

Town of Lawrence, Regular Town Board Meeting
Town Hall 2400 Shady Court, De Pere WI 54115
Monday, October 14, 2024, at 6:00 P.M.
***Note New Start Time**

Discussion and Action on the following:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. Public Comments upon matters not on agenda or other announcements
6. Consider minutes of September 23, 2024 and October 1, 2024 Town Board Meetings.
7. Consideration of payment of due invoices
8. **Public Hearing:** Request for a Conditional Use Permit (CUP) for more than 2 dogs (Town Ord. 107-2) for 2788 Lost Dauphin Rd at Parcel L-516-5 by Jeremy & Nadya Jenkins.
9. Consideration of Request for a Conditional Use Permit (CUP) for more than 2 dogs (Town Ord. 107-2) for 2788 Lost Dauphin Rd at Parcel L-516-5 by Jeremy & Nadya Jenkins.
10. Review of Recommendations and Reports from Planning & Zoning Board:
 - a. Consideration of Sign Review at 2818 Mid Valley Drive, Parcel L-464-1 by Graphic House Inc.
 - b. Consideration of 2 Lot Certified Survey Map (CSM) at 1845 Williams Grant Drive, Parcel L-169-1 by Justin Hewitt
 - c. Consideration to Set Public Hearing date for Conditional Use Permit (CUP) request for Automotive sales, rental, and leasing at 2090 Mid Valley Drive, Parcel L-433-2 by Kriete Roger LLC
 - d. Consideration to Set Public Hearing date for Conditional Use Permit (CUP) request for dwelling unit on B-1 (Business) zoning at 3466 Mid Valley Drive, Parcel L-85-1-1 by Samuel Timmerman
 - e. Consideration to Set Public Hearing date for Conditional Use Permit (CUP) request for a church at 0 Lawrence Drive, Parcel L-461 by Fisher & Associates LLC
11. Consideration of Pay Request for New Snowplow Truck Chassis – Packer City International.
12. Consideration of Garbage/Recycling Collection Services Quotes Received
13. Consideration of Ordinance 2024-006 Amend Section 204-13 Snowmobile Trail Designated – French Road
14. Consideration of Ordinance 2024-007 to Create Chapter 250 Special Events Permit Ordinance
15. Consideration of Ordinance 2024-008 to Establish Park Committee
16. Consideration of Change Order #1 – Relyco Plus, LLC; 2023 Stormwater Ponds-Increase to Contract of \$3,055 to Restore Outlet Swale on Mahogany Pond
17. Consideration of Revised Pay Request #10 - 2023 Sanitary Sewer & Water Main – Superior Sewer & Water Inc.
18. Consideration of Pay Request for Northeast Asphalt – 2024 Road Improvement Projects - \$76,305.84
19. Consideration of Knox Box Program Conversion for Fire Department
20. Administrator/Staff Reports
21. Future Agenda Items
22. **Closed Session:** Pursuant to Ch. 19.85(1)(e) Deliberation or negotiation for the purchase of public properties, the investment of public funds, or the conduct of other specific public business, whenever competitive or bargaining reasons require a closed session (*re: emergency services agreement updates and Town Land Sales/TIF Development negotiations*)
23. Return to Regular Open Session for possible action pursuant to Ch. 19.85 (2) of Wisconsin Stats
24. Adjourn

Patrick Wetzel for Dr. Lanny J. Tibaldo

Posted at the following on October 11, 2024,

Town Hall, 2400 Shady Ct; Posted to the Town Website;

Notice to News Media

NOTE: Any person wishing to attend this meeting who, because of disability requires special accommodations, should contact Town Clerk-Treasurer Cindy Kocken, at 920-347-3719 at least 2 business days in advance so that arrangements can be made.

Town of Lawrence
Proceedings of the Regular Town Board Meeting
Town Hall, 2400 Shady Court, De Pere WI
Monday, September 23, 2024

1. Call to Order

The meeting was called to order by Chairman Tibaldo at 6:00 p.m.

2. Roll Call

Present In-Person

Chairman: Dr. Lanny Tibaldo

Supervisors: Kevin Brienens, Bill Bain, Lori Frigo, Kari Vannieuwenhoven

Others in Attendance: Patrick Wetzel, Administrator; Cindy Kocken, Clerk-Treasurer; Scott Beining, Building Inspector/Zoning Administrator; Kurt Minten, Public Works Director; Michael Renkas, Police Chief

Excused: Luke Pasterski

3. Pledge of Allegiance

4. Approve Agenda

Supervisor Brienens made the motion to approve the agenda as presented. Supervisor Bain seconded the motion. The motion carried unanimously.

5. Public Comments upon matters not on agenda or other announcements:

Town resident, Lucas Beck from Boy Scout Troop 1039 presented two flag retirement boxes as part of his Eagle Scout project. Lucas stated that these boxes are made in memory of his Dad, Daniel Beck who was a Town of Lawrence Fire Fighter.

6. Consider minutes of the September 9, 2024, Town Board Meeting:

Supervisor Frigo made the motion to approve the September 9, 2024, Town Board meeting minutes as amended. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

7. Consideration of payment of due invoices:

Supervisor Bain made the motion to approve the due invoices as presented. Supervisor Brienens seconded the motion. The motion carried unanimously.

8. Review of Recommendations and Reports from Planning & Zoning Board:

- a. Consideration of Site Plan Review for Storage Units at 3511 French Road, Parcel L-86 by JN Investment Properties LLC:

Supervisor Vannieuwenhoven made the motion to approve the site plan for storage units at 3511 French Road, Parcel L-86 by JN Investment Properties LLC as presented. Supervisor Frigo seconded the motion. The motion carried unanimously.

- b. Consideration of Site Plan Review for Building Addition at 3850 Mid Valley Drive, Parcel L-104 by Mid Vallee Golf Course:

Supervisor Bain made the motion to approve the site plan for building addition at 3850 Mid Valley Drive, Parcel L-104 by Mid Vallee Golf Course as presented. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

- c. Consideration of Final Plat for Lawrence Parkway 2nd Addition on Parcel L-2279 by Town of Lawrence:

Supervisor Vannieuwenhoven made the motion to approve the final plat for Lawrence Parkway 2nd Addition on Parcel L-2279 by Town of Lawrence as presented. Supervisor Frigo seconded the motion. The motion carried unanimously.

- d. Consideration of Set a Public Hearing Date for Conditional Use Permit (CUP) for additional dog at 2788 Lost Dauphin Rd, Parcel L-516-5 by Jeremy & Nadya Jenkins:

Supervisor Brienens made the motion to set the public hearing for October 14, 2024, for a Conditional Use Permit (CUP) request for additional dog at 2788 Lost Dauphin Rd, Parcel L-

516-5 by Jeremy & Nadya Jenkins. Supervisor Bain seconded the motion. The motion carried unanimously.

9. Discussion on Request from WDP Snow Owls Snowmobile Club to Move Designated Trail off of Little Rapids Road and on to French Road between Little Rapids Rd and Freedom Rd/CTH S – Ord 204-13:

Discussion about a request from the WDP Snow Owls Snowmobile Club to move the existing snowmobile trail off of Little Rapids Road (east of French Road) to re-route the designated trail in this area to French Road, between Little Rapids Road and Freedom Rd/CTH S as presented. Ordinance amendment will be drafted and presented to the Town Board in October.

10. Consideration of PTS Contractors invoice – re: Mid Valley Utility Relocation – Repair of New Sewer Main Damaged by New Interchange Construction Operations:

Supervisor Bain made a motion to approve PTS Contractors invoice for the Mid Valley utility relocation – repair of new sewer main damaged by new interchange construction operations as presented. Supervisor Brienen seconded the motion. The motion carried unanimously.

11. Consideration of MCC, Inc Estimate for Final Layer Asphalt – Nutmeg/Derouin Estates:

Supervisor Bain made the motion to approve the MCC, Inc estimate for the final layer of asphalt for Nutmeg/Derouin Estates as presented. Supervisor Frigo seconded the motion. The motion carried unanimously.

12. Consideration of New Proposed Special Events Ordinance:

The Town's Attorney has suggested some minor changes to the proposed Special Events Ordinance language. The Ordinance will be drafted and submitted for final review by the Town Board in October.

13. Consideration to Set Date for November Meeting of Electors for 2025 Tax Levy and Budget:

Supervisor Frigo made the motion to set date for November 11, 2024, for the meeting of Electors for 2025 Tax Levy and Budget. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

14. Discussion on Proposals Received for Garbage/Recycling Collection Services for 2025 and beyond:

Discussion of the proposals received for garbage/recycling collection services for 2025 and beyond.

15. Discussion for Establishing Park Committee:

Review and discussion about the idea of implementing a new Park Committee to review parks, recreation and likely bike/pedestrian trails in the community.

16. Discussion on Upcoming or Potential Personnel/Benefits Changes for 2025:

Discussion of staff reviewing existing benefit programs and anticipated costs.

17. Consideration of Revised Pay Request #10 - 2023 Sanitary Sewer & Water Main Const. – Superior Sewer & Water Inc. - \$48,085.59:

Supervisor Bain made the motion to not pay the revised Pay Request #10 for 2023 Sanitary Sewer & Water Main Const. to Superior Sewer & Water Inc. until the Town consults with Town Engineer from McMahon to verify the pay request. Supervisor Brienen seconded the motion. The motion carried unanimously.

18. Administrator/Staff Reports

Staff reports were given.

19. Future Agenda Items:

- a. Amend Snowmobile Trail Ordinance.
- b. New Special Events Ordinance.
- c. Garbage/Recycling Collection Services for 2025 and beyond.
- d. Establishing Park Committee Ordinance.
- e. Personnel/Benefits Changes for 2025

- 20. Closed Session:** Supervisor Frigo made the motion to move into closed session at 7:48pm Pursuant to Ch. 19.85(1)(e) Deliberation or negotiation for the purchase of public properties, the investment of public funds, or the conduct of other specific public business, whenever competitive or bargaining reasons require a closed session (*re: emergency services agreement updates and Little Rapids Subdivision Lot Sales*) and **Closed Session** Pursuant to Ch. 19.85(1)(c) *Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction (Police Employee Agreement)*. Supervisor Vannieuwenhoven seconded the motion. Roll call vote: Supervisor Brienen, aye; Supervisor Bain, aye; Supervisor Vannieuwenhoven, aye; Supervisor Frigo, aye; Chairman Tibaldo, aye. The motion carried unanimously.
- 21. Return to Regular Open Session for possible action pursuant to Ch. 19.85 (2) of Wisconsin Stats:** Supervisor Frigo made the motion to return to regular open session at 8:31pm. Supervisor Brienen seconded the motion. Roll call vote: Supervisor Brienen, aye; Supervisor Bain, aye; Supervisor Vannieuwenhoven, aye; Supervisor Frigo, aye; Chairman Tibaldo, aye. The motion carried unanimously.
- a. Supervisor Brienen made a motion to approve the amended agreement with the Police Captain as presented. Supervisor Bain seconded the motion. The motion carried unanimously.
- 22. Adjourn:** Supervisor Frigo made the motion at 8:32pm to adjourn the meeting. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

Respectfully submitted by,
Cindy Kocken, Clerk-Treasurer

Town of Lawrence
Proceedings of the Special Town Board Meeting
Town Hall, 2400 Shady Court, De Pere WI
Tuesday, October 1, 2024

1. Call to Order

The meeting was called to order by Supervisor Bain at 12:04 p.m.

2. Roll Call

Present In-Person

Supervisors: Bill Bain, Lori Frigo

Others in Attendance: Patrick Wetzel, Administrator; Cindy Kocken, Clerk-Treasurer; Scott Beining, Building Inspector/Zoning Administrator; Kurt Minten, Public Works Director

Present Virtually:

Kevin Brienens, Kari Vannieuwenhoven

Excused:

Chairman Lanny Tibaldo

3. Pledge of Allegiance

4. Approve Agenda

Supervisor Frigo made the motion to approve the agenda as presented. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

5. Public Comments upon matters not on agenda or other announcements:

None.

