

**Minutes of the Town Board Meeting  
Town of Lisbon, Town Hall  
Monday, May 11, 2020  
6:30 PM**

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

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

**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.

- March 9, 2020 Town Board meeting minutes
- April 27, 2020 Town Board meeting minutes
- Discussion and necessary action to adopt Ordinance 02-20, Ordinance Repealing & Recreating Section 25.08 Relating to Issuance of Operator's Licenses.
- Operator's License(s).

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

**Approval of Bills.**

*Motion by Plotecher to approve the May 7, 2020 check register as presented, for \$300,442.19. Seconded by Beal. Motion carried, 4-0.*

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

Chairman Osterman reviewed the list of upcoming Town meetings.

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

**Administrator** – Spectrum is upgrading the Town Hall's internet speed from 200x10 to 600x35 for NO additional monthly charge; only \$99 to change out equipment. This should help our connections to the server, WIFI and streaming Town Board and Plan Commission meetings to YouTube (when not using Zoom). Spectrum will be doing this on May 19. The April ACH AutoPay Monthly Checklist is included for your review.

**Fire Department** – Chairman Osterman reviewed the report which listed the Chief's and Department's first quarter activities, meetings and calls. Activities include CPR certification at Hamilton High School, sporting events, Town events, trainings, and most recently responding to COVID-19.

**Parks** – Supervisor Gamiño reviewed the report which listed the Department's activities which include working on the baseball infields, spreading woodchips over the hiking trails in Community Park, aerated turf on soccer and baseball fields, cut down the prairie areas in the park, repairing

plow damages in parks and parking lots. Public Works employee Mike Lund's wife's company, Cargill, donated 35 white and red oak tree seedlings to the Town and staff planted them throughout Community Park. They also removed dead trees and did regular fleet maintenance. The Easter Egg event was cancelled and all sports field reservations are on hold due to COVID-19.

**Public Works** – Department's activities which include fleet maintenance, swept intersections, removed plows and wings and painted them. Prepped the compost site for opening, started brush pickup, built barriers for the April Election, as well as set up for and taken down of the election.

### **Supervisor's Reports.**

None.

### **Unfinished Business.**

### **New Business.**

#### **Discussion and necessary action on the request from David & Kim Meyer to void part of Invoice 2020-0019 in the amount of \$281.25.**

Administrator Gresch stated David & Kim Meyer are appealing a portion of Invoice 2020-019, in the amount of \$281.25. They state this was the call to the Attorney at the Town Board meeting, which it was not. When the Treasurer creates the invoices for charges to be reimbursed, she types the exact description on the invoice, but not the date or hourly rate. In this case, the charge is for January 9, 2020, 1.25 hours at \$225 per hour for Attorney Gutenkunst's time researching this.

*No action taken.*

#### **Discussion and necessary action to choose a Town of Lisbon website template.**

Bridget Waldron of OneClick reviewed the updates made to the website over the last few months. We were able to create a better email / text notification system which people can sign up. Next, we modified the home page to give quick access to those people ask about the most; agendas/minutes/packets, events and announcements and a better calendar. The new home page has been up and running for about a month now and we've received really good feedback from residents about it. She also previewed the website templates for the Town Board.

Tedia hard to see when things are in the background. Prefers imagery at the top, not the background. Likes the menu on the left. Noticed on bottom site credits can that be removed? Yes. Becky likes 5. Doesn't like whole background pic covering the whole page.

Bridget said the best way to see mobile is to have the menu on the right, sidebar, which shows up at the bottom. Having on the right makes it easier to modify, but they can move it to the left as well. Menu on left or right side? Linda and Tedia like it on the left. Tedia likes 5. Joe scrolling meeting list. Gina that will be done last, waiting on the template design first. Tedia take site

credit off. Fix footer too.

Menu on left side and template 5.

*Motion by Supervisor Beal to approve Template #5 with the menu on the left side for the Town of Lisbon website. Seconded by Supervisor Plotecher. Motion carried, 4-0.*

**Discussion and necessary action to adopt Ordinance 01-20, Ordinance Approving the Detachment of the Vodicka Property Pursuant to Agreement with the Village of Sussex.**

Administrator Gresch stated the owners of this property are putting an addition on to their house which per the Border Agreement triggers a detachment. This property is in the Village Growth Area.

