards were published on Wednesday, March 4, 2020 am disappointed to report our Lake Five Path project was not funded. The DOT received \$1.4 billion dollars in requests, but only had \$75M available, so the competition was fierce. Kunkel was truly hoping that DOT would fund this project because of the amount of the request and the connectivity and economic impact to other communities. Our application was strong, there simply was not enough money available. Lastly, the February ACH AutoPay Monthly Checklist is included for your review.

**Clerk** – Administrator Gresch stated the Spring Primary Election had a 23% turnout in Lisbon. We are working on reconciling the voter participation for the Spring Primary while working on the upcoming Spring Election and Presidential Preference Primary. We are preparing for a very high April turnout – 80% plus! The use of the Redeemer United Church of Christ as a polling location was a huge success with very positive reviews. We’ve had eight new poll workers signed up this year with another five in the works. Election work is a full task right now with several new registrations and numerous absentee ballot requests. Also, the Liquor and Operator/Bartender license renewals will be sent out this week in preparation of June approval. Open Book is scheduled for Wednesday May 20th from 9:00 to 11:00 A.M. Board of Review is scheduled for Wednesday June 10th from 6:00 to 8:00 P.M. The bi-annual tax-exempt property notices were mailed out this past week for verification.

**Public Works Department** – Public Works Director DeStefano stated the Public Works Department has been out five more times for winter events, plowing salt-brining the roads and cleaning up cul-de-sacs. They assisted with setup and takedown of the February election, hung the new speed radar signs, started grinding operations at the compost site and has been working on the DPW remodel. The radar signs aren’t working yet because the batteries are charging, but will be working soon. He also attended various meetings with the Town and Village. Seasonal Weight Limits enforcement started today and isn’t sure how long they will be up for. He made a lot of phone calls to be proactive to give those truckers a heads up. He will be on vacation March 23 and will return March 30. Mike Lund will cover for him while he is gone.

**Supervisor’s Reports.** None.

**Unfinished Business.**

The Town Board deviated from the agenda to discuss General Obligation Promissory Notes with Ehlers.

**Discussion and necessary action on Resolution 07-20, Resolution Providing for the Sale of Approximately \$2,435,000 General Obligation Promissory Notes, Series 2020A.**

Jon Cameron from Ehlers stated the presale reports are consistent with what we talked about at last month’s meeting, but with two changes; one sale is taxable, the other is non-taxable. After reviewing the draft Development Agreement, Quarrels & Brady determined the water system costs may be privately owned and operated within the association of the business park in the TIF District which triggers taxable financing. The rest of the financing is non-taxable so they had to separate General Obligation notes. Given the low interest rates, the spread between them, the total principal and interest costs and cost of issuance, the Town receives a better deal doing two borrowings rather than one. Ehlers should receive the preliminary official statement around the first week of April, will schedule the first conference call with Moody’s around the second week of April and then the sale to award the notes will be on April 13. We are at a record low with interest rates so it’s a good time for the Town to be borrowing.

*Motion by Chairman Osterman to adopt Resolution 07-20, Resolution Providing for the Sale of Approximately \$2,435,000 General Obligation Promissory Notes, Series 2020A. Seconded by Supervisor Moonen. Motion carried, 5-0.*

**Discussion and necessary action on Resolution 08-20, Resolution Providing for the Sale of Approximately \$1,540,000 Taxable General Obligation Promissory Notes, Series 2020B.**

*Motion by Chairman Osterman to adopt Resolution 08-20, Resolution Providing for the Sale of Approximately \$1,540,000 Taxable General Obligation Promissory Notes, Series 2020B. Seconded by Supervisor Beal. Motion carried, 5-0.*

**Discussion and necessary action on the Fire Department's 2019 Capital Projects Carryover requests.**

Administrator Gresch stated Chief Brahm and Treasurer Buchman reviewed the Fire Department's Capital Projects carry over figured and both agree on the following: Waukesha County digital paging - from 2018. The Digital paging project was just completed end of December 2019. Have not received an invoice as of this date. \$1,670. Hose and appliances - Reconsidering inventories and needs with the upcoming merger with Merton. \$5,193.36

*Motion by Supervisor Beal to approve the Fire Department's 2019 Capital Projects Carryover requests, for a total of \$6,863.36. Seconded by Supervisor Plotecher. Motion carried, 5-0.*