6. Consideration of payment of due invoices:

Supervisor Brienens made the motion to approve the due invoices as presented. Supervisor Bain seconded the motion. The motion carried unanimously.

7. Consideration Resolution 2024-017 for Inclusion Under the Income Continuation Insurance Plan:

Supervisor Bain made the motion to approve Resolution 2024-017 for Inclusion Under the Income Continuation Insurance Plan as presented. Supervisor Frigo seconded the motion. Roll call vote: Supervisor Brienens, aye; Supervisor Bain, aye; Supervisor Vannieuwenhoven, aye; Supervisor Frigo, aye. The motion carried unanimously 4-0.

8. Consideration to Rescind Resolution 2024-016 for State Trust Fund Loan Financing of Infrastructure Projects: Beck/Tigerwood Extension, Torchwood Extension, and Quarry Park Dr. Culverts:

Supervisor Frigo made the motion to rescind Resolution 2024-016 for State Trust Fund Loan Financing of Infrastructure Projects: Beck/Tigerwood Extension, Torchwood Extension, and Quarry Park Dr. Culverts. Supervisor Brienens seconded the motion. Roll call vote: Supervisor Brienens, aye; Supervisor Bain, aye; Supervisor Vannieuwenhoven, aye; Supervisor Frigo, aye. The motion carried unanimously 4-0.

9. Consideration of Resolution 2024-018 for Approving to Re-Apply for State Trust Fund Loan Financing of Infrastructure Projects: Beck/Tigerwood Extension, Torchwood Extension, and Quarry Park Dr. Culverts-with New Lower Interest Rates:

Supervisor Frigo made a motion to approve Resolution 2024-018 for approving to re-apply for State Trust Fund Loan Financing of Infrastructure Projects: Beck/Tigerwood Extension, Torchwood Extension, and Quarry Park Dr. Culverts-with new lower interest rates. Supervisor Bain seconded the motion. Roll call vote: Supervisor Brienens, aye; Supervisor Bain, aye; Supervisor Vannieuwenhoven, aye; Supervisor Frigo, aye. The motion carried unanimously 4-0.

10. Adjourn:

Supervisor Frigo made the motion at 12:13pm to adjourn the meeting. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

Respectfully submitted by,
Cindy Kocken, Clerk-Treasurer

Report Criteria:

- Detail report.
- Invoices with totals above \$.00 included.
- Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
AIT Business Technologies, LLC								
869	AIT Business Technologies, LLC	54464	Microsoft Office-Anti Virus	10/01/2024	409.00	.00		
869	AIT Business Technologies, LLC	54465	Server Backup	10/01/2024	199.99	.00		
869	AIT Business Technologies, LLC	54466	IT Services	10/01/2024	629.99	.00		
869	AIT Business Technologies, LLC	54467	Telephone Service	10/01/2024	150.00	.00		
869	AIT Business Technologies, LLC	54467	Water Telephone	10/01/2024	75.00	.00		
869	AIT Business Technologies, LLC	54467	Sewer Telephone	10/01/2024	75.00	.00		
869	AIT Business Technologies, LLC	FT-1315	Fax Line	10/01/2024	24.22	.00		
869	AIT Business Technologies, LLC	FT-1315	SCADA line	10/01/2024	162.10	.00		
Total AIT Business Technologies, LLC:					1,725.30	.00		
Arrow Maintenance								
848	Arrow Maintenance	6766	Town Parking Lot	09/30/2024	1,265.00	.00		
Total Arrow Maintenance:					1,265.00	.00		
Associated Appraisal Consultants, Inc								
31	Associated Appraisal Consultants,	176607	Town Assessor	10/01/2024	1,460.19	.00		
Total Associated Appraisal Consultants, Inc:					1,460.19	.00		
Badger Meter, Inc								
37	Badger Meter, Inc	80173774	Services	09/30/2024	246.96	.00		
Total Badger Meter, Inc:					246.96	.00		
Central Brown County Water Authority								
93	Central Brown County Water Auth	3501	September Water Billing	10/04/2024	44,997.07	.00		
Total Central Brown County Water Authority:					44,997.07	.00		
Charter Communications								
1150	Charter Communications	230431701100	October Fiber Services	10/01/2024	719.00	.00		
Total Charter Communications:					719.00	.00		
City of De Pere								
99	City of De Pere	202409275476	3rd Qtr Water Usage	09/27/2024	8,563.23	.00		
Total City of De Pere:					8,563.23	.00		
Clean Water Testing LLC								
102	Clean Water Testing LLC	9009367495	Water Testing	09/25/2024	32.00	.00		
102	Clean Water Testing LLC	9009368711	Water Testing	09/26/2024	360.00	.00		
Total Clean Water Testing LLC:					392.00	.00		
Core & Main LP								
200	Core & Main LP	V549323	Chimney Seal	09/27/2024	8,550.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Core & Main LP:					8,550.00	.00		
Country Visions Cooperative								
106	Country Visions Cooperative	1895	Grass Seed	09/25/2024	189.08	.00		
Total Country Visions Cooperative:					189.08	.00		
CRI DEVELOPMENT								
997	CRI DEVELOPMENT	24-04-0026	Contractor Deposit Refund-1568	09/30/2024	1,000.00	.00		
Total CRI DEVELOPMENT:					1,000.00	.00		
Diggers Hotline								
125	Diggers Hotline	240 9 19551	WF-Locate Service	09/30/2024	124.28	.00		
125	Diggers Hotline	240 9 19551	SF-Locate Service	09/30/2024	124.28	.00		
Total Diggers Hotline:					248.56	.00		
Envoy Solutions, LLC								
315	Envoy Solutions, LLC	401399	Park Supplies	09/27/2024	316.49	.00		
Total Envoy Solutions, LLC:					316.49	.00		
Fameree Consulting & Inspection								
154	Fameree Consulting & Inspection	1121	Electrical Inspection-3022 William	09/26/2024	316.80	.00		
154	Fameree Consulting & Inspection	1124	Electrical Inspection-2818 Mid Vall	09/29/2024	168.40	.00		
Total Fameree Consulting & Inspection:					485.20	.00		
Fisher Concrete Sawing, Inc								
972	Fisher Concrete Sawing, Inc	I2024-09-29	Town Hall Parking Lot Grade	09/30/2024	1,810.00	.00		
Total Fisher Concrete Sawing, Inc:					1,810.00	.00		
GFL Environmental								
1015	GFL Environmental	U60000233333	Trash Pick Up	09/20/2024	17,066.70	.00		
1015	GFL Environmental	U60000233333	Recycling Pick Up	09/20/2024	10,535.00	.00		
Total GFL Environmental:					27,601.70	.00		
Jefferson Fire & Safety, Inc.								
222	Jefferson Fire & Safety, Inc.	IN318731	Gloves - 2% Supplies	09/24/2024	249.37	.00		
Total Jefferson Fire & Safety, Inc.:					249.37	.00		
Jim's Johns, Inc.								
233	Jim's Johns, Inc.	19586	Park Portable Restroom	09/30/2024	314.00	.00		
Total Jim's Johns, Inc.:					314.00	.00		
Kodiak Excavating Inc								
254	Kodiak Excavating Inc	3526	Yard Waste Disposal	09/25/2024	185.00	.00		
Total Kodiak Excavating Inc:					185.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Mail Haus, Inc								
410	Mail Haus, Inc	0183896	Newsletter Fall/Winter 2024	09/26/2024	2,585.92	.00		
410	Mail Haus, Inc	0183948	Water Billing- Water Fund	09/30/2024	789.29	.00		
410	Mail Haus, Inc	0183948	Water Billing-Sewer Fund	09/30/2024	789.28	.00		
Total Mail Haus, Inc:					4,164.49	.00		
Marshland Transplant Aquatic								
278	Marshland Transplant Aquatic	4420	Plants @ Mahogany Pond	09/24/2024	540.00	.00		
278	Marshland Transplant Aquatic	4429	Seed Mix for Mahogany/Parkway	09/26/2024	4,347.00	.00		
Total Marshland Transplant Aquatic:					4,887.00	.00		
MCC Inc								
282	MCC Inc	48650	Nutmeg Court Paving	09/30/2024	10,988.97	.00		
Total MCC Inc:					10,988.97	.00		
Menards Inc								
286	Menards Inc	37580	Water Tower Repairs	09/30/2024	35.47	.00		
286	Menards Inc	37633	Soil	10/01/2024	38.94	.00		
286	Menards Inc	37677	Park Supplies	10/02/2024	21.95	.00		
Total Menards Inc:					96.36	.00		
Minten, Kurt								
258	Minten, Kurt	100924	Water Training - Kurt, Drake & Col	10/09/2024	90.00	.00		
Total Minten, Kurt:					90.00	.00		
Oshkosh Fire & Police Equipment								
320	Oshkosh Fire & Police Equipment	195178	Boots - 2% supplies	09/24/2024	337.00	.00		
Total Oshkosh Fire & Police Equipment:					337.00	.00		
PJ Kortens Company, Inc.								
332	PJ Kortens Company, Inc.	10025140	Annual Service	10/04/2024	1,170.40	.00		
Total PJ Kortens Company, Inc.:					1,170.40	.00		
PTS CONTRACTORS, INC								
952	PTS CONTRACTORS, INC	2024-20	Mid Valley Sewer Repair - DOT TI	08/31/2024	42,258.46	42,258.46	10/03/2024	
Total PTS CONTRACTORS, INC:					42,258.46	42,258.46		
QS1, INC								
1088	QS1, INC	1306	Truck #F2	09/25/2024	4,222.25	.00		
1088	QS1, INC	1312	Truck #4	10/01/2024	1,824.50	.00		
Total QS1, INC:					6,046.75	.00		
Quill Corporation								
349	Quill Corporation	40644067	Office Supplies-General Fund	09/18/2024	50.00	.00		
349	Quill Corporation	40644067	Office Supplies-WF	09/18/2024	25.00	.00		
349	Quill Corporation	40644067	Fire Dept Supplies	09/18/2024	99.99	.00		
349	Quill Corporation	40644067	Office Supplies-SF	09/18/2024	25.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Quill Corporation:					199.99	.00		
R & R Insurance Services, Inc								
1099	R & R Insurance Services, Inc	3097771	Insurance Services	10/02/2024	232.50	.00		
Total R & R Insurance Services, Inc:					232.50	.00		
Renning, Lewis & Lacy, s.c								
1197	Renning, Lewis & Lacy, s.c	7331827	General Legal-September	09/30/2024	1,075.00	.00		
Total Renning, Lewis & Lacy, s.c:					1,075.00	.00		
Rent-A-Flash of WI Inc								
361	Rent-A-Flash of WI Inc	92627	Speed Limit Signs	10/02/2024	106.53	.00		
361	Rent-A-Flash of WI Inc	92627	Fire Dept. Training Ahead Signs	10/02/2024	210.00	.00		
361	Rent-A-Flash of WI Inc	92627	Little Rapids/Torchwood Trl Street	10/02/2024	95.00	.00		
Total Rent-A-Flash of WI Inc:					411.53	.00		
Securian Financial Group, Inc								
944	Securian Financial Group, Inc	002832L-1124	Life Insurance	10/07/2024	342.91	.00		
Total Securian Financial Group, Inc:					342.91	.00		
Sherwin Industries Inc								
684	Sherwin Industries Inc	SS104510	Manhole Protector Rings	09/30/2024	1,716.79	.00		
Total Sherwin Industries Inc:					1,716.79	.00		
Sun Belt Rentals								
687	Sun Belt Rentals	159766179-00	Lift Rental for Tree Removal	09/26/2024	1,015.00	.00		
Total Sun Belt Rentals:					1,015.00	.00		
Truck Equipment Inc.								
429	Truck Equipment Inc.	1116191-00	Graphics for Fire Chief Vehicle	10/02/2024	1,242.85	.00		
429	Truck Equipment Inc.	1118328-00	Truck #4	10/08/2024	16.69	.00		
Total Truck Equipment Inc.:					1,259.54	.00		
Village of Ashwaubenon								
448	Village of Ashwaubenon	8640	3rd Qtr Water Usage	09/26/2024	169.76	.00		
Total Village of Ashwaubenon:					169.76	.00		
Village of Hobart								
450	Village of Hobart	093024	Grants	10/04/2024	353.03-	.00		
450	Village of Hobart	093024	Law & Ordinance Violations	10/04/2024	3,212.38-	.00		
450	Village of Hobart	093024	Judge Salary	10/04/2024	233.34	.00		
450	Village of Hobart	093024	Court Clerk Wages	10/04/2024	958.62	.00		
450	Village of Hobart	093024	Mun Court Payroll Taxes	10/04/2024	91.18	.00		
450	Village of Hobart	093024	Mun Court Retirement	10/04/2024	66.14	.00		
450	Village of Hobart	093024	Court Health/Dental/Life/WC	10/04/2024	2.16	.00		
450	Village of Hobart	093024	Municipal Attorney	10/04/2024	468.02	.00		
450	Village of Hobart	093024	Court Supplies	10/04/2024	146.50	.00		
450	Village of Hobart	093024	Police/Admin Salaries	10/04/2024	33,491.70	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
450	Village of Hobart	093024	Police/Adm Payroll Taxes	10/04/2024	2,468.80	.00		
450	Village of Hobart	093024	Police Retirement Expense	10/04/2024	4,576.60	.00		
450	Village of Hobart	093024	Health, Dental, Life, Wrk comp	10/04/2024	6,350.10	.00		
450	Village of Hobart	093024	Police Seminars/Conf/Training	10/04/2024	141.83	.00		
450	Village of Hobart	093024	Telephone/Cell/Radios	10/04/2024	127.10	.00		
450	Village of Hobart	093024	Police Vehicle Maintenance	10/04/2024	147.14	.00		
450	Village of Hobart	093024	Police Supplies	10/04/2024	668.48	.00		
450	Village of Hobart	093024	Blood Draws	10/04/2024	15.50	.00		
450	Village of Hobart	093024	Police Fuel Expenses	10/04/2024	1,302.18	.00		
450	Village of Hobart	093024	Police Captial Equipment	10/04/2024	53.17	.00		
450	Village of Hobart	093024	Police Vehicle Lease	10/04/2024	2,301.16	.00		
450	Village of Hobart	093024	Background Checks	10/04/2024	21.30	.00		
Total Village of Hobart:					50,065.61	.00		
Yesterday's Trees LLC								
552	Yesterday's Trees LLC	238089	Tree Removal - Apple Creek Ct.	09/29/2024	2,000.00	.00		
Total Yesterday's Trees LLC:					2,000.00	.00		
Grand Totals:					228,846.21	42,258.46		