*Motion by Osterman to adopt Ordinance 01-20, Ordinance Approving the Detachment of the Vodicka Property Pursuant to Agreement with the Village of Sussex. Seconded by Gamiño. Motion carried, 4-0.*

**Discussion and necessary action on the Waukesha County Release and Recreation of Restrictions for Craig Bald, N86W27840 Hawksview Court, LSBT 0170.033.**

Waukesha County Community Assistance Planner Sandy Scherer stated as outlined in the Release and Recreation of Restrictions document, Mr. Bald proposes to minimally encroach on the existing Isolated Natural Resource Area (INRA) surveyed on the Twin Pine Farms subdivision plat with an in ground swimming pool project. Review of the current conditions by the Department of Parks and Land Use staff and revisions to the proposal by the property owner have resulted in the minimal encroachment and the staff is therefore recommending the Release and Recreation of Restrictions be approved which will adjust the location of the INRA so that the owner can construct his pool as proposed herein without compromising the INRA. The owner has been asked to provide construction fence at the drip lines of all of the trees for their protection during construction. The owner should consult with the Town staff regarding any required land altering permits, permits for retaining walls and the pool itself, as well as erosion control.

*Motion by Beal to approve the Waukesha County Release and Recreation of Restrictions for Craig Bald, N86W27840 Hawksview Court, LSBT 0170.033. Seconded by Plotecher. Motion carried, 4-0.*

**Discussion and necessary action to appoint Gina Gresch as the Town Clerk, effective date to be determined by the Town Board.**

Chairman Osterman stated Interim Clerk's last day is May 22. Joe said we have an option to get an interim clerk. Appoint Gina back as the clerk on May 22. Next Town Board meeting to actually discuss items with the new admin, or interim. Gina concerned with having to do budget and August election. Joe said to appoint Gina, do both and keep salary the same.

*Motion by Chairman Osterman to re-appoint Gina Gresch as the Town Clerk, effective May 22, with more discussions at a future board meeting. Seconded by Supervisor Gamiño. Motion carried, 4-0.*

**Discussion and necessary action the recommendations from Plan Commission for the following items:**

**Request for David Grgich, for the property located at W274N6710 Lake Five Road, Lisbon, WI 53089, LSBT 0220.998.009, for a Conditional Use Permit for a Limited Family Business, subject to the conditions set forth by the Plan Commission.**

Administrator Gresch stated this request is for a Conditional Use for a Limited Family Business to operate a driveway sealcoating, landscaping and snowplow business at his primary residence on Lake Five Road. The site is approximately 6 acres in size and is zoned A-5 Mini Farm. Limited Family Businesses are allowed in the A-5 district by Conditional Use Permit. The applicant anticipates himself, his son and one (1) other employee to be working. The driveway and landscaping operations will generally have seasonal work hours between 6am and 9pm. The snowplow operations will generally be offseason. All mechanical work will be done inside the garage.

*Motion by Chairman Osterman to approve the recommendation from Plan Commission to approve the request for David Grgich, for the property located at W274N6710 Lake Five Road, Lisbon, WI 53089, LSBT 0220.998.009, for a Conditional Use Permit for a Limited Family Business, subject to the conditions set forth by the Plan Commission. Seconded by Supervisor Gamiño. Motion carried, 4-0.*

**Request for Carl Johnson of Stark Pavement Corporation, for the property owned by Lannon Stone Products, LSBT 0280.992 and LSBT 0280.999, for a Conditional Use Permit for a Major Grading Permit, subject to the conditions set forth by the Plan Commission.**

Administrator Gresch stated this request is for Stark Pavement Corporation and they are proposing to expand their existing aggregate stockpiling area in order to improve the efficiency of the asphalt plant. They will need to grade approximately 180,000 sq. ft. of ground area, plus associated drainage improvements, in order to do so. The property is located at the County Highway K, west of the intersection with County Highway F. Plan Commission members requested a berm be installed on the west side of the parcel to cut down on any noise that may carry. The applicant stated they will do that, but they are required to come back to Plan Commission again for another Conditional Use Permit for a Major Grading Permit.