**Discussion and necessary action on the updated Town of Lisbon Employee Handbook.**

Administrator Gresch reviewed the minor changes made since the packet was published. The first is to Section 5.07(a), DPW Comp Time. DPW should have a deadline of November 14 since plowing season starts November 15. DPW accumulates comp time through the winter season and then come end of March they can use their 80 hours. 99% of the time, everyone will have used their comp time up by November 15. Comp time is used first before vacation time. Town Board members discussed comp time, how it's earned and paid. Supervisor Moonen stated with those dates the employee is earning at one rate of pay and then being paid out at another rate. Supervisor Gamiño stated both rates of pay should be the same, even if earned/paid in different years. Parks Director John Greiten stated most of the comp time hour earned are going to accumulate after January. It takes 54.5 regular hours to earn 80 hours of comp time and comp time max's at 80 hours. The amount of time someone would earn between November 15 to December 31 would be minimum. Supervisor Moonen stated he is in favor of postponing this topic until we see what other municipalities are doing.

The next item discussed was vacation days. Chairman Osterman stated there used to be 13 paid holidays and then it was reduced to 11 when the Town had a union contract and was carried through after Act 10 was adopted. Supervisor Moonen suggested changing Good Friday and the day before or after July 4 to floating holidays. Chairman Osterman stated those two days were floating holiday and it was changed during contract negotiation because it's easier for the whole Public Works Department to have those days off rather than some taking off for one or the other. It was harder to manage staff's days off. Also remember that the Public Works and Parks Director, and some others do not receive comp time, so you can't really compare comp time to a floating holiday. Supervisor Gamiño suggested if someone works on a holiday then they get that day off as a floating holiday. Chairman Osterman stated now another Public Works employee can have off another day in the summer and it's already hard on the schedule when everyone wants to

take off in the summer. Supervisor Moonen stated instead of showing "Good Friday / Floating Holiday", make a provision in text below that should an employee (essential employee) be forced to report to work on Good Friday, that employee will be given opportunity to take those hours off at another time. Verbiage should also be included that Good Friday is paid at straight time. Town Board members would like the Labor Attorney to review the proposed language.

Administrator Gresch stated there are two changes to the Benefits Manual. The first is about not asking an employee why they are calling in sick. She stated if there is an employee abusing sick time then there would be disciplinary action. Also, after being off sick for three or more days, a doctor's note is required. Supervisor Moonen stated he thinks we can ask the employee why they are sick. Administrator Gresch stated she already emailed the labor attorney and is awaiting a response.

The other refers to the four employees who have frozen time hours prior to Act 10. The Manual refers to a maximum of 960 hours. Parks Director Greiten stated not everyone has exactly 960 hours, that was just the maximum an employee could have. Supervisor Plotecher suggested removing the text "960" since the four people have different amounts of time, specific to them. Supervisor Moonen suggested removing the proposed change and replacing with verbiage about planning and Memorandum of Understanding in their file.

Supervisor Plotecher stated she would like everyone to be on direct deposit. Administrator Gresch stated she wasn't sure if that is legal or not but will check with the Labor Attorney. If it is legal, she will report back and add it to the Benefits Manual.

Supervisor Beal would like the word "yearly" to the \$100 safety equipment payment/reimbursement.

*Motion by Chairman Osterman to postpone the Town of Lisbon Employee Handbook. Seconded by Supervisor Beal. Motion carried, 5-0.*

### **Discussion and necessary action on the new Town of Lisbon Employee Benefits Manual.**

*Motion by Chairman Osterman to postpone the Town of Lisbon Employee Benefits Manual. Seconded by Supervisor Beal. Motion carried, 5-0.*

### **New Business.**

### **Discussion and necessary action on the Wikoff Color Corporation Development Agreement.**

*Motion by Chairman Osterman to postpone the Wikoff Color Corporation Development Agreement. Seconded by Supervisor Gamiño. Motion carried, 5-0.*

**Discussion and necessary action to award the TID #1 Site Development Utility Extension Project Bid to Woleske Construction, in an amount not to exceed \$1,211,550.51.**

Chairman Osterman stated was an error in the bid tabulation regarding the piping's linear feet calculation. It was corrected in the bid and even after that, Woleske Construction still submitted the lowest bid and they are committed to the \$1,211,550.51.