Dated: _____

Town Chairman: _____

Town Supervisor: _____

Clerk/Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$.00 included.

Paid and unpaid invoices included.



Agenda Item Review

Meeting Date: 10/14/2024
Agenda Item#: 8

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

REPORT TO: Town Board of Supervisors
REPORT FROM: Scott Beining, Building Inspector/Zoning Administrator
AGENDA ITEM: **Staff Report-Planning/Zoning items**

1. **Public Hearing:** Request for a Conditional Use Permit (CUP) for more than 2 dogs (Town Ord. 107-2) for 2788 Lost Dauphin Rd at Parcel L-516-5 by Jeremy & Nadya Jenkins.
2. Consideration of Request for a Conditional Use Permit (CUP) for more than 2 dogs (Town Ord. 107-2) for 2788 Lost Dauphin Rd at Parcel L-516-5 by Jeremy & Nadya Jenkins.

Review of Recommendations and Reports from Planning & Zoning Board:

Similar to recent requests for 3 dogs in the town. The owner's application is thorough and complete. P/Z voted unanimously to recommend approval. Similar conditions as previous CUP requests are suggested. Staff recommends approval.

The owners have licensed all 3 dogs in anticipation of the approval and in efforts to keep current on license.

- A. Consideration of Sign Review at 2818 Mid Valley Drive, Parcel L-464-1 by Graphic House Inc. Fabick proposed signage for new facilities. This is within the highway corridor with increased signage allowances per Ordinance 300-150. Fabick has a street frontage of 1100 ft which allows for a total of 850 SF of signage. The proposed signage totals 778 SF, so within ordinance allowances. The main freestanding sign will be 30', a max. of 50' height is allowed. All proposed signage complies with regulations. P/Z voted 6-0 to recommend approval on 10/9/24. Staff recommends approval.
- B. Consideration of 2 Lot Certified Survey Map (CSM) at 1845 Williams Grant Drive, Parcel L-167-1 by Justin Hewitt.
The 2 lot CSM creates a new R-1 lot which is 3.627 acres and 125' width which complies with the requirements of R-1 zoning. The S/W laterals are in place for the new lot. Staff recommends approval. P/Z voted 6-0 to recommend approval on 10/9/24
- C. Consideration of Conditional Use Permit (CUP) for Automotive sales, rental, and leasing at 2090 Mid Valley Drive, Parcel L-433-2 by Kriete Roger LLC.
SET PUBLIC HEARING ONLY FOR NOV. 11? P/Z voted 6-0 on 10/9/24 to recommend approval. Draft CUP in packet.

- D. Consideration of Conditional Use Permit (CUP) for dwelling unit on B-1 (Business) zoning at 3466 Mid Valley Drive, Parcel L-85-1-1 by Samuel Timmerman.

SET PUBLIC HEARING ONLY FOR NOV. 11? P/Z voted 6-0 on 10/9/24 to recommend approval with conditions. Draft CUP in packet.

- E. Consideration of Conditional Use Permit (CUP) for a church at 0 Lawrence Drive, Parcel L-461 by Fisher & Associates LLC.

SET PUBLIC HEARING ONLY FOR NOV. 25?

We anticipate the site plan review will be to the Town Board at that same meeting.

P/Z voted 6-0 on 10/9/24 to recommend approval with conditions. Draft CUP in packet.

TOWN OF LAWRENCE, WI
PUBLIC HEARING NOTICE

Please take notice a public hearing will be held with the Town of Lawrence Board of Supervisors on Monday, October 14, 2024, at 6:00PM or as shortly thereafter as possible at the Lawrence Town Hall located at 2400 Shady Court. This meeting will be held to receive testimony, either oral or written, on the following:

1. Request for a Conditional Use Permit (CUP) for more than 2 dogs (Town Ord. 107-2) for 2788 Lost Dauphin Rd at Parcel L-516-5 by Jeremy & Nadya Jenkins.

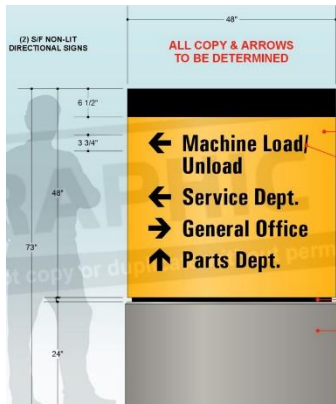
Cindy Kocken, Clerk-Treasurer
Town of Lawrence
September 25, 2024

Posted at the following on September 30th and October 7th, 2024

- Town Hall, 2400 Shady Court*
- Town of Lawrence website*
- Property owners notified within 500 feet of subject property*
- Notice in Green Bay Press Gazette*



South Perspective

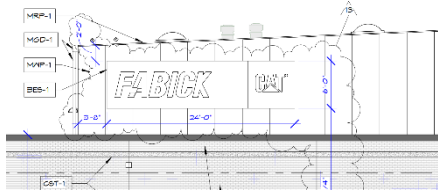


1) Double Face Non-lit Aluminum Monument Cabinet, 48" x 48" formed aluminum custom shape cabinet painted with vinyl graphics, 1" formed aluminum reveal, single steel support mounted onto concrete base
 Square footage: 16

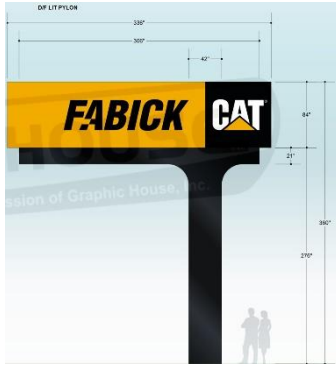
Setbacks
 Left: 176'
 Front: 142'



2) 72" x 288" single face non-lit wall sign, mounted flush to wall
 Square footage: 144
 Setbacks
 Left: 260' (nearest building corner)
 Front: 227'

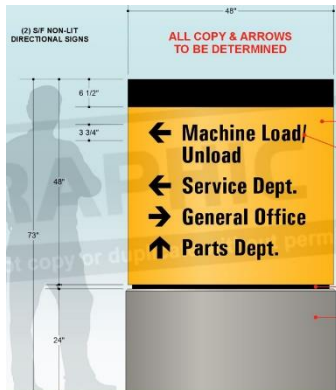


Placement on building
 Left edge to side of building: 3' 8"
 Top edge to roofline: 2'
 Bottom edge to ground: 22'-2 1/4"



3) 84" x 336" pylon cabinet with plated pole support tork tube arm with cladding, single offset support pole with cladding, direct set into standard soil conditions at 360" overall height
 Square footage: 196

Setbacks
 Left: 228' 9 7/8"
 Front: 50'-0"

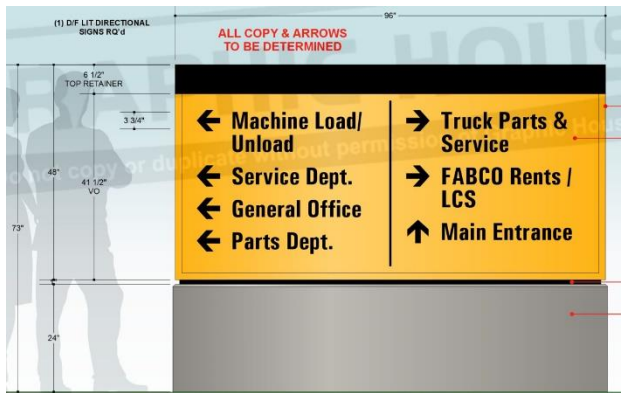


4) Double Face Non-lit Aluminum Monument Cabinet, 48" x 48" formed aluminum custom shape cabinet painted with vinyl graphics, 1" formed aluminum reveal, single steel support mounted onto concrete base
 Square footage: 16

Setbacks
 Left: 172'-8 1/16"
 Front: 8'-0"



East Perspective



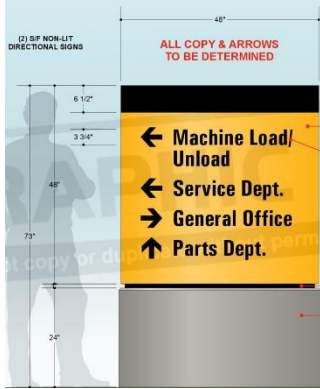
1) Double face Lexan face Monument Cabinet, 48" x 96" custom shape formed aluminum cabinet with white Lexan face and vinyl graphics, internally illuminated with white LEDs, 1" formed aluminum reveal, single steel support mounted onto concrete base.
 Square footage: 32

Setbacks
 Left: 535'-9 1/4"
 Front: 8'-0"



2) 10'-0" x 2'-6" monolith on concrete base
 Square footage: 25

Setbacks
 Right: 472'
 Front: 272'



3) Double Face Non-lit Aluminum Monument Cabinet, 48" x 48" formed aluminum custom shape cabinet painted with vinyl graphics, 1" formed aluminum reveal, single steel support mounted onto concrete base.

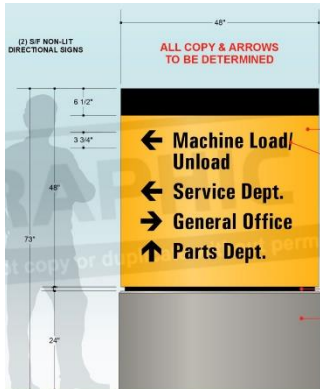
Square footage: 16

Setbacks

Right: 435'

Front: 35'

Not Pictured – Truck Entry Directional



Double Face Non-lit Aluminum Monument Cabinet, 48" x 48" formed aluminum custom shape cabinet painted with vinyl graphics, 1" formed aluminum reveal, single steel support mounted onto concrete base.

