

Town of Lawrence  
Town Board Meeting  
Town Hall 2400 Shady Court, De Pere WI 54115  
Monday, August 28, 2023  
Regular Meeting at 6:30 P.M.

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 August 14, 2023, Town Board Meeting
7. Consideration of payment of due invoices
8. Consideration of Insurance Claim/Repairs for Town Hall Sign and Salt Storage
9. Consideration of Quote for Tree Cutting on Town Owned Residential Lots for Sale – Shady Court
10. Report on 2023 Town of Lawrence Food Truck Rally
11. Update and Review of Bids Received for Utility Extension Projects and Storm Pond Projects
12. Review of Schedule to Consider Creation of TIF District #3 – Mid Valley Dr/Freedom Rd
13. Update on Future Consideration to Implement Town Room Tax/Short Term Rental Ordinance(s)
14. Discussion on Update to Town Emergency Operations Plan
15. Administrator/Staff Reports
16. Future Agenda Items
17. **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: TID Development and general Land Sale/Acquisition*)
18. Return to Regular Open Session for possible action pursuant to Ch. 19.85 (2) of Wisconsin Stats
19. Adjourn

Patrick Wetzel for Dr. Lanny J. Tibaldo

*Posted at the following on August 25, 2023:*

- *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, August 14, 2023**

**1. Call to Order**

The meeting was called to order by Chairman Tibaldo at 6:33 p.m.

**2. Roll Call**

**Present In-Person**

Chairman: Dr. Lanny Tibaldo

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

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

**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:**

None.

**6. Consider minutes of the July 24, 2023, Town Board Meeting:**

Supervisor Vannieuwenhoven made the motion to approve the July 24, 2023, Town Board meeting minutes as presented. Supervisor Frigo seconded the motion. The motion carried unanimously.

**7. Consideration of payment of due invoices:**

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

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

**a. Consideration of 2 Lot Certified Survey Map (CSM) at 3242 Williams Grant Drive, Parcel L-72-3 by Mark Sheriff:**

Supervisor Bain made the motion to approve the 2 Lot Certified Survey Map (CSM) at 3242 Williams Grant Drive, Parcel L-72-3 by Mark Sheriff as presented. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

**b. Consideration to SET A PUBLIC HEARING DATE for Zoning Amendment to re-zone from Agricultural Zone (A-1) to Business Commercial (B-1) with Conditional Use Permit (CUP) for Mini Warehouse Facility at 2750 Little Rapids Road on Parcel L-1294 by Vierbicher:**

Supervisor Brienens made the motion to set a public hearing for September 11, 2023, for zoning amendment to re-zone from Agricultural Zone (A-1) to Business Commercial (B-1) with Conditional Use Permit (CUP) for Mini Warehouse Facility at 2750 Little Rapids Road on Parcel L-1294 by Vierbicher as presented. Supervisor Frigo seconded the motion. The motion carried unanimously.

**c. Consideration of 3 Lot Certified Survey Map (CSM) at 0 Williams Grant Drive, Parcel L-169 by Vierbicher:**

Supervisor Bain made the motion to approve the 3 Lot Certified Survey Map (CSM) at 0 Williams Grant Drive, Parcel L-169 by Vierbicher as presented. Supervisor Frigo seconded the motion. The motion carried unanimously.

- d. **Consideration to SET A PUBLIC HEARING DATE for Zoning Amendment to re-zone Lots 1, 2, 3 of the above CSM from Agricultural Zone (A-1) to Residential (R-1) at 0 Williams Grant Drive on Parcel L-169 by Vierbicher**

Supervisor Frigo made the motion to set a public hearing for September 11, 2023, for zoning amendment to re-zone Lots 1, 2, 3 of the above CSM from Agricultural Zone (A-1) to Residential (R-1) at 0 Williams Grant Drive on Parcel L-169 by Vierbicher as presented.

Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

9. **Consideration of Grant Application and Submission Consultant Proposal for new Fire Dept Radios:**

Chief Luke Pasterski reviewed the condition of the existing radios. Chief Pasterski reached out to a grant writing service, Lexipol since these grants tend to be somewhat complicated and time consuming.

Supervisor Bain made a motion to approve Lexipol as the grant application and submission consultant for new fire dept radios in the amount of \$3,750 as presented. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

10. **Discussion of Proposed Ordinance 2023-003 -Amend & Replace § 204-1 - Use of Cigarette, Tobacco Products or Other Smoking Electronic Delivery Devices Prohibited or other Tobacco Restrictions:**

Administrator Patrick Wetzel and Captain Brent Olson discussed the proposed Ordinance 2023-33 regarding the use of cigarette, tobacco products or other smoking electronic delivery devices prohibited. Will follow up after legal review and ordinance numbering and language at the next Town Board meeting.

