



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

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Agenda

Town of Lisbon Annual Meeting of the Electors

Wednesday, May 13, 2020

Lisbon Town Hall, W234N8676 Woodside Road, Lisbon, WI 53089

7:00 p.m.

- 1. Call Annual Meeting of the Electors to Order.**
- 2. Pledge of Allegiance.**
- 3. Introduction of Town Board members and other officials.**
- 4. Approval of minutes from the April 16, 2019 Annual Meeting.**
- 5. Town Board & Department Reports.**
 - a. Town Board Supervisors
 - b. Building Inspection
 - c. Fire Department
 - d. Park Department
 - e. Police Department
 - f. Public Works Department
 - g. Town Hall
- 6. Any business desired to be discussed by a qualified electorate.**
- 7. Presentation and approval of the 2019 Annual Audit Report.**
- 8. Adjournment to Wednesday, November 11, 2020 for the Budget Public Hearing and Special Town Meeting of the Electors.**

Joseph Osterman
Town Chairman

Gina C. Gresch, MMC/WCPC
Town Administrator

NOTE: Individual members of the Town Board will be available after the meeting to discuss town related issues with citizens who are present.

NOTE: Please notify the Town of Lisbon 72 hours in advance if you plan to attend and will need an interpreter or assistive hearing device.

NOTICE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information: no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Minutes of the Town of Lisbon Annual Meeting of the Electors
Town of Lisbon, Town Hall
Tuesday, April 16, 2019
7:00 p.m.

Call Annual Meeting of the Electors to Order.

The Lisbon Annual Meeting of Electors was called to order by Chairman Osterman at 7:04 PM.

Pledge of Allegiance.

Introduction of Town Board members and other officials.

Chairman Joseph Osterman, Supervisors Rebecca Plotecher, Marc Moonen and Linda Beal. Also present: Town Administrator Gina Gresch, Town Treasurer Amy Buchman, Park Director John Greiten, Public Works Director Joe DeStefano, Waukesha County Police Captain Lisa Panas, Fire Chief Doug Brahm, Building Inspector Bryan Oelhafen, auditor Wendi Unger and Town Clerk Dan Green. Supervisor Gamiño is excused.

Approval of minutes from the April 17, 2018 Annual Meeting.

Motion by John Greiten to approve the minutes from the April 17, 2018 Annual Meeting. Seconded by Linda Beal. Motion carried unanimously.

Town Board & Department Reports.

- a. Town Board Supervisors
- b. Building Inspection
- c. Fire Department
- d. Park Department
- e. Police Department
- f. Public Works Department
- g. Town Hall

Administrator Gresch gave a presentation for all department heads. She also gave a general review of 2018 including the Town of Lisbon starting their first TIF District for the Lied's property. The Town is also holding more community events including the Community Festival in the summer. There are a lot of new home subdivisions including Barnwood and Twin Pine Farms with the Parade of Homes coming in August.

Administrator Gresch gave an updated from the Fire Department including the growth of the Bark River Consortium. The County performed a feasibility study that supports the actions by Lisbon, Merton and Hartland and they are currently working on an inter-municipal agreement. The Fire Department is creating a joint training site in the upstairs portion of the Fire Station. A Blood Drive will be held on May 20, 2019. The Fire Department also recognized Bob Williams who passed away. He helped to construct the fire station and saved the Town \$150,000.

The Parks Department assisted the Public Works and Fire Departments with training building the new training facility and helping establish trails to connect to the Bug Line Trail. The Parks also hosted four successful free family social events throughout 2017 including Winterfest, Easter Egg Extravaganza, Safety Days and Heritage Weekend. Administrator Gresch also reviewed the 2018 Goals for the Parks Department and completed projects and upgrades.

The Highway Department completed their three year paving program and an extensive roof draining project at the Good Hope Road drainage ditch. They also assisted the Fire Department in construction of the training area. They also assisted in the Lake Five Road Bike Path. The Highway Department is working on relocating the

Town's compost site to Plainview Road and 164 in 2020 and will work on marketing in 2019 including the newsletter and social media posts. They also are working on a storage area at Town Hall.

The Sheriff's Department responded to 2,847 calls in 2018 which was an increase of 28%. The Sheriff's department purchased automated license plate readers. Administrator Gresch reviewed the number of calls for enforcement and patrol as well as calls for service. She also reviewed community events and programs including National Night Out, Safety Days, and school safety presentations.

Administrator Gresch reviewed project at Town Hall including the painting project from 2018. The Treasurer had a smooth tax collection as she was able to save time and site next to the printer for receipting and with Waukesha State Bank doing collections with faster refund times, Town Hall was less busy. The Town added a credit card option to pay at the counter for taxes and licenses. The AV upgrade is completed and we are broadcasting on Channel 14 again with YouTube now streaming for meetings. Administrator Gresch reviewed goals for cross training staff and completing a revamp of the website and a redesign of the Lisbon Gazette.

Administrator Gresch thanked the Town Board, staff and residents for the easy transition into her role.

Any business desired to be discussed by a qualified electorate.

Lisa Oddis, W220N9359 Town Line Road, questioned if the sale and development of the Pauline Hass land agreed with the terms of the donation for the Hass Land. Chairman Osterman explained they deeded this land back and then purchased it back which fulfilled the will at that point. The property was deeded to the Library, Lisbon and Sussex through an agreement and the Town purchased the land back from the Library. AT that point it was clear to develop. She also stated she was a member of a not for profit organization that utilizes the Fire Department and thanked them for the facility.

Brian Eyre, W220N9359 Town Line Road, questioned if there were stipulations upon the donation of the Pauline Hass property. He explained the land was donated for library purposes.

Presentation and approval of the 2018 Annual Audit Report.

Wendi Unger, the Town's auditor, gave a presentation from Baker Tilly's audit of 2018. She explained they followed the GAAP and new accounting standards GABSE 75. She reviewed the summary financial information and explained the Town was over budget in revenues by \$657,000, mostly in ambulance fees and inter-facility transports. Expenditures were \$5.2 Million and were over budget by \$230,000. That includes cyber security costs which were \$108,000. She also reviewed other items including non-spendable, pre-pays and those assigned for incorporation and the Bark River Consortium.

Ms. Unger reviewed the Town's debt service including monies from Merton for a future salt shed, road projects, truck replacements, and transferred money from the Park fund. She also reviewed TIF costs, restricted and committed money in the budget and the Stormwater fund.

Lastly Ms. Unger commented on recommendations for standard communication between government officials and management. She found two material weaknesses in lack in controls by way of segregation of duties. The first was lack of an employee handbook and the second was cross-training employees. She also stated that she had some issues finding invoices regarding personnel.

Motion by Marc Moonen to approve the 2018 Annual Audit Report. Seconded by Linda Beal. Motion passed unanimously.

Adjournment to Wednesday, November 13, 2019 for the Budget Public Hearing and Special Town Meeting of the Electors.

Motion by Marc Moonen to adjourn the Tuesday, April 16, 2019 Town of Lisbon Annual Meeting of the Electors at 7:45 PM to Wednesday, November 13, 2019 for the Budget Public Hearing and Special Town Meeting of the Electors. Seconded by John Greiten. Motion passed unanimously.

Respectfully submitted,

Dan Green, WCMC
Town Clerk