Square footage: 16

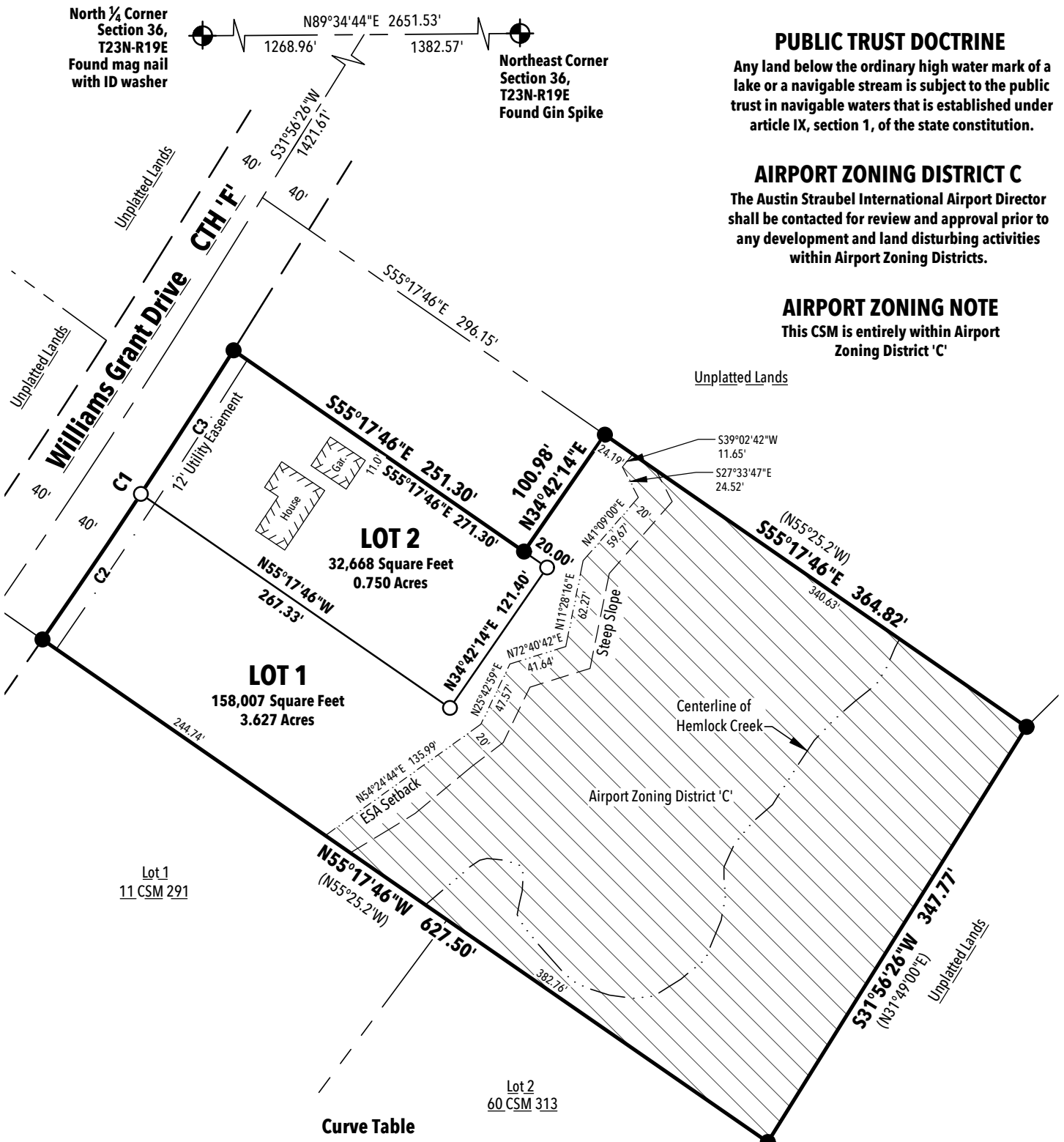
Setbacks

Right: 268'-4 1/2"

Front: 8'-0"

CERTIFIED SURVEY MAP

ALL OF LOT 1, CERTIFIED SURVEY MAP, MAP NUMBER 9021, DOCUMENT NUMBER 2851623, LOCATED IN PART OF GOVERNMENT LOT 2, SECTION 36, TOWNSHIP 23 NORTH, RANGE 19 EAST, TOWN OF LAWRENCE, BROWN COUNTY, WISCONSIN



PUBLIC TRUST DOCTRINE

Any land below the ordinary high water mark of a lake or a navigable stream is subject to the public trust in navigable waters that is established under article IX, section 1, of the state constitution.

AIRPORT ZONING DISTRICT C

The Austin Straubel International Airport Director shall be contacted for review and approval prior to any development and land disturbing activities within Airport Zoning Districts.

AIRPORT ZONING NOTE

This CSM is entirely within Airport Zoning District 'C'

Curve Table

Curve #	Delta	Radius	Length	Chord Direction	Chord Length	Tangent Bearing	Second Tangent Bearing
C1	2°26'51"	5769.58'	246.47'	N33°27'00.5"E	246.45'	N34°40'27"E	N32° 13' 35"E
C2	1°14'29"	5769.58'	125.00'	N34°03'12.5"E	125.00'	N34°40'27"E	N33° 25' 58"E
C3	1°12'22"	5769.58'	121.47'	N32°49'47"E	121.46'	N33°25'58"E	N32° 13' 35"E

LEGEND

- Set 1" x 18" Iron Pipe with cap weighing 1.13 lbs./lin. ft.
- Existing 1" Iron Pipe
- County Monument
- Environmentally Sensitive Area (ESA) depicted on CSM #9567

SCALE: 1" = 100'



Bearings are based on the Brown County Coordinate System. The north line of Lot 2, Section 36, T23N-R19E, bears N89°34'44"E.

AFFECTED TAX PARCELS

L-169-1

REL Robert E. Lee & Associates, Inc.

1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releecinc.com

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SHEET 1 OF 4

CERTIFIED SURVEY MAP

ALL OF LOT 1, CERTIFIED SURVEY MAP, MAP NUMBER 9021, DOCUMENT NUMBER 2851623, LOCATED IN PART OF GOVERNMENT LOT 2, SECTION 36, TOWNSHIP 23 NORTH, RANGE 19 EAST, TOWN OF LAWRENCE, BROWN COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, Troy E. Hewitt, Professional Land Surveyor, do hereby certify that by the order and under the direction of the owners listed hereon, I have surveyed, mapped and divided all of Lot 1, Certified Survey Map, Map Number 9021, Document Number 2851623, located in part of Government Lot 2, Section 36, Township 23 North, Range 19 East, Town of Lawrence, Brown County, Wisconsin.

Said parcel contains 190,676 Square Feet (4.377 Acres) of land more or less. Subject to any and all easements and restrictions of record.

That the within map is a true and correct representation of the exterior boundaries of the land surveyed and the division of that land and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and Brown County Planning Commission in the surveying, mapping and dividing of the same.

Dated this _____ day of _____, 2024.

Troy E. Hewitt PLS #2831
ROBERT E. LEE & ASSOCIATES, INC.

NOTES

1. A shoreland permit from the Brown County Zoning Administrator's office is required for Lot(s) 1 & 2 prior to construction, fill, excavation, or grading activity within 300 feet of a stream.
2. A Brown County Highway Department access permit must be obtained prior to any construction of a new street/road connection or driveway to a County Trunk Highway.

LOT DRAINAGE RESTRICTIVE COVENANT

The land on all side and rear lot lines of all lots shall be graded by the lot owner and maintained by the abutting property owners to provide for adequate drainage of surface water.

EROSION CONTROL NOTE

The property owners, at the time of construction, shall implement the appropriate soil erosion control methods outlined in the Wisconsin Construction Site Erosion and Sediment Control Technical Standards (available from the Wisconsin Department of Natural Resources) to prevent soil erosion. However, if at the time of construction the Town has an adopted soil erosion control ordinance, it shall govern over this requirement. This provision applies to any grading, construction, or installation-related activities.

ESA RESTRICTIVE COVENANT

Lot 1 contains an environmentally sensitive area (ESA) as defined in the Brown County Sewage Plan. The ESA includes wetlands, navigable waterways and all land within 75 feet of the ordinary high water mark of navigable waterways. Development and land disturbing activities are restricted in the ESA unless amendments are approved by the Brown County Planning Commission and the Wisconsin Department of Natural Resources.

CERTIFIED SURVEY MAP

ALL OF LOT 1, CERTIFIED SURVEY MAP, MAP NUMBER 9021, DOCUMENT NUMBER 2851623, LOCATED IN PART OF GOVERNMENT LOT 2, SECTION 36, TOWNSHIP 23 NORTH, RANGE 19 EAST, TOWN OF LAWRENCE, BROWN COUNTY, WISCONSIN

OWNERS CERTIFICATE

As Owner's, we hereby certify that we caused the land described on this certified survey map to be surveyed, divided, mapped and granted (easement) as represented on this map. We also do further certify that this Certified Survey Map is required by s-236.34 to be submitted to the following for approval or objection:

TOWN OF LAWRENCE
CITY OF DE PERE
BROWN COUNTY PLANNING COMMISSION

Justin M. Hewitt _____ Date _____

Nicole J. Hewitt _____ Date _____
(FKA Nicole J. Lindquist)

STATE OF WISCONSIN)
_____ COUNTY) SS

Personally came before me this _____ day of _____, 2024, the above named Jim Appleton, to me known to be the same person who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin

(print name) _____

My commission expires: _____

CONSENT OF MORTGAGEE

I, _____, mortgagee of the herein described land, do hereby consent to the surveying, dividing, mapping and granting (easement) of the land described on this Certified Survey Map, and we do hereby consent to the owner certificate of Justin and Nicole Hewitt.

Witness the hand and seal of _____, Mortgagee, this _____ day of _____, 2024.

In the presence of:

(Print name and title above)

STATE OF _____)
_____ COUNTY) SS

Personally came before me this _____ day of _____, 2024, the above named to me known to be the same persons who executed the foregoing instrument and acknowledged the same.

Notary Public, State of _____

(print name) _____

My commission expires: _____



1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com

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CERTIFIED SURVEY MAP

ALL OF LOT 1, CERTIFIED SURVEY MAP, MAP NUMBER 9021, DOCUMENT NUMBER 2851623, LOCATED IN PART OF GOVERNMENT LOT 2, SECTION 36, TOWNSHIP 23 NORTH, RANGE 19 EAST, TOWN OF LAWRENCE, BROWN COUNTY, WISCONSIN

CERTIFICATE OF THE BROWN COUNTY PLANNING COMMISSION

Approved for the Brown County Planning Commission this _____ day of _____, 2024.

Devin Yoder
Senior Planner

TOWN BOARD APPROVAL CERTIFICATE

Approved by the Town of Lawrence this _____ day of _____, 2024.

Cindy Kocken, Clerk-Treasurer

CITY OF DE PERE EXTRA TERRITORIAL APPROVAL CERTIFICATE

Approved by the City of De Pere this _____ day of _____, 2024.

Peter Schlein, Senior Planner

TREASURER'S CERTIFICATE

As Brown County Deputy Treasurer, I hereby certify that the records in our office show no unredeemed taxes and no unpaid or special assessments affecting any of the lands included in this Certified Survey Map (L-169-1) as of the date listed below.

Charles Mahlik
Brown County Deputy Treasurer

Date



Agenda Item Review	
Meeting Date:	10/14/2024
Agenda Item#:	11

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

REPORT TO: Dr. Lanny Tibaldo, Town Board Chairman, Town Board
REPORT FROM: Patrick Wetzel, Town Administrator
AGENDA ITEM: **Consider Pay Request for New Plow Truck Chassis – Packer City Int’l**

FISCAL IMPACT:

- | | |
|------------------------------|---|
| 1. Is there A Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | Yes, funds financed in late 2023 for truck/loader |

Item History

The Town ordered a new snow plow truck through Packer City International (chassis) and Olson Trailer & Body (build/plow equipment) in June 2022. It was anticipated a new truck would take 18-24 months for delivery at the time.