11. **Consideration of Design/Traffic Management Consultant – Mid Valley Bridge near Plank Road:**

Supervisor Bain made the motion to approve Beyond 24 Leagues, LLC as the design/traffic management consultant for Mid Valley bridge near Plank Road in the amount of \$5,500 as presented. Supervisor Brienens seconded the motion. The motion carried unanimously.

12. **Consideration Proposal for Pickle Ball Courts Design Consultant – Quarry Park:**

Supervisor Brienens made the motion to approve proposal from Fred Kolkman, Tennis and Sport Surfaces, LLC in the amount of \$13,000 as the Pickle Ball Courts Design Consultant and resurfacing of basketball court and trail at Quarry Park as presented. Supervisor Bain seconded the motion. The motion carried unanimously.

13. **Consideration of Proposal for New Window Installation – Police Office and Front Counter:**

Kurt Minten reviewed the proposal received from Alliance Construction for the addition of a window in the police office and a second window for an additional customer counter in the lobby. It was recommended for staff to get other proposals for comparison.

14. **Consideration of Amended West De Pere Schools Hobart-Lawrence Police SRO/Liaison Contract – Update Title of Position:**

Supervisor Frigo made the motion to approve amended West De Pere Schools Hobart-Lawrence Police SRO/Liaison contract to update title of position as presented. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

15. **Consideration of Proposal for Town Hall Internet/Fiber Service Provider:**

Supervisor Brienens made the motion to approve proposal from Spectrum for a 60-month contract for Town Hall Internet/Fiber Service Provider as presented. Supervisor Bain seconded the motion. The motion carried unanimously.

16. **Consideration of Pay Requests for 2023 Town Road Improvement/Paving – MCC, Inc:**

Supervisor Bain made the motion to approve Pay Request #2 for \$298,039.96 and Pay Request #3 for \$38,163.38 for the 2023 Town Road Improvement/Paving – MCC, Inc contingent on Administrator Wetzel's final review as presented. Supervisor Brienens seconded the motion. The motion carried unanimously.