*Motion by Chairman Osterman to approve the recommendation from Plan Commission to approve the Request for Carl Johnson of Stark Pavement Corporation, for the property owned by Lannon Stone Products, LSBT 0280.992 and LSBT 0280.999, for a Conditional Use Permit for a Major Grading Permit, subject to the conditions set forth by the Plan Commission. Seconded by Supervisor Beal. Motion carried, 4-0.*

**Request for Neumann Developments Inc. for the following items related to the proposed Hillside Ridge Subdivision, LSBT 0205.995 and 0208.987:**

Preliminary Plat subject to the conditions set forth by the Plan Commission and recommendation to Waukesha County of the same.

Planner Rachel Holloway stated this request is for the Hillside Ridge Subdivision which contains 79 acres located northeast of STH 164, west of Hillside Road, and north of the residential lots and church on Howard Lane. The Plat and SDP are modified re-submittals of applications that the Town reviewed in fall of 2019; the applicant needed to start over with the project after soil conditions in the south end of the site prompted revisions to the plat layout. The changes include the removal of a cul-de-sac road in the southwest corner of the plat and the addition of a lot in the southeast corner along Hillside Road, for a total reduction in the number of lots from 54 to 48. The revised Plat consists of 48 lots and seven (7) outlots. Lots will be accessed by three new public streets – an extension of Beverly Lane, a new temporary cul-de-sac extending westward from Beverly Lane to the edge of the plat ("Highland Drive"), and a new permanent cul-de-sac extending east off of Beverly Lane ("Ridgeline Court"). The lots would be served with well and septic.

Joe yes this was reviewed thoroughly, storm water a big issues, Mitch wrote Sherry Howard and answered her questions, much discussion about the ponds. Bryan Lindgren, P&D still owns that lot so they will have access to it. P&D wants to sell the lots but it's at a price they aren't interested in. would be a recapture agreement rather than a special assessment. He used the wrong verbiage at the Plan Commission meeting. Feel they addressed the neighbor's and engineer's concerns. Late last summer, they found it was very wet and needed to reevaluate project knowing concerns were valid. They feel this is the best most efficient layout. Rachel to Neumann outlot 7 boulevard, still showing up as part of the ROW not a separate outlot. Bryan confirmed and they will correct that on the final plat.

*Motion by Chairman Osterman to approve the recommendation from Plan Commission to approve the Preliminary Plat for Neumann Developments Inc, for Hillside Ridge Subdivision, LSBT 0205.995 and 0208.987, subject to the conditions set forth by the Plan Commission and recommendation to Waukesha County of the same. Seconded by Supervisor Gamiño. Motion carried, 4-0.*

**Resolution 10-20, Resolution to Approve the Specific Development Plan for Hillside Ridge, LLC., subject to the conditions set forth by the Plan Commission.**

Planner Holloway stated this is for the Hillside Ridge Subdivision Specific Development Plan (SDP) which was reviewed under the Town's Ordinance, Section 33 – Planned Unit Development Ordinance, as well as Ordinance 06-19 which approved the PUD overlay and the General Development Plan (GDP) for this development. The SDP complies with the conditions from Ordinance 06-19. It is consistent with the approved GDP and adds detail. At the request of the Plan Commission, the developer included an internal trail network and a planned tot lot (small park) to add neighborhood amenities in exchange for smaller

lot sizes. The paved walking trail would be located in outlots and would be privately owned and maintained, but built to Town standards. The plat shows the tot lot park located within Outlot 1.

*Motion by Chairman Osterman to adopt Resolution 10-20, Resolution to Approve the Specific Development Plan Hillside Ridge Subdivision, subject to the conditions set forth by the Plan Commission. Seconded by Supervisor Gamiño. Motion carried, 4-0.*

**Adjournment.**

*Motion by Supervisor Beal to adjourn the Monday, May 11, 2020 Town Board of Supervisors meeting at 7:58 PM. Seconded by Supervisor Gamiño. Motion carried, 4-0.*

Respectfully submitted,

Gina C. Gresch, MMC/WCPC  
Town Administrator