The total for the truck was quoted at \$238,269, with some confidence from the suppliers that the truck may be built and completed for delivery. The chassis vendor has been in touch with us that there’s been some difficulty in getting the truck through 2023 and early 2024. The chassis has been delivered to Olson for the body and remaining buildout. At one point, International had been contemplating deleting the 2022 orders due to supply chain factors, which would have set us back completely on this order. Packer City worked with manufacturer to not cancel 2022 orders and keep in queue. We were able to keep our spot in line based on when order was placed, opposed to having to start over on an order.

Though we kept our spot in line, the down side is that an additional model year and emissions year have passed which increases the cost for each at about \$3,000 on the chassis. The roughly \$6k increase in chassis costs is still below our next lowest quote from 2022, as International trucks were at least \$13,000 below the others. The additions are slated to be \$6,070 in total. Mark Winkler from Packer City International will be on hand at the meeting to discuss. We’d request approval to pay for the chassis from Packer City.

Much of the parts and components for the build were ordered in summer 2022 to get them in transit to Olson and also to prevent price hikes and supply chain delays. Olson had requested payment on the components at the end of 2023, as they’d been sitting on the product while waiting for the truck chassis to be built and delivered. As we’ve received the borrowed funds to pay for the truck in late 2023, we had the funds on hand to pay the roughly \$52k portion of the body components to Olson.

Recommended Action:

Review cost amount for new plow truck chassis and consider approval on paying to Packer City International – original cost of \$103,519 plus \$6,070 increases as discussed.



Agenda Item Review

Meeting Date: October 14, 2024
Agenda Item#: 13

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

REPORT TO: Dr. Lanny Tibaldo, Town Board Chairman, Town Board
REPORT FROM: Patrick Wetzel, Town Administrator
AGENDA ITEM: **Consider Ordinance 2024-006 – Amend Snowmobile Trail to French Road**

FISCAL IMPACT:

- | | |
|------------------------------|-----------|
| 1. Is there A Fiscal Impact? | <u>No</u> |
| 2. Is it Currently Budgeted? | No |

Item History

The West DePere Snow Owls snowmobile club has maintained a local network of snowmobile trails through the community and area.

Historically, the trail crossed under I-41 at Little Rapids Road, and thus utilizes portions of the Town’s road and road right of way in this area. This trail is outlined by existing Town ordinance (attached).

Due to the recent development within Lawrence Parkway, Little Rapids Road and Lawrence Drive, we’ve been in touch with the snowmobile club annually to let them know about development timelines through these areas.

The club has recently submitted a request to consider moving the trail off of Little Rapids Road (east of French Road) and instead to re-route the designated trail in this area to French Road, between Little Rapids Rd and Freedom Rd/CTH S.

The club has been in touch with French Road residents and has also submitted a letter of support from resident Scott Lax, in addition to appearing before the Town Board at the 9/23/24 meeting to discuss this request.

Recommended Action By Town Board

Recommend approval of ordinance to modify the snowmobile trail to French Road between Little Rapids Rd and Freedom Road, allowing a crossing at Freedom Road.

**ORDINANCE 2024-006 OF THE TOWN OF LAWRENCE, WISCONSIN
TO AMEND ORDINANCE SECTION 204-13 – Snowmobile Trail Designated**

Purpose: The purpose of this Ordinance is to amend the current code regarding the designated snowmobile trail.

The Town Board of Supervisors of the Town of Lawrence do ordain as follows:

Section 1: Town of Lawrence Ordinance Section 204-13 is hereby repealed and replaced to read as follows:

§ 204-13. Snowmobile trail designated.

- A. A snowmobile trail route has been designated within the road right-of-way of a portion of Little Rapids Road and French Road for the purpose of travelling with a snowmobile. The designated trail route is to include a portion on the roadway of Little Rapids Road for approximately 450 feet from the west right-of-way at the intersection of Mid Valley Road and Little Rapids Road to the east right-of-way at the intersection of French Road and Little Rapids Road. Further, the designated trail route is to include along the west right-of-way on French Road from Little Rapids Road to Freedom Road/CTH S for approximately 4,500 feet. The designated trail will allow for a crossing of Freedom Road to connect to existing trails on private property. The designated trail route includes a portion on the roadway for approximately 450 feet on Little Rapids Road in order to cross underneath Interstate 41 and a portion on the roadway for approximately 900 feet at the south end of French Road due to topography and existing guard rail on the approach to Freedom Road. The designated trail route includes a crossing of Freedom Road slightly east of the intersection with French Road.
- B. The snowmobile club or snowmobile organization responsible for the snowmobile trail that leads to the roadway trail will be solely responsible for any and all road damages on the designated trail. The degree of damage shall be determined by the Town Board.
- C. The Town of Lawrence Town Board has the right to rescind this section and close the designated trail on Little Rapids Road for the following reasons:
 - (1) Lack of compensation for needed road repairs due to snowmobiles.
 - (2) Safety issues.
 - (3) Any other issues deemed not to be in the best interest of the Town of Lawrence.

Section 2: Severability

If any provision of this ordinance is found invalid or unconstitutional, or if the application of this Ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or application of this Ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this Ordinance are severable.

Section 3: This amendment to existing ordinances shall be effective upon passage and publication as provided by Law.

Passed by the Town Board of Supervisors of the Town of Lawrence, Wisconsin on this 14th day of October 2024.

TOWN OF LAWRENCE

Introduced by:

Seconded by:

Vote: -ayes, -nays

Town Chairman, Lanny Tibaldo

Attest: _____
Town Clerk, Cindy Kocken



Agenda Item Review

Meeting Date: October 14, 2024
Agenda Item#: 14

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

REPORT TO: Dr. Lanny Tibaldo, Town Board Chairman, Town Board
REPORT FROM: Patrick Wetzal, Town Administrator
AGENDA ITEM: Consider Ord 2024-007 – To Create Special Events Ordinance – Chapter 250

FISCAL IMPACT:

- | | |
|------------------------------|--|
| 1. Is there A Fiscal Impact? | <u>Yes, permit revenues and staff effort to review</u> |
| 2. Is it Currently Budgeted? | Yes, for 2025 projections |

Item History

Following up on the discussion last few meetings of the proposed special events ordinance to be implemented in the Town, we've implemented minor changes and some verbiage/grammar as recommended by the Town Attorney.

Recommending to number this section Chapter 250.

Recommended Action By Town Board

Recommend approval of Ordinance 2024-008 – To Create Chapter 250 – Special Events Ordinance.

**ORDINANCE 2024-007 OF THE TOWN OF LAWRENCE, WISCONSIN
TO CREATE CHAPTER 250,
SPECIAL EVENTS PERMIT ORDINANCE**

Section 1: Town of Lawrence Ordinance Chapter 250 – Special Events Permit Ordinance, Sections 250-1 through 250-12.

§ 250-1 Title.

The title of this chapter shall be the "Special Event Permit Ordinance."

§ 250-2 Purpose and intent.

The purpose and intent of this chapter is to protect the public interest and promote the general health, safety, and welfare of the Town by establishing rules and a permit process to hold a special event on any property within the Town to address potential impacts on the general public of a special event, including without limitation noise, light, dust, traffic, parking, and other public health safety and welfare concerns. Further, the purpose and intent of this chapter is to promote the economic welfare and general prosperity of the community by safeguarding and preserving property values by addressing potential impacts of a special event. Any determination of discretion by the Town provided herein shall be exercised in a manner consistent with this provision.

§ 250-3 Applicability; administration.

This chapter is intended to apply to all persons within the Town, and its provisions shall be administered by the Town Board, and/or other Town officials designated by the Town Board. This chapter does not apply to any event which is sponsored by the Town.

§ 250-4 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

APPLICANT

Any person applying for a special event permit.

EXPRESSIVE ACTIVITY

Conduct, the sole or principal object of which is the expression dissemination or communication by verbal, visual, literary, or auditory means of opinion, views, or ideas and for which no fee or donation is charged or required as a condition of participation in or attendance at such activity. It includes public oratory and distribution of literature, and picketing.

PERSON

Any person, firm, partnership, association, corporation, company, governmental entity, or organization of any kind.

SPECIAL EVENT

Events that include, but are not limited to, fun runs, roadway foot races, fundraising walks, bicycle races, parades, carnivals, shows, gatherings, circuses, block parties, festivals, fireworks, and/or involve one or more of the following factors:

A. The event is to be conducted on public property or right-of-way; or the event is to be conducted on

private property, open to the public and not within the normal and ordinary use of the property

- B. The event will cause an impact on traffic congestion or traffic flow to and from the event over public streets or rights-of-way or will impact public streets or rights-of-way near the event.
- C. The event is likely to create the need for Town-provided emergency services, such as police, fire, or medical aid.
- D. The event will have an impact on the use and enjoyment of neighboring properties.
- E. The event requires additional permits, inspections, or variances.
- F. The event will be held at a Town Park, and expected attendance will exceed the maximum capacity set by the Town. Such special event permit shall be in addition to any street, park use, or other regular permits as may be required by ordinance.
- G. The Town reserves the right to deem an event a “special event”.

§ 250-5 Permit requirements.

- A. No person shall conduct a special event within the Town of Lawrence without first having obtained a rental and/or special event permit.
- B. Any person may file an application for a special event permit, subject to the following requirements:
 - (1) Application for a special event permit shall be filed with the Town Clerk-Treasurer based on the permit structure (refer to §250-12) If an application is filed less than the required time based on the permit structure prior to the proposed event, the Town may attempt to process the application but is not obligated to do so.
 - (2) Payment is required for the application fee (refer to §250-13 Special Events Fees) at the time of submittal, and the application shall contain such information as the Town Clerk-Treasurer may require.
 - (3) The permit shall set forth the exact days on which and the exact location where such activities shall be carried out and shall be valid only during the dates and times and at the location specified.
 - (4) The applicant for the permit shall provide the Town with a complete list of sponsors and vendors at the time of making the application as well as a map for approval showing the location of booths, tents, port-a-potties, and other special and temporary facilities on the special event property.
- C. Upon receipt of both the application for a permit and the fee, the Town Clerk-Treasurer shall review the information given on the application for conformity with the provisions of this section. The Town Clerk-Treasurer shall distribute the application and accompanying materials to the Police Department, Fire Department, Public Works Department, Building Inspection Department and any other appropriate department for review and comment. If the applicable requirements are satisfied, the Town Clerk-Treasurer will then forward the application to the Town Administrator or his/her designee.
- D. The Town Administrator or his/her designee shall review the application and recommend to Town Board Supervisors for review on Class I or II permits for approval, denial, or approval with conditions. Class III permits will be reviewed by Town Administrator or his/her designee for approval, denial, or approval with conditions. The permit shall be signed by the Town Administrator or his/her designee and shall be issued to the applicant, who, in turn, shall issue identification permits to each vendor approved

by the applicant. All vendors shall prominently display these permits during the event period.

- E. A special event permit is not required for the following, unless the event is deemed to have a significant impact on Town services and/or the community. This could include but not limited to 250-6 a-g. Permit application may be required if determined to have a significant impact on Town Services. However, they may be exempt from permit application fees and insurance requirements to be determined by Town Administrator or his/her designee. Fees for services rendered by the Town shall apply.
- (1) Parades, athletic events, or other special events that occur exclusively on Town property and are sponsored or conducted in full by the Town of Lawrence.
 - (2) Funeral and wedding processions.
 - (3) Military convoys.
 - (4) Groups required by law to be so assembled.
 - (5) Gatherings not exceeding maximum capacity in a Town Park, unless merchandise or services are offered for sale or trade.
 - (6) Temporary sales conducted by businesses, such as holiday sales, grand opening sales, or anniversary sales.
 - (7) Garage sales and rummage sales.
 - (8) The exhibition of films or motion pictures.
 - (9) Other similar events and activities which do not directly affect or use Town services or property.
 - (10) A gathering for the specific purpose of expressive activity without violation of local, state, and federal laws

§ 250-6 Permit Conditions.