17. **Consideration of Schedule/Steps to Consider Creation of TIF District #3 – Mid Valley Dr/Freedom Rd:**  
An update was given by Administrator Patrick Wetzel to consider the creation of a TID #3 with a firmed-up schedule reviewed for August, September, and October. Planning & Zoning will hold a public hearing to gather input on the proposed boundary, the proposed list of expenses and the development value revenue and financing plan.
18. **Update on Future Consideration to Implement Town Room Tax/Short Term Rental Ordinance(s):**  
Brief update was given on potential room tax and short-term rental ordinance(s).
19. **Administrator/Staff Reports**  
Staff reports were given.
20. **Future Agenda Items:**  
a. Ordinance 2023-003 Use of Cigarette, Tobacco products or other Smoking Electronic Delivery Devices.  
b. Proposal for New Window Installation – Police Office and Front.  
c. Auditor's Presentation of Financial Statements.
21. **Closed Session:** Supervisor Brienens made the motion to move to closed session at 8:11pm 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: TID Development and general Land Sale/Acquisition*). Supervisor Bain seconded the motion. Roll call vote: Supervisor Brienens, aye; Supervisor Bain, aye; Supervisor Vannieuwenhoven, aye; Supervisor Frigo, aye; Chairman Tibaldo, aye. The motion carried unanimously. The motion carried unanimously.
22. **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 8:53pm. Supervisor Vannieuwenhoven seconded the motion. Roll call vote: Supervisor Brienens, aye; Supervisor Bain, aye; Supervisor Vannieuwenhoven, aye; Supervisor Frigo, aye; Chairman Tibaldo, aye. The motion carried unanimously.
23. **Adjourn:**  
Supervisor Frigo made the motion at 8:53pm to adjourn the meeting. Supervisor Bain 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
<b>Brown County Treasurer</b>								
74	Brown County Treasurer	2023-0000008	DS200 Maintenance	08/09/2023	224.98	.00		
Total Brown County Treasurer:					224.98	.00		
<b>Clean Water Testing LLC</b>								
102	Clean Water Testing LLC	9007758433	Water Testing	08/04/2023	432.00	.00		
102	Clean Water Testing LLC	9007769364	Water Testing	08/08/2023	24.00	.00		
102	Clean Water Testing LLC	9007782855	Water Testing	08/11/2023	48.00	.00		
Total Clean Water Testing LLC:					504.00	.00		
<b>Custom Fire Apparatus Inc.</b>								
502	Custom Fire Apparatus Inc.	0022636-IN	F-4 Fire Truck Maintenance	08/17/2023	169.94	.00		
Total Custom Fire Apparatus Inc.:					169.94	.00		
<b>First Due Fire Training LLC</b>								
1144	First Due Fire Training LLC	071023	Fire Training	08/10/2023	225.00	.00		
Total First Due Fire Training LLC:					225.00	.00		
<b>GFL Solid Waste Midwest, LLC</b>								
1015	GFL Solid Waste Midwest, LLC	U60000167282	Garbage	08/18/2023	11,942.20	.00		
1015	GFL Solid Waste Midwest, LLC	U60000167282	Recycling	08/18/2023	7,155.20	.00		
Total GFL Solid Waste Midwest, LLC:					19,097.40	.00		
<b>Green Bay Metropolitan Sewage District</b>								
192	Green Bay Metropolitan Sewage	1985	Monthly Fee	08/14/2023	69,598.98	.00		
Total Green Bay Metropolitan Sewage District:					69,598.98	.00		
<b>Konop Beverages, Inc</b>								
255	Konop Beverages, Inc	456691	Water Town Hall	08/23/2023	33.00	.00		
Total Konop Beverages, Inc:					33.00	.00		
<b>Lexipol, LLC</b>								
1145	Lexipol, LLC	INVPRA118625	Grant Writing	08/22/2023	3,750.00	.00		
Total Lexipol, LLC:					3,750.00	.00		
<b>Pro One Janitorial Inc</b>								
342	Pro One Janitorial Inc	201451	Monthly cleaning - September	08/20/2023	565.00	.00		
Total Pro One Janitorial Inc:					565.00	.00		
<b>Province Builders</b>								
590	Province Builders	23-03-0018	Contractor Deposit Refund-1051	08/15/2023	1,000.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Province Builders:					1,000.00	.00		
<b>Ruechel, Brian C.</b>								
1012	Ruechel, Brian C.	082323	Financial Consultant	08/23/2023	945.00	.00		
Total Ruechel, Brian C.:					945.00	.00		
<b>Sun Belt Rentals</b>								
687	Sun Belt Rentals	143363059-00	Sand Acres Cemetary Tree Remo	08/16/2023	233.90	.00		
Total Sun Belt Rentals:					233.90	.00		
<b>Tim Halbrook Builders</b>								
601	Tim Halbrook Builders	21-09-0017	Contractor Deposit Refund 2951-2	08/25/2023	1,000.00	.00		
Total Tim Halbrook Builders:					1,000.00	.00		
<b>Van's Fire Safety Inc</b>								
444	Van's Fire Safety Inc	6000162	Fire Extinguisher Maintenance	08/02/2023	256.65	.00		
Total Van's Fire Safety Inc:					256.65	.00		
<b>Village of Hobart</b>								
450	Village of Hobart	073123	Police Vehicle Maintenance	08/14/2023	249.52	.00		
450	Village of Hobart	073123	Police Fuel Expenses	08/14/2023	1,691.99	.00		
450	Village of Hobart	073123	Police Vehicle Lease	08/14/2023	985.08	.00		
450	Village of Hobart	073123	Police/Admin Salaries	08/14/2023	33,619.37	.00		
450	Village of Hobart	073123	Judge Salary	08/14/2023	233.33	.00		
450	Village of Hobart	073123	Law & Ordinance Violations	08/14/2023	2,078.32-	.00		
450	Village of Hobart	073123	Court Clerk Retirement	08/14/2023	58.32	.00		
450	Village of Hobart	073123	Health, Dental, Life, Wrk comp	08/14/2023	6,182.68	.00		
450	Village of Hobart	073123	ARPA Expenses	08/14/2023	374.50	.00		
450	Village of Hobart	073123	Police Uniforms	08/14/2023	140.58	.00		
450	Village of Hobart	073123	Sale of Property	08/14/2023	12,600.00-	.00		
450	Village of Hobart	073123	Police Supplies	08/14/2023	82.82	.00		
450	Village of Hobart	073123	Court Clerk Payroll Tax	08/14/2023	83.46	.00		
450	Village of Hobart	073123	Telephone/Cell/Radios	08/14/2023	410.68	.00		
450	Village of Hobart	073123	Court Supplies	08/14/2023	32.58	.00		
450	Village of Hobart	073123	Insurance Reimbursement	08/14/2023	1,091.38	.00		
450	Village of Hobart	073123	Police Retirement Expense	08/14/2023	4,172.04	.00		
450	Village of Hobart	073123	Blood Draws	08/14/2023	66.72	.00		
450	Village of Hobart	073123	Police/Adm Payroll Taxes	08/14/2023	2,480.82	.00		
450	Village of Hobart	073123	Background Checks	08/14/2023	21.30	.00		
450	Village of Hobart	073123	Court Clerk Wages	08/14/2023	857.69	.00		
450	Village of Hobart	073123	Court Health/Dental/Life/WC	08/14/2023	2.02	.00		
450	Village of Hobart	073123	Police Seminars/Conf/Training	08/14/2023	349.43	.00		
Total Village of Hobart:					38,507.99	.00		
<b>Wil-Kil Pest Control</b>								
801	Wil-Kil Pest Control	4705135	Town Hall Pest Control	08/10/2023	63.30	.00		
Total Wil-Kil Pest Control:					63.30	.00		
<b>Winter Equipment</b>								
510	Winter Equipment	SO55105	Snowplow Parts	08/15/2023	855.40	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Winter Equipment:					855.40	.00		
<b>Wisconsin Media</b>								
175	Wisconsin Media	0005791843	Public Hearing Notices	07/31/2023	682.85	.00		
Total Wisconsin Media:					682.85	.00		
Grand Totals:					137,713.39	.00		