*Motion by Supervisor Moonen to award the TID #1 Site Development Utility Extension Project Bid to Woleske Construction, in an amount not to exceed \$1,211,550.51. Seconded by Supervisor Plotecher. Motion carried, 5-0.*

**Discussion and necessary action on the 2020 Seasonal Portable Restroom Facilities.**

Park Director John Greiten stated he sent out bids for parks and compost site portable restroom facilities. He asked everyone for the same items to be able to compare. He recommends Service Sanitation. They are \$70 more a month than Port-a-John, but we have an issue with PAJ. The weekly cleanings weren't done right, and had monthly billing issues of overbilling. Also not a timely response if there was an issue with the facilities. Service Sanitation actually gave the Town two extra units for free because they couldn't change their cleaning day schedule. They are very easy to work with for customer service. Marc asked how long this goes for. John stated beginning of April through mid-October, about 7 months. Different sites get them at different times and they are removed at different times. They do prorate the service dates.

*Motion by Chairman Osterman to approve using Service Sanitation for the 2020 Seasonal Portable Restroom Facilities, not to exceed \$670 per month, not using the lowest bid per John's recommendation. Seconded by Supervisor . Motion carried, 5-0.*

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

Chairman Osterman stated agenda item affects more than one position. Administrator Gresch read a statement into the record. *"Last week I spoke with Chairman Osterman and let him know that I would like the Town Board to allow me to return to my position as the Town Clerk. I appreciate the Town Board's leap of faith in me since June 2018, but I really have missed my Clerk position. Being a Clerk is really what I am. I may be a good Administrator, but I'm a great Clerk. I feel this would be the best for me and the Town to re-appoint me as clerk and advertise for an Administrator. If the Town Board would like, I will continue to serve as the Administrator until one is hired. If we get started on that now, we could probably have someone in here around late July early August.*

*Since both Dan Green and Lindstrom left Lisbon, there has been too much on my plate. There is a lot going on in Lisbon and I feel as though I'm not able to handle all of it as well as one should. I've been very overwhelmed the last couple of months and it's taking a toll on me.*

*There is someone out there who is a better administrator than I, and I'm ok with that. I feel as though I was needed to fill in at a time where the Town needed someone like me in that leadership role to pull people together to get things done, which we did. We accomplished a lot in almost two years! I feel like the Town is at a point where someone other than me would be a much*

*better fit to be involved in these higher level projects like the TIF District, economic development, utilities, infrastructure, issues with Sussex, trying to incorporate, etc.*

*I really enjoy and miss my statutory duties, elections, licenses, records management and working more with the residents. I've felt out of touch with all of that. I miss being involved in the election process, training the election inspectors, helping people at the window and actually being able to help them. Once again in my career, I stepped back from being the clerk, only to realize that really is what I'm meant to be. I know I can serve everyone in Lisbon better as your Clerk. Thank you for your support."* Administrator Gresch stated she would continue working as the Administrator until another one is hired, then she will resign as the Administrator and the Town Board will re-appoint her as the Clerk. At that time, Interim Clerk Goeckner would be done.

Chairman Osterman stated the Town has used GovHR before and it would cost around \$20,000 - \$50,000 to have them complete the whole Administrator hiring process from start to finish. Or they can pick which services they want GovHR's help with which is what the Town did last time and cost around \$7,000. GovHR did the background checks and vetting. There are other companies that do this type of work but only checked with this one company for now. It is a process and he will send the Town Board GovHR's quote. The Town Board has to decide how, when and where they want to advertise the position; local or nationwide for example. There is a lot to discuss and that includes what we want Town Hall staff to look like. If the Town incorporates, then the Sanitary District would be managed in-house at the Town Hall. The Lieds Property could also have water so there would be utility billing to be done. The Treasurer's position would have to be brought up to 32 hours per week to do those tasks, and then benefits would be assigned. Supervisor Moonen is in favor of doing an RFP to solicit companies to do the hiring process. Supervisor Plotecher doesn't want the Town Board to do them all themselves and suggested setting up a workshop to set up a scope of what the Town Board wants and how much help we will need to accomplish that. Chairman Osterman suggested that only two board members be involved in keeping this moving forward and to bounce ideas off of. Supervisors Gamiño and Moonen agreed it would be one of them. Supervisor Plotecher's brother owns an employment agency and will ask him for some guidance and ideas.

### **Adjournment.**

*Motion by Supervisor Beal to adjourn the Monday, March 9, 2020 Town Board of Supervisors meeting at 8:38 PM. Seconded by Supervisor Gamiño. Motion carried, 5-0.*

Respectfully submitted,

Gina C. Gresch, MMC/WCPC  
Town of Lisbon Administrator