In addition to any conditions that may be imposed as provided at § 250-6 D, any person or applicant for a special event shall satisfy all of the following permit conditions, if applicable:

- A. Liability insurance. The person, applicant, or vendor with a Class I or Class II permit application shall be required to supply the Town with a certificate of insurance with coverage in the amount of not less than \$1,000,000 combined single limit per event and naming the Town as an additionally insured party. Those events that will be required to provide the aforementioned insurance include, but are not limited to:
- 1) an event that includes alcohol; or
 - 2) an event that is anticipated to have attendance greater than 50 people per day; or
 - 3) an event that includes a road closure.

Proof of insurance shall be submitted to the Town a minimum of 30 days before the start of the event. The applicant shall also be required to notify the Town in the event there is a modification of any of the terms of the insurance coverage.

The Person or applicant for a Class III permit application may be required to submit proof of insurance to the Town as determined by Town Administrator or his/her designee. Such notification shall be provided not less than two weeks prior to the effective date of that termination.

- B. Indemnification. In all cases, the person or applicant shall indemnify, defend, and hold harmless the Town, its employees, and agents against all demands, claims, liabilities, losses, damages, or expenses, including but not limited to reasonable attorney's fees, incurred by the Town for any damage or injury to person or property caused by or resulting from in any way the activities for which the permit is granted. No permit may be issued unless the person or applicant has agreed to this indemnification in writing and in a manner confirming its enforceability.
- C. Town services. All requests by applicants for Town services must be made to the Town Administrator or his/her designee. The applicant shall be responsible for reimbursement to the Town for any Town personnel, services, equipment, and facilities provided for the special event in the following circumstances for special events: 1) when deemed necessary by the Town, or 2) when requested by the applicant and approved by the Town. For Town personnel, including local Police Department, Fire Department, Public Works Department and Building Inspection Department the reimbursable costs associated with the event shall include wages, overtime, and fringe benefits. An invoice shall be sent to the applicant, if applicable, for Town personnel, services, equipment, and facilities within 15 days following the event. (Refer to §250-13 Special Events Fees) Payment is due within 30 days of invoice. The Town reserves the right to require full or partial payment of estimated costs in advance. The event organizer must cancel in writing at least 48 hours before the event in order to be refunded for personnel costs.
- D. Police Department security services. Where in the Town's reasonable discretion the circumstances require a security presence due to the scope and nature of the event, the Hobart/Lawrence Police Department shall be utilized to provide the required security. Said security presence will be over and above the normal policing which would be provided; however, it is subject to emergent needs for policing which may otherwise exist at the time of the event. The Chief of Police or his/her designee shall determine the level of coverage necessary to provide adequate security for an event covered under this chapter. The applicant shall be required to reimburse the Town of Lawrence for security-related services in accordance with - §250-13 Special Events Fees.
- E. Cleaning/damage deposit. The applicant shall be required to submit to the Town a cleaning/damage deposit in accordance with §250-13 Special Events Fees, two weeks prior to the starting date of the event. The cleaning/damage deposit may be refunded to the applicant, if, upon inspection, the area and all village equipment use for the event is the condition it was prior to the commencement of the event, or a prorated portion thereof as may be necessary to reimburse the Town for loss or cleaning costs. The Town reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within 12 hours after the conclusion of the event. If the cost of restoring the area used for the event or the repair or replacement of Town equipment used for the event exceeds the amount of the damage deposit, the Village may invoice the event organizer the actual cost of the exceedance and upon failure to pay the invoice the Village may take any action available by law to collect that debt.
- F. Business license required. All vendors operating a revenue-generating business as part of a special event permit obtained under this Code section shall obtain and display any and all required Town permits for the duration of the event (i.e., alcohol). Only those vendors on the applicant's list of sponsors and participants shall be allowed to receive permits subject to permit application requirements. All persons serving beer and/or alcohol must hold an operator's license in accordance with Wis. Stats. §§ 125.17(1), 125.32(2), and 125.68(2). Vendors wishing to serve food items must also obtain any required permit or license from the Brown County Health Department. The applicant and all vendors shall comply with any other applicable State of Wisconsin Statutes and Brown County ordinances and shall be responsible for any additional required licenses or requirements.
- G. Applicant representative. The special event sponsoring applicant shall have at least one representative

on site during the event to coordinate events and enforce guidelines and standards on behalf of the Town and the County or State Health Department and shall also be the primary Town contact for the event. The applicant shall also provide sufficient staffing to provide assistance with crowd control, parking, and sanitation. The determination of what constitutes sufficient staffing will be made in conjunction with Town officials.

- H. Parking and access. A special event permit application shall include a plan identifying areas that may be reasonably expected to be utilized by event participants for off-street and on-street parking.
- I. Sanitary facilities, potable water and rest stations. The event organizer shall make reasonable accommodations for rest areas facilities throughout the course of the event or at the site of the event and outside of the Town street right-of-way.
- J. Refuse removal. The special event organizer shall be responsible for taking all reasonable efforts to pick up litter, debris, and refuse during, immediately following, and within 12 hours after the conclusion of the event throughout the course of the event or at the site of the event and outside the Town street right-of-way for debris attributable to the event.
- K. Inspections required. All tents or temporary structures must be installed in accordance with the Wisconsin Administrative Codes (Refer to Town Ordinance §116-12. The applicant shall be responsible for reimbursing the Town for any and all fire inspections required in association with the proposed event. Wiring shall be installed by a licensed electrician and a temporary permit issued with appropriate fees. All wiring shall be inspected by the Town prior to being energized. Failure to obtain inspections may result in the termination of the event.
- L. Termination of event. The Town reserves the right, in its discretion, to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Police or Fire Department and/or there is a violation of Town ordinances, state statutes or the terms of the applicant's permit. The Town Board may, in its discretion, revoke an approved special event permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

§ 250-7 Denial of permit.

Reasons for denial of a special event permit or termination of an event are determined at the discretion of the Town and may include, but are not limited to:

- A. The event will disrupt traffic within the Town beyond a reasonably practical solution
- B. The event will create a likelihood of endangering the public.
- C. The event will interfere with access to emergency services.
- D. The length, location, or time of the special event will cause undue hardship or excessive noise levels to adjacent businesses or residents.
- E. The event will require the diversion of Town resources that would unreasonably affect the maintenance of regular Town service levels.
- F. The application contains incomplete or false information.
- G. The applicant fails to provide proof of insurance.
- H. The applicant fails to agree to the indemnification requirements in this chapter.
- I. Any vendor fails to obtain the proper permits required by the Town.

- J. Inadequate provision for garbage or debris removal.
- K. Inadequate provision of temporary restroom facilities.
- L. Inadequate provisions for parking.
- M. The event conflicts with another event in the area.
- N. The applicant fails to comply with Town Ordinance Chapter 175, Licenses and Permits

§ 250-8 Violations and penalties.

Any person, applicant, organization, vendor, firm, or corporation violating any of the requirements of this chapter shall be subject to a forfeiture as defined in § 1-3 of the Town of Lawrence Municipal Code. Each violation shall be considered a separate offense. In addition, the Town may enforce this section by way of injunctive relief and all other remedies available at law and in equity.

§ 250-9 Notification to property owners or tenants.

The Town may condition any special event permit on a requirement that the person or applicant give written advance notice of the event and its probable impact to any property owners or tenants who will be impacted by the event.

§ 250-10 Appeal.

Any person or applicant that is denied a special event permit may appeal to the Town Board by requesting such appeal in writing to the Town Administrator. Pursuant to Wis. Stat. § 68.16, the Town Board elects that Chapter 68 shall not apply to any such appeal.

§ 250-11 Permit Classification

A. Event classification. There are three classes of events: Class I, Class II, and Class III. Each class has its own characteristics. An event does not have to have all the characteristics listed to be in the classification. The Town reserves the right to make a final determination of an event's classification in its discretion. The Town Board shall establish a list of approved fees in accordance with §250-13 Special Events Fees. No permit shall be issued without payment of the required permit fee(s).

(1) Class I:

(a) Requires Town Board approval

(b) Permit application must be submitted at least 60 days prior to scheduled event.

(c)Event will have approximately 200 or more participants and/or spectators.

(d)Event is open and may attract interest from the general population of the community and surrounding areas.

(e)Usually involves the closing of a street.

(f)May involve multiple events.

(2) Class II:

(a) Required Town Board Approval

(b) Permit application must be submitted at least 60 days prior to scheduled event.

(c)Event is open to the public but is only of interest to a certain segment of the community (i.e., runners,

walkers, supporters of certain causes, bicyclists, etc.) and may involve approximately 50 to 200 people.

(d) Most athletic events (i.e., tournaments).

(e) May involve the closing of a street.

(3) Class III:

(a) Requires Town Staff approval

(b) Permit application must be submitted at least 30 days prior to scheduled event.

(c) Event is open to the public but is only of interest to certain segments of the community (i.e. runners, walkers, supporters of certain causes, bicyclists, block parties etc.) and may involve approximately 50-200 people.

(d) May involve the closing of a street.

B. The permit application fee is for the application only, is nonrefundable and based upon staff time to adequately process the application and does not substitute or remove charges/fees outlined in the rest of this chapter. Applications that are filed less than the required days stated in each Class are subject to a double application fee which shall be paid before the application is considered.

§ 250-12 Special Event Fees

Special Event fees shall be determined by resolution and will be on file with the Town Clerk.

Section 2: Severability

If any provision of this ordinance is found invalid or unconstitutional, or if the application of this Ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or application of this Ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this Ordinance are severable.

Section 3: This amendment to existing, or creation of new, ordinances shall be effective upon passage and publication as provided by Law.

Dated at Town of Lawrence, Wisconsin on this 14th day of October 2024.

TOWN OF LAWRENCE

Introduced by:

Seconded by:

Vote: -ayes, -nay

Town Chairman, Lanny Tibaldo

Attest:

Town Clerk, Cindy Kocken



Agenda Item Review

Meeting Date: October 14, 2024
Agenda Item#: 15

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

REPORT TO: Dr. Lanny Tibaldo, Town Board Chairman, Town Board
REPORT FROM: Patrick Wetzel, Town Administrator
AGENDA ITEM: Consider Ordinance 2024-008 - Create Park Committee

FISCAL IMPACT:

1. Is there A Fiscal Impact? Yes, if decide to compensate for time at meetings
2. Is it Currently Budgeted? Yes, it would be included in future budgets

Item History

Continuing on discussion about the idea of implementing a new committee to review for park, recreation and likely bike/pedestrian trails in the community, here's a quick review of what we've discussed:

- Consider 5 members on new committee, up to one being a Town Board member
- Consider 5 year terms for new members, with the initial appointments being staggered to ensure only one member is up for appointment in each future year
- Determine whether to compensate for time, or consider this a volunteer committee (Planning & Zoning Committee members receive a stipend for their attendance at meetings, currently). *Right now, we're suggesting that we'd pay a stipend similar to that of Planning & Zoning for attendance at meetings.*
- Consider implementing a basic statement of the purpose or focus of this committee within the ordinance. Generally, this would be intended to be an advisory committee on future park improvements and bike/pedestrian trail topics. The committee would be responsible to review the 2024 version of the Comprehensive Outdoor Recreation Plan (located within the Town's Comp Plan, which also includes bike/ped discussion points). This committee would be responsible to make recommendations on any future updates to these plans related to parks & recreation.
- Any future capital improvement projects relating to recommendations of this committee would still require the Town Board to budget or fund before projects become realized or executed.

A draft of the ordinance is attached for discussion. We would need to make a determination yet on where in the code of ordinances this would be placed, and therefore

likely need to amend the chapter where it is placed. We do not currently have a “Boards and Commissions” section of the Town’s ordinances, but the Planning & Zoning Cmte and Zoning Board of Appeals are included in the Zoning Chapter. If we would place the Park Committee similarly in the Park and Recreation Areas section, we’d likely need to amend that chapter to include it in proper numbering.