Dated: \_\_\_\_\_

Town Chairman: \_\_\_\_\_

Town Supervisor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Clerk/Treasurer: \_\_\_\_\_

## Report Criteria:

Detail report.

Invoices with totals above \$.00 included.

Paid and unpaid invoices included.

**23-Jul**

AFT Industires Inc	Spray Paint	\$ 287.49
NLSLAB	PFAS	\$ 572.50
DOA Pay Doc Sales	Permit Seals	\$ 997.10
Amazon	Melissa Desk Light	\$ (17.99)
Amazon	Supplies	\$ 21.25
Amazon	Supplies	\$ 26.48
Amazon	Supplies	\$ 11.90
TDS	PHONES	\$ 332.57
Amazon	Supplies	\$ 46.57
Cellcom	CELL PHONES	\$ 546.21
Amazon	Supplies	\$ 6.99
Sam Club	Supplies	\$ 167.62
Amazon	Supplies	\$ 75.04
Amazon	Supplies	\$ 179.99
Amazon	Supplies	\$ 17.99
Spectrum	CABLE	\$ 229.98
Toys for Trucks	Truck Supplies	\$ 1,151.98
UPS Store	Shipping	\$ 137.50
Zoom	Virtual Meeting	\$ 16.87
		<hr/>
		\$ 4,808.04





## Agenda Item Review

Meeting Date: 8/28/23

Agenda Item#: 08

## 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:** Salt shed and sign insurance claim.

### FISCAL IMPACT:

1. Is there A Fiscal Impact? Yes
2. Is it Currently Budgeted? NO- insurance claim. \$500 deductible

**Item History** On 8-10-23 the town's salt shed, and sign were damaged by strong winds during a thunderstorm. Our insurance carrier was contacted, and a claim was submitted.

The salt shed estimate for repair was from Calumet Dryer Systems for \$32,161 which was approved by the insurance company. We need to put 40% on a down payment in the amount of \$12,865. The balance would be paid once the repairs are completed.

The sign damage repair quote from Creative Sign Company is \$2,932.90 and the proposed reimbursement approved by insurance is \$1451.06. We are still working with insurance regarding this. We would need to make full payment to get the repairs scheduled.

The town has a \$500 deductible for the insurance claim.

We are looking for approval to pay for the repairs. No down payments or full payments will be paid until we receive the money from the insurance company.

**Recommended Action:** I recommend approval of the 40% down payment to Calumet Dryers for repairs to the salt shed and payment of \$1451.06 to Creative sign for the repairs to the town sign once we receive the money for the insurance claim.

Calumet Dryer Services LLC

N10809 US Highway 151  
Malone, WI 53049-1227



Date

8/7/23

**Quote**

Quote #

1058

Name / Address

Town of Lawrence  
2400 Shady Court  
DePere, WI 54115  
Email bills to:  
joyce@townoflawrence.org

Description	Qty	Cost	Total
The following is an estimate for the repair and replacement parts of your existing Span-Tech building that was damaged in the July 2023 storm.			
Hoop Building Repair Parts	1	14,761.00	14,761.00
Main Cover Replacement			
Accordion Fabric Door 14' x 14'			
End Pkg Custom 18-19IT			
End Pkg Custom 18-19IT			
Removal of storm damaged parts and replace with new parts.	1	17,100.00	17,100.00
Manlift Rental	1	300.00	300.00

**Terms:**

1. 40% Down payment on project at time of order.
2. 5% Discount on equipment 10 days/net 30days on delivery.
3. 2% Discount on Calumet Dryer Services, LLC labor/net 30 days.
4. Any cancellation within 30 days of shipment is subject to a cancellation fee.

**Total**

\$32,161.00

Quote valid for 7 days from date of quote unless otherwise stated.

Cust. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CDS Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:**

1. Any changes to original quote shall turn this quote into a T&M quote and will be billed out as so.
2. Customer is responsible to have equipment to unload semi when shipment arrives.
3. Manlift & Skytrack are not quoted and will be billed at T&M.
4. Prices do not include electrical to be done by licensed electrician.