Let’s discuss at the 10/14 meeting and make a plan to approve a final ordinance at 10/28, with some guidance on where to place this specific new ordinance in the overall code.

Recommended Action By Town Board

Review and discuss these intentions with a new or revamped Park committee.

**ORDINANCE 2024-008 OF THE TOWN OF LAWRENCE, WISCONSIN
TO CREATE ORDINANCE CHAPTER 2 SECTION xxx – Park Committee**

Purpose: The purpose of this Ordinance is to create a Park Committee for advisory purposes on **future park and trail improvements.**

The Town Board of Supervisors of the Town of Lawrence do ordain as follows:

Section 1: Town of Lawrence Ordinance Section xxx-xx is hereby created to read as follows:

§ xxx-xx. Park Committee

A. Composition and Appointment

The Town Park Committee shall consist of five members nominated by the Town Chairperson and appointed by the Town Board of Supervisors in writing and filed with the Town Clerk. Up to one Town Board Supervisor shall be included as a member of the Park Committee.

B. Term. The term of each member shall be for five (5) years. Initial appointments upon the creation of the committee shall be staggered so that in each year a new appointment of one member shall be made by the Town Board of Supervisors.

C. Purpose Make advisory recommendations on governing, managing, controlling, improving and caring for all public parks and trails within the limits and jurisdiction of the Town of Lawrence and promoting the orderly and suitable use and enjoyment thereof by the general public.

D. Compensation Compensation of members of the Town Park Committee shall be set by the Town Board annually and once set shall remain in such amount until amended or changed by the Town Board. Compensation is in the form of a stipend to be paid for members for according to attendance at meetings of the Park Committee and not for labor and/or services performed at the request of the Park Committee.

Section 2: Severability

If any provision of this ordinance is found invalid or unconstitutional, or if the application of this Ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or application of this Ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this Ordinance are severable.

Section 3: This amendment to existing ordinances shall be effective upon passage and publication as provided by Law.

Passed by the Town Board of Supervisors of the Town of Lawrence, Wisconsin on this 14th day of October 2024.

TOWN OF LAWRENCE

Introduced by:

Seconded by:

Vote: -ayes, -nays

Town Chairman, Lanny Tibaldo

Attest: _____
Town Clerk, Cindy Kocken



Agenda Item Review

Meeting Date: 10/15/2024
Agenda Item#: 16

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

REPORT TO: Dr. Lanny Tibaldo, Town Board Chairman, Town Board
REPORT FROM: Kurt Minten, Director of DPW
AGENDA ITEM: **Change Order 1 Mahogany Condo Pond Project**

FISCAL IMPACT:

- 1. Is there A Fiscal Impact? Yes
- 2. Is it Currently Budgeted? YES- Mahogany Pond Project

Item History: Starting last fall the town contracted with Relyco Plus, LLC. to reconstruct the Mahogany Condo Pond. With the rain that was received earlier this summer the outfall discharge had eroded the ground from the pond to the creek. We need to place a more resilient erosion mat and reseed this area. Relyco Plus has given us a price of \$3055.00 to complete this work which will close out the project.

Recommended Action: We recommend awarding the change order to Relyco Plus, LLC. for \$3055.



October 7, 2024

Relyco Plus, LLC.
1195 Scheuring Road
P.O. BOX 5367
De Pere, WI 54115

Re: Town of Lawrence
2023 Stormwater Ponds
Change Order #1
McM. No. L0017-09-22-00665

Enclosed herewith is Change Order #1 for the above referenced project. This change is an increase to the Contract in the amount of \$3,055.00. The current Contract Price is \$380,099.87.

Please review and sign in the space provided. **Return all copies to our office.** We will obtain the Owner's signature and distribute accordingly.

Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

A handwritten signature in blue ink, appearing to read "Andrew Schmidt".

Andrew W. Schmidt, P.E.
Associate / Municipal & Water Resources Engineer

AWS:mck

Enclosure: Change Order #1

RELYCO PLUS, LLC.
1195 Scheuring Road
P.O. BOX 5367
De Pere, WI 54115

Contract No. L0017-09-22-00665
Project File No. L0017-09-22-00665.06
Change Order No. One (1)
Issue Date: October 7, 2024
Project: 2023 Stormwater Ponds

You Are Directed To Make The Changes Noted Below In The Subject Contract:

	(Item Description)	(Price)
1.1	Mahogany Pond – Restore Outlet Swale with Seed, Fertilizer, Seed and Class 1, Type B Erosion Mat. (1,300 sq. ft. @ \$2.35/ S.F.)	+\$3,055.00
	TOTAL	\$3,055.00

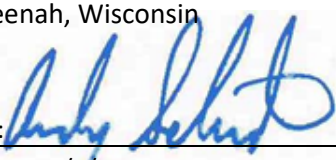
The Changes Result In The Following Adjustments:

	CONTRACT PRICE	TIME
Prior To This Change Order	<u>\$377,044.87</u>	<u>-</u> days
Adjustments Per This Change Order	<u>\$3,055.00</u>	<u>-</u> days
Current Contract Status	<u>\$380,099.87</u>	<u>-</u> days

Recommended:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin

Accepted:
RELYCO PLUS, LLC.
De Pere, Wisconsin

Authorized:
TOWN OF LAWRENCE
Brown County, Wisconsin

By: 
Date: 10/7/24

By: _____
Date: _____

By: _____
Date: _____

- OWNER Copy
- CONTRACTOR Copy
- ENGINEER Copy (Contract Copy)
- FILE COPY

Four (4) Copies Should Accompany This Change Order
Execute And Return To ENGINEER For Distribution

Andy Schmidt

From: Valentyn Tereshchenko <valt@relycoinc.com>
To: Andy Schmidt <aschmidt@mcmgrp.com>
Subject: RE: 2023 Lawrence Ponds Project(s) - Walk Through

Sent: Thursday, October 3, 2024 8:05 AM
Cc: Kurt Minten <kurtm@lawrencewi.gov>

Hi Andy

Adjusted price for described work will be \$2.35 per sf for the total of \$3,055.00

Val Tereshchenko
Relyco Plus, LLC
Cell 920-621-5931
Office 920-983-9040

From: Andy Schmidt <ASchmidt@mcmgrp.com>
To: Valentyn Tereshchenko <valt@relycoinc.com>
Subject: RE: 2023 Lawrence Ponds Project(s) - Walk Through

Sent: Wednesday, October 2, 2024 2:41 PM
Cc: Kurt Minten <kurtm@lawrencewi.gov>

This will need to be reduced. Most of this work is punch list items which were not property completed following construction of the ponds.

- 1) If the punch list was addressed when it was submitted, the site wouldn't have the heavy growth of weeds requiring mowing and spraying.
- 2) The area would likely have needed to be tilled as part of the punch list since it typically needs to be scarified to establish lawn.
- 3) The only items that would be part of a change to the project is:
 - a. The additional erosion mat (CL II, type B) on the outlet swale
 - b. Re-seed and fertilize on the outlet swale.
 - c. I could be talked into including a portion of the access path restoration, but this needs to be avoided, if at all possible, by using plywood, etc. to minimize impacts of access.

The Town should not be required to pay for additional work necessary to repair due to the punch list not being address in a timely manner.

Thanks,

Andrew Schmidt, WI P.E. | Associate / Municipal & Water Resources Engineer | [McMahon Associates, Inc.](#) | T 920-751-4200 Ext:219

From: Valentyn Tereshchenko <valt@relycoinc.com>
To: Andy Schmidt <ASchmidt@mcmgrp.com>
Subject: RE: 2023 Lawrence Ponds Project(s) - Walk Through

Sent: Wednesday, October 2, 2024 2:09 PM
Cc: Kurt Minten <kurtm@lawrencewi.gov>

Good Afternoon.

Per Towns request please we are providing the price for double net e-mat for approximately 1300 sf at \$3.97per sf for the total of \$5161.00

Price includes:

- Mobilization
- Mow Existing Grass/Weeds
- Spray Existing Grass/Weeds
- Till Area
- Grade Area
- Add Topsoil As Needed
- Restore Access Path In Kind
- Seed/Fertilize
- Install Erosion Mat as specified.

Please let me know if you have any questions.

Val Tereshchenko | Relyco Plus, LLC
Cell 920-621-5931 | Office 920-983-9040



Agenda Item Review

Meeting Date: October 14, 2024
Agenda Item#: 17

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

REPORT TO: Dr. Lanny Tibaldo, Town Board Chairman, Town Board
REPORT FROM: Patrick Wetzel, Town Administrator
AGENDA ITEM: **Consider Revised Pay Request #10 – 2023 Sewer & Water – Superior**

FISCAL IMPACT:

1. Is there A Fiscal Impact? Yes
2. Is it Currently Budgeted? Yes, within TID #3

Item History

Superior Sewer & Water has submitted pay request #10 for their work on the 2023 Sewer & Water Construction project, and we've reviewed the past two meetings while also keeping in mind the amount of work still left to be completed on the job.

The paving and repair work on Mid Valley Drive has been completed by Northeast Asphalt and the list of items remaining to be completed has been reduced by a good amount in the past two weeks. We'd still been reviewing whether what we've held back in retainage is sufficient in order to complete any of the remaining work, if needed, by the Town.

We do support releasing a payment in order to make sure that Northeast Asphalt is paid for their paving work. Matt Greely from McMahon is likely to attend the board meeting on Monday night for any comments or questions that may arise.

Recommended Action By Town Board

Review and Discuss Pay Request #10 for 2023 Sewer & Water Project with Superior Sewer & Water.



September 4, 2024
Revised: September 19, 2024
Revised: October 11, 2024

Town of Lawrence
2400 Shady Court
De Pere, WI 54113

Re: Town of Lawrence
2023 Sanitary Sewer & Water Main Construction
Certificate for Payment #10 Revised
McM. No. L0017-09-23-00310

Enclosed herewith is revised Certificate for Payment #10 for the above referenced project. This Certificate is issued to Superior Sewer and Water, Inc. in the amount of \$78,607.49 for partial payment for work performed through October 9, 2024.

Please process the enclosed, and forward payment as noted in correspondence from Granite RE, Bonding Company of Superior Sewer and Water, Inc. The specific direction by Granite RE is to make the check payable to Superior Sewer and Water, Inc. but to mail the check to Granite RE.

Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

A handwritten signature in black ink, appearing to read "Matt Greely".

Matthew J. Greely, P.E.
Executive Vice President E&I Division

MJG:car

cc: Superior Sewer and Water, Inc.

Enclosure: Certificate for Payment #10 Revised

**CERTIFICATE FOR
PAYMENT**

TOWN OF LAWRENCE
2400 Shady Court
De Pere, WI 54115

Contract No. L0017-09-23-00310
Project File No. L0017-09-23-00310
Certificate No. Ten (10) Revised
Issue Date: September 4, 2024
Revised Date: September 19, 2024 October 11, 2024
Project: Town of Lawrence 2023 Sanitary Sewer & Water Main Construction

This Is To Certify That, In Accordance With The Contract Documents Dated: November 1, 2023

SUPERIOR SEWER AND WATER, INC.
1801 Deer Trail
Luxemburg, WI 54217

Is Entitled To Partial Payment For Work Performed Through: October 9, 2024

- Contractor's Application for Payment Attached
- Itemized Cost Breakdown Attached

Original Contract	<u>\$3,032,430.63</u>	Completed To Date	<u>\$2,127,097.04</u>
Net Change Orders	<u>- \$886,077.25</u>	Retainage	<u>\$90,100.00</u>
Current Contract Amount	<u>\$2,146,353.38</u>	Subtotal	<u>\$2,036,997.04</u>
		Previously Certified	<u>\$1,958,389.55</u>

Amount Due This Payment:	\$78,607.49
---------------------------------	--------------------

Please process and forward payment to Superior Sewer and Water, Inc.