# Creative Sign Company Inc.

505 Lawrence Dr  
DePere, WI 54115  
Phone: 920.336.8900  
creativesigncompany.com

## Proposal

**CLIENT:** Town of Lawrence

**LOCATION:** 2400 Shady Court  
De Pere, WI 54115

**Proposal #:** 24873

**Proposal Date:** 08/10/2023

**Page 1 of 1**

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Price</u>
1	FABRICATE & INSTALL: Replace faces and LEDs in monument sign due to storm damage.	\$2,780.00
2	SALES TAX: 5.5% Sales Tax - Brown County	\$152.90
<b>Total:</b>		<b>\$2,932.90</b>

**ACCEPTED BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SALESPERSON SIGNATURE:** Kelli M. Lax

**SALESPERSON:** Kelli M. Lax - Senior Sign Consultant

**DATE:** 08/10/2023

The proposal amount does NOT include permits, obtainment fees, parking, warning lights, engineering, primary wiring, or final electrical connection unless specifically stated. Engineering cost if required to be paid by customer. Unforeseen/difficult digging conditions will be billed to customer. If pre-wiring is required additional charges may apply. All signs are wired at 120 volts unless otherwise specified in writing.

Payment Terms: 75% down payment is required, balance due upon completion. 1.5% interest on all balances over 30 days. 18% annual fee applicable taxes added to invoice. Client agrees to reimburse Creative Sign Co. for the reasonable attorney's fees, costs, and necessary disbursements incurred by Creative Sign Co. to collect any amount client fails to pay to Creative Sign Co. Credit Cards are accepted and a 4% convenience fee will be charged for all credit card transactions.

Sign project will be placed into production after receipt of all the following: 1) Signed proposal acceptance, 2) signed drawing approval, 3) down payment, and 4) permit approval, if required. Approximately one week after receipt of these requirements, an estimated completion date will be communicated to the Client. No project will be started until down payment has been received, unless prior arrangements have been made.

All material is guaranteed to be as specified. Two year warranty on all parts and labor on new signs excluding lamps on electric signs. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications will be executed only upon written change order(s), and will become an extra charge, to be paid by the Client, over and above the proposal amount. All agreements contingent upon strikes, accidents or delays beyond our control. Final price of sign may increase due to site conditions, sizing requirements, and attachment method based on the field survey size taken prior to production upon sale of signage. Failure to tender final payment on due date may void guarantee. Our workers are fully covered by Worker's Compensation Insurance. All attorney and court fees to be paid by buyer if this is disputed in a court of law.

This proposal does not become effective until signed and dated by Creative Sign Co. and may be withdrawn if not accepted within thirty (30) days.

The prices, specifications, terms, and conditions contained herein are satisfactory and are hereby accepted. Creative Sign Co. is authorized to do the work as specified. Payment will be made in accordance with the terms above.



**Creative Sign Company Inc.**

505 Lawrence Dr  
DePere, WI 54115  
Phone: 920.336.8900  
creativesigncompany.com

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
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## Agenda Item Review

Meeting Date: 8/28/2023

Agenda Item#: 9

### 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:** **Consideration for Quote for Tree Cutting on Town owned duplex lots for sale**

#### FISCAL IMPACT:

1. Is there A Fiscal Impact? Yes
2. Is it Currently Budgeted? Yes, costs fall within amounts to be recouped by sale

#### Item History

The Town purchased the former Tickler property on Little Rapids Road a couple of years ago with the intent to extend water/sewer to the property as part of the Shady Court extensions, subdivide the property and sell off the existing home, create 3 new duplex lots and a single family home lot.

We've received feedback that the newly created duplex lots at the Shady Court cul de sac, with a bunch of overgrown trees on it, will need to be cleared to some extent for development of new housing units. A potential buyer/developer expressed concern about this effort and inquired on pricing reductions on the lots as a result. They indicated a concern about the costs to cut trees at about \$20,000 for a project expense, without considering costs for stump/tree removal from site.

As we've discussed over the past year, we've had very good pricing from Yesterday's Trees on tree removal services at Quarry Park and the Lawrence Cemetery. They've been extremely efficient and far below quotes from others on the work we've had done on Town facilities.

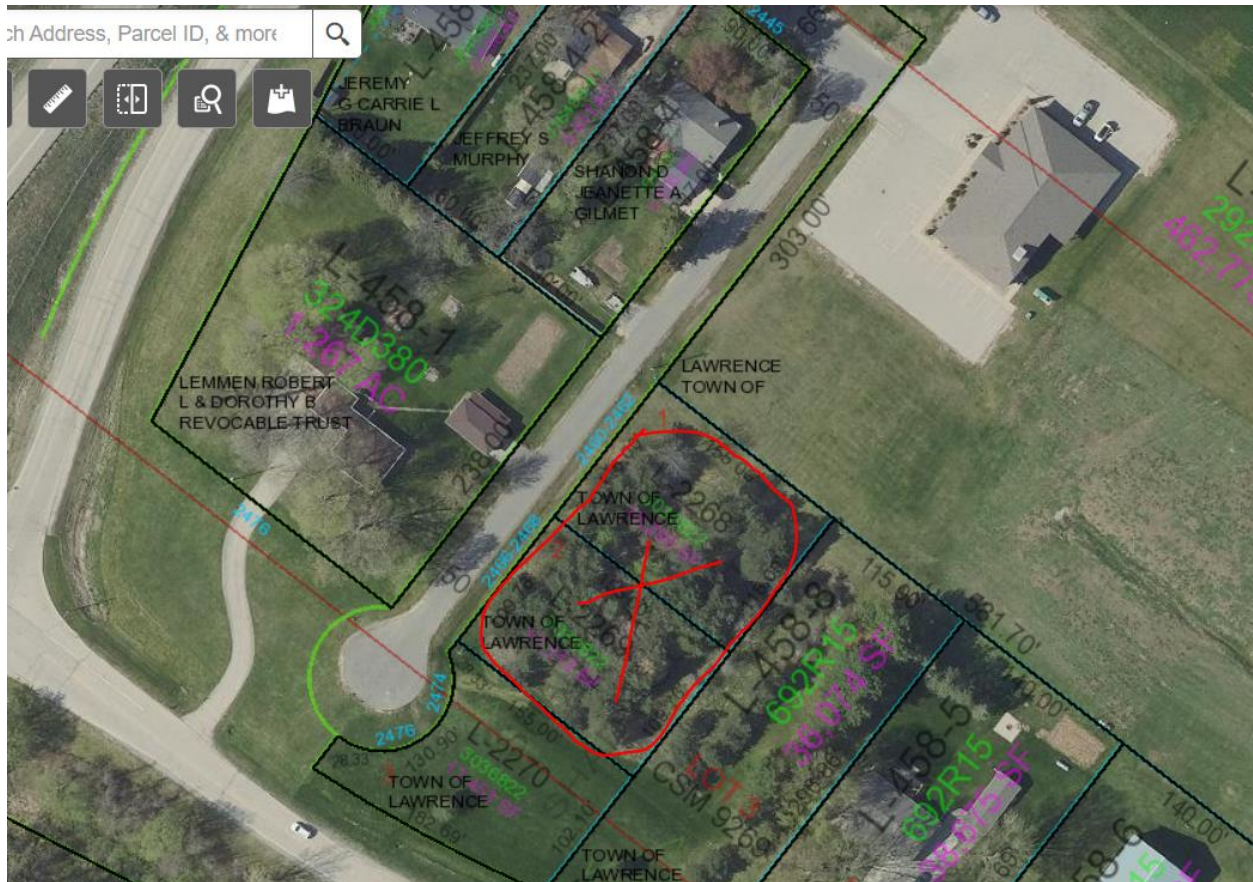
We're at a convenient time right now to consider the potential to remove trees from the site and remove the material at the same time. Yesterday's Trees was just in the cemetery and has availability to cut the trees at the duplex lots. At the same time, we've got the yard waste site brush chipping operation slated for September 11<sup>th</sup>. We have an opportunity to cut the trees on the duplex lots with Yesterday's Trees, with a quote they provided of about \$10,000. We can then use Town staff to move the trees to the yard site to have them chipped on Sept 11<sup>th</sup>, then removed from the area via the chipping contractor or by making the chips available for residents to pick up.

We are recommending to hire Yesterday's Trees to cut these trees so that we can chip and remove the debris through regular operations at the yard site. We've confirmed the timing will work out if we approve this quote. We are confident that this fits into our expected costs for improving the lots.

The sales on these properties are anticipated to cover the costs of acquiring and improving the property, while also leaving the Town with the public works garage (building from the Tickler

property before subdividing). We're proceeding on track towards having these properties sold, extending water/sewer through the area, adding new utility customers and tax base and picking up the additional public works facility to cover needed vehicle/equipment space at zero net cost to the Town for the new public works garage.

A brief reference to the lots where tree cutting will occur is here:



**Recommended Action:** Recommend approval to approve Yesterday's Trees for tree cutting on Town owned duplex lots, at approx.. \$10,000; work to be completed in early September to meet the schedule for brush chipping nearby in the Town's yard waste site.

## Patrick Wetzel

---

**From:** Kurt Minten  
**Sent:** Monday, August 21, 2023 5:48 PM  
**To:** Patrick Wetzel  
**Subject:** Fwd: Lot clearing

Price for cutting trees on lots.

Sent from my iPhone

Begin forwarded message:

**From:** Michael Rusch <yesterdaytree@gmail.com>  
**Date:** August 21, 2023 at 5:42:57 PM CDT  
**To:** Kurt Minten <kurtm@lawrencowi.gov>  
**Subject:** Lot clearing

Hi Kurt,

After looking at the duplex lots on shady CT the cost to cut down all the trees on the lots is \$10000. This includes making piles for your loader to grab and bring to tub grinder for chipping.

Thanks!  
Mike



## Agenda Item Review

Meeting Date: 8/28/2023

Agenda Item#: 10

## TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

**REPORT TO:** Dr. Lanny Tibaldo, Town Board Chairman, Town Board  
**REPORT FROM:** Cindy Kocken, Clerk-Treasurer  
**AGENDA ITEM:** **2023 Food Truck Rally Report**

### FISCAL IMPACT:

1. Is there A Fiscal Impact? No
2. Is it Currently Budgeted? No

### Item History

The 5<sup>th</sup> annual Food Truck Rally was held on Sunday, June 25, 2023, from 4:00pm-8:00pm. This year's event looked slightly different because of the rain with an estimated attendance of approximately 800. There were 10 food trucks at this year's event with a nice variety of food.

Joyful Henna, attended creating henna art designs. Mischief & Magic had a family emergency and could not attend this year but they are looking forward to next year.

The Eagle III helicopter medical transport was also able to make an appearance and those in attendance really enjoyed interacting with the crew.

The 5-Person band, Carbon Road returned to play for 4 hours during the rally, with a 40x80 tent in case of inclement weather. Thank you to our sponsors Robinson, Trinks and Cellcom who covered the cost of the band and VOS Electric for sponsoring the cost of the tent.

Sergeant Chris Tremel along with new K-9 partner, Officer Jax of the Hobart/Lawrence Police Department attended along with Officer Sara Manning with Arlo, the department's new therapy dog. Between sales of shirts and stuffed dogs along with donations, proceeds for the K-9 unit amounted to **\$80** which is significantly lower than past years most likely due to the weather.

The Food Trucks donate 5% to a designated non-profit group at each rally. The chosen non-profit group oversees keeping the area clean and emptying any garbage or recycle containers as needed throughout the rally. The Lawrence Fire Department has volunteered to be in charge of this duty and receive 5% of the proceeds.

Proceeds from the Food Trucks (5% of proceeds) = \$ 570.46  
Proceeds from the Beer Stand Sales plus Tips= \$1,941.73  
Total raised for the Fire Department at this year's event: **\$2,512.19**



**Proceeds used for the following:**

- 2021 – Leaf Blower
- 2022 – Milwaukee Fan
- 2023 – Gas Monitor

**Next Food Truck Rally is set for Sunday, June 30, 2024**



## Agenda Item Review

Meeting Date: 8/28/2023

Agenda Item#: 11

## TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

**REPORT TO:** Dr. Lanny Tibaldo, Town Board Chairman, Town Board  
**REPORT FROM:** Patrick Wetzol, Town Administrator  
**AGENDA ITEM:** **Update and Review of Bids for Utility Extensions and Storm Pond projects**

### FISCAL IMPACT:

1. Is there A Fiscal Impact? Yes
2. Is it Currently Budgeted? Slated for debt to be issued via TIF #3 and utilities

### Item History

We opened bids on Thursday Aug 17<sup>th</sup> for Water/Sewer Extension Projects: Mid Valley to TID 3, Packerland Drive north of Scheuring and French Court, as well as Storm Pond Projects: Rehab for Mahogany/Carpenter Condo Pond and expansions to Lawrence Parkway regional ponds.

We are currently reviewing bids received, but they came in well below our anticipated costs, which is a sign of contractors having availability and competitive bidding.

The bid tabulations are attached for each of the utility projects and storm pond projects.

We will be aiming at review and considering assessments for the September 25<sup>th</sup> Town Board meeting. Will discuss initial thoughts at the 8/28 Town Board meeting.

**Recommended Action:** No action, will report on the bids received and thoughts for award/assessments for the late September Town Board meeting.



## Agenda Item Review

Meeting Date: 8/28/2023

Agenda Item#: 12

### TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

**REPORT TO:** Dr. Lanny Tibaldo, Town Board Chairman, Town Board  
**REPORT FROM:** Patrick Wetzol, Town Administrator  
**AGENDA ITEM:** **Review of Schedule for Upcoming TID 3 Consideration**

#### **FISCAL IMPACT:**

1. Is there A Fiscal Impact? Not on schedule review.
2. Is it Currently Budgeted? No

#### **Item History**

As we continue towards the review of the creation of TID #3 at Mid Valley/Freedom Road, the Planning and Zoning Cmte has scheduled a public hearing on the plan and boundary for Wed Sept 6<sup>th</sup> at 6:00pm. The Joint Review Board will also hold their initial/organizational meeting on the same day, consisting of representatives from the Town, Brown County, NWTC, West De Pere Schools and public member.

The draft projections on costs/projects, new tax value to be created and financing plans are nearly complete and will be available in the coming week for review and discussion.

The Town Board is scheduled to take up the plan for consideration at the Sept 25<sup>th</sup> regular meeting.

**Recommended Action:** Update on TID 3 schedule. No changes, all is still in line for Sept review.

TOWN OF LAWRENCE, WI  
2023 TAX INCREMENTAL DISTRICT NO. 3 MIXED-USE CREATION

ACTION DATE	STEP
Aug.	<b>Town will provide</b> Ehlers with a list of the parcel tax key #'s within the District, pertinent parcel information, the maps, list of projects and costs, etc.
	<b>Ehlers will</b> prepare & provide the Town with a feasibility analysis report, options, and/or draft project plan document
<b>Aug 9th</b>	Planning & Zoning Committee makes a motion to call for a public hearing (optional)
Aug. 14	<b>Ehlers' will</b> e-mail a Notice to Official Town Newspaper of organizational JRB meeting & public hearing. (cc: Town)
	<b>Ehlers will</b> mail notification letters, along with required enclosures, to overlapping taxing jurisdictions of JRB organizational meeting & public hearing, as well as the agenda - to be posted by the Town. (cc: Town & attorney) <i>(Letters must be postmarked prior to first publication).</i>
	<b>Ehlers will</b> provide Town, overlapping taxing entities, and/or Town Attorney with [revised] draft Project Plan document, if not yet provided and/or necessary, as well as agenda language (Town to post) & resolution (Town to distribute) for first meetings, and will also request legal opinion of the plan.
Aug. 21	First Publication of Public Hearing & JRB Meeting Notice <i>(Week prior to second notice &amp; at least 5 days prior to JRB meeting)</i>
Aug. 28	Second Publication of Public Hearing & JRB Meeting Notice. <i>(At least 7 days prior to public hearing)</i>
<b>Week of Sept 5- 8th Special PZ Meeting</b>	Joint Review Board meets to review plan, appoint chairperson and public member and set next meeting date. <i>(Prior to public hearing)</i>
	Planning & Zoning Committee Public Hearing on Project Plan and approval of TID boundary. <i>(Within 14 days of second publication)</i>
	Planning & Zoning Committee reviews plan & approval of District Project Plan and boundaries.
	<b>Ehlers will</b> provide Town & Town Attorney with revised draft Project Plan, if necessary, as well as agenda language (Town to post) & resolution (Town to distribute) for Town Board meeting.
Sept. 25	Town Board reviews Plan & adopts resolution approving District Project Plan and boundaries. <i>(at least 14 days after hearing)</i>
Sept. 26	<b>Ehlers' will</b> e-mail a Class 1 Notice to Official Town Newspaper of JRB meeting. (cc: Town)
	<b>Ehlers will</b> mail notices & required attachments to JRB of the final meeting, along with the Agenda (Town to post). (cc: Town & Attorney) <i>(Letters must be postmarked prior to publication).</i>
Sept. 29	Publication of JRB Meeting Notice <i>(At least 5 days prior to meeting)</i>
Oct. 4 - 27	Joint Review Board consideration. <i>(Within 45 days of notification of meeting / receipt of Planning &amp; Zoning Committee &amp; Town Board resolutions)</i>
Oct. 31	<b>Ehlers will</b> notify the DOR within 60 days of approval that the TID creation took place. Ehlers will then gather prepare, and submit state forms & required documents to the state, once the <b>2023</b> assessed parcel values available (following the BOR) & we receive all remaining maps, legal descriptions, parcel information, documents, etc. <b>from the Town. DOR filing deadline October 31.</b>

Planning and Zoning Committee typically meets the 2<sup>nd</sup> Wednesday of the month  
Town Board meets: 2<sup>nd</sup> & 4<sup>th</sup> Monday @ 6:30 p.m.  
Green Bay Press-Gazette, publishes daily & deadline is 48 hours prior to publication. The email is:  
[legals@greenbaypressgazette.com](mailto:legals@greenbaypressgazette.com)



## Agenda Item Review

Meeting Date: 8/28/2023

Agenda Item#: 13

## TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

**REPORT TO:** Dr. Lanny Tibaldo, Town Board Chairman, Town Board  
**REPORT FROM:** Patrick Wetzol, Town Administrator  
**AGENDA ITEM:** **Review of Future Room Tax/ Short Term