Certified By:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin



Matthew J. Greely, P.E.
Executive Vice President E&I Division



Agenda Item Review

Meeting Date: October 14, 2024
Agenda Item#: 18

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

REPORT TO: Dr. Lanny Tibaldo, Town Board Chairman, Town Board
REPORT FROM: Patrick Wetzal, Town Administrator
AGENDA ITEM: **Consider Pay Request to Northeast Asphalt for 2024 Road Improvements – American**

FISCAL IMPACT:

- 1. Is there A Fiscal Impact? Yes
- 2. Is it Currently Budgeted? Yes, within TID #1

Item History

Northeast Asphalt has submitted a pay request for the final layer of asphalt for American Boulevard, which was included in our 2024 Road Improvement program and the work has been completed on the final layer of asphalt.

We've reviewed the request and recommend approval.

Recommended Action By Town Board

Recommend approval of Northeast Asphalt pay request for 2024 Road Improvement Project – American Blvd final layer asphalt - \$76,305.84

APPLICATION FOR PAYMENT

Owner: Town of Lawrence
2400 Shady Court
De Pere, WI 54115

Project: 2024 Town Road Improvement Project

Contractor: Northeast Asphalt, Inc.

Date: October 9, 2024

Application is made for Payment in Connection with the above Contract:

The following documents are attached:

- Schedule of Values
- Schedule of Unit Prices
- Inventory of Stored Materials

The present status of the account for this contract is as follows:

Original Contract	<u>\$344,202.00</u>	Completed to date	<u>\$348,784.97</u>
Net Change Orders	<u>\$143,220.00</u>	Retainage 10%	<u>\$34,878.50</u>
Current Contract Amount	<u>\$487,422.00</u>	Amount Due	<u>\$313,906.47</u>
		Total Payment	<u>\$76,305.84</u>

Northeast Asphalt, Inc.

Contractor

DocuSigned by:
Taylor Tauer

Initial
GT

EFAC1837DB28494
Name and Title

CONTINUATION SHEET

FROM: Northeast Asphalt, Inc.
PROJECT: T/O Lawrence 2024 Road Resurfacing

APPLICATION NO: 3
APPLICATION DATE: 10/09/2024
PERIOD TO: 10/09/2024
PROJECT #'S: 618442

A						B	C	D	E	F	G	H	I	J
						WORK COMPLETED						Total Completed and stored to date (C+E+G)		% Comp.
						Previous Applications		This Application		Materials Stored				
ITEM NO.	DESCRIPTION OF WORK	Estimated Bid Quantity	Unit of Measure	Unit price	Bid Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
	Skyline Oaks Drive						\$0.00		\$0.00		\$0.00	-	\$0.00	#DIV/0!
1110	Pulverize existing	5100.00	SY	\$0.40	\$2,040.00	5,100.00	\$2,040.00		\$0.00		\$0.00	5,100.00	\$2,040.00	100
1120	2" 3LT 58-28S Lower Layer	600.00	TN	\$75.40	\$45,240.00	592.17	\$44,649.62		\$0.00		\$0.00	592.17	\$44,649.62	101.322
1130	1.5" 5LT 58-28S Upper Layer	450.00	TN	\$74.80	\$33,660.00	450.00	\$33,660.00		\$0.00		\$0.00	450.00	\$33,660.00	100
1140	Tack	260.00	GA	\$3.50	\$910.00	255.00	\$892.50		\$0.00		\$0.00	255.00	\$892.50	101.961
1150	2" 5LT 58-28S, Driveways	60.00	TN	\$126.00	\$7,560.00	45.00	\$5,670.00		\$0.00		\$0.00	45.00	\$5,670.00	133.333
1160	4" Topsoil, Seed & Mulch	950.00	SY	\$9.05	\$8,597.50		\$0.00		\$0.00		\$0.00	-	\$0.00	#DIV/0!
1170	Traffic Control	1.00	LS	\$1,170.00	\$1,170.00	1.00	\$1,170.00		\$0.00		\$0.00	1.00	\$1,170.00	100
1180	Mobilization	1.00	LS	\$830.00	\$830.00	1.00	\$830.00		\$0.00		\$0.00	1.00	\$830.00	100
	Whispering Oak Court						\$0.00		\$0.00		\$0.00	-	\$0.00	#DIV/0!
1210	Pulverize existing	4200.00	SY	\$0.40	\$1,680.00	4,200.00	\$1,680.00		\$0.00		\$0.00	4,200.00	\$1,680.00	100
1220	2" 3LT 58-28S Lower Layer	480.00	TN	\$75.40	\$36,192.00	480.00	\$36,192.00		\$0.00		\$0.00	480.00	\$36,192.00	100
1230	1.5" 5LT 58-28S Upper Layer	350.00	TN	\$74.80	\$26,180.00	350.00	\$26,180.00		\$0.00		\$0.00	350.00	\$26,180.00	100
1240	Tack	210.00	GA	\$3.50	\$735.00	210.00	\$735.00		\$0.00		\$0.00	210.00	\$735.00	100
1250	2" 5LT 58-28S, Driveways	60.00	TN	\$126.00	\$7,560.00	53.25	\$6,709.50		\$0.00		\$0.00	53.25	\$6,709.50	112.676
1260	4" Topsoil, Seed & Mulch	750.00	SY	\$9.05	\$6,787.50		\$0.00		\$0.00		\$0.00	-	\$0.00	#DIV/0!
1270	Traffic Control	1.00	LS	\$850.00	\$850.00	1.00	\$850.00		\$0.00		\$0.00	1.00	\$850.00	100
1280	Mobilization	1.00	LS	\$100.00	\$100.00	1.00	\$100.00		\$0.00		\$0.00	1.00	\$100.00	100
	Gentle Hills						\$0.00		\$0.00		\$0.00	-	\$0.00	#DIV/0!
1310	Pulverize existing	3400.00	SY	\$0.40	\$1,360.00	3,400.00	\$1,360.00		\$0.00		\$0.00	3,400.00	\$1,360.00	100
1320	2" 3LT 58-28S Lower Layer	400.00	TN	\$75.40	\$30,160.00	354.07	\$26,696.88		\$0.00		\$0.00	354.07	\$26,696.88	112.972
1330	1.5" 5LT 58-28S Upper Layer	300.00	TN	\$74.80	\$22,440.00	300.00	\$22,440.00		\$0.00		\$0.00	300.00	\$22,440.00	100
1340	Tack	180.00	GA	\$3.50	\$630.00	170.00	\$595.00		\$0.00		\$0.00	170.00	\$595.00	105.882
1350	2" 5LT 58-28S, Driveways	60.00	TN	\$126.00	\$7,560.00	32.70	\$4,120.20		\$0.00		\$0.00	32.70	\$4,120.20	183.486
1360	4" Topsoil, Seed & Mulch	600.00	SY	\$9.05	\$5,430.00		\$0.00		\$0.00		\$0.00	-	\$0.00	#DIV/0!
1370	Traffic Control	1.00	LS	\$850.00	\$850.00	1.00	\$850.00		\$0.00		\$0.00	1.00	\$850.00	100
1380	Mobilization	1.00	LS	\$100.00	\$100.00	1.00	\$100.00		\$0.00		\$0.00	1.00	\$100.00	100
	American Drive						\$0.00		\$0.00		\$0.00	-	\$0.00	#DIV/0!
1410	Clean/Sweep & Remove Temp. Ramps	1.00	LS	\$2,980.00	\$2,980.00	1.00	\$2,980.00		\$0.00		\$0.00	1.00	\$2,980.00	100
1420	2" 4LT 58-28S Upper Layer	1200.00	TN	\$69.10	\$82,920.00		\$0.00	1,213.81	\$83,874.27		\$0.00		\$0.00	#DIV/0!
1430	Tack	500.00	GA	\$3.50	\$1,750.00		\$0.00	260.00	\$910.00		\$0.00		\$0.00	#DIV/0!
1440	Traffic Control	1.00	LS	\$750.00	\$750.00		\$0.00		\$0.00		\$0.00		\$0.00	#DIV/0!
1450	Mobilization	1.00	LS	\$680.00	\$680.00		\$0.00		\$0.00		\$0.00		\$0.00	#DIV/0!
	American Drive Epoxy Paint						\$0.00		\$0.00		\$0.00		\$0.00	#DIV/0!
1710	Two Way Center Turn Lane	2000.00	LF	\$2.75	\$5,500.00		\$0.00		\$0.00		\$0.00		\$0.00	#DIV/0!
1720	Turn Lane Arrow	4.00	EA	\$250.00	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00	#DIV/0!
	Town Hall Parking Lot	1.00	LS	\$68,640.00	\$68,640.00		\$0.00		\$0.00		\$0.00		\$0.00	#DIV/0!
	Superior C/O Work	1.00	LS	\$75,000.00	\$75,000.00	0.58	\$43,500.00		\$0.00		\$0.00	0.58	\$43,500.00	172.414
	Time & Materials Misc. Patching				\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	#DIV/0!
					\$487,842.00		\$264,000.70		\$84,784.27		\$0.00		\$264,000.70	



Agenda Item Review
Meeting Date: October 14, 2024
Agenda Item#: 19

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

REPORT TO: Dr. Lanny Tibaldo, Town Board Chairman, Town Board
REPORT FROM: Luke F. Pasterski, Fire Chief
AGENDA ITEM: **Consider approval.**

FISCAL IMPACT:

- | | |
|------------------------------|------------|
| 1. Is there A Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | No |

Item History

Business lock boxes are installed so the fire department could access the building in an emergency. All the lock boxes in the Town use the same key to open. Inside the lock box is a master key to the building. The lock box keys are currently stored in each fire apparatus.

In the past the Town of Lawrence contract a local business to manufacture business lock boxes. The Town would then store, assemble and install the boxes as business developed. With this there was a significant up front cost since the boxes had to be purchased in bulk. Our last order was 2019 for 20 boxes at \$233 each for a total \$4669 plus we had to purchase tumblers at an additional cost. During the building permitting process the Town would charge \$300 for the lock box and installation.

With this system the Towns master key is secured in a lock box in each fire apparatus with one single code that opens each box. This is an issue since we do not know who opened the box, when it was opened or why it was opened.

At this time, we have only three lock boxes left and six businesses in need of a lock box. The local manufacturing company was contacted who advised they are no longer able to make the lock boxes for the Town. Another local manufacturing company was contacted who estimated their cost of 20 boxes at \$331 each for a total of \$6620.

Knox Box, a national company was contacted which estimated the cost for business at \$487 surface mount, \$560 recess mount and \$166 for a pad lock. With the Knox Box system, the Town would no longer have to purchase any boxes, they would handle everything from registration, payment and shipping to the business then the business would have to install the box. The only thing the Town would have to do is hand out a registration form during the building permitting process and pay for the yearly program fee of \$584.

With this program it is suggested that the fire department switch to their secure system for the fire apparatus. This system tracks when each box was opened and locked and who opened and locked it. This system can generate reports, which can be correlated with our

records management system and CAD to make sure there was no unauthorized access. If a key was missing, we would know when the lock box was opened and who opened it. Each fire department member would be issued a unique password. This also would help liability for the Town in case a business was burglarized we could prove it was not one of our staff involved.

The system cost for the Town of Lawrence Fire Department is \$6824 for the boxes and first year program fee then \$584 yearly after that. It is estimated at \$3000 to install all the boxes in the fire apparatus.

This is the system many other fire departments in Brown County and across the nation use. It is also the system that is used for accessing all Brown County Fire stations themselves.

For those businesses with a current Town of Lawrence lock box we would suggest that they be given three years to change out the lock boxes to the Knox Box lock box. During the change over time, we would carry two keys in each fire apparatus.

We would recommend that an initial onetime fee of \$100 per business. This administrative fee would be for the Town to maintain access to the system to offset the fee for installation of the Knox Box lock boxes in the fire apparatus and the yearly program fees.

Attached are supporting documents.

Recommended Action By Town Board:

Recommend approval of switching the Knox Box lock box system. Initial upfront cost of \$9824 and a yearly fee after of \$584. With a change in the permitting process to charge a onetime fee to each business of \$100 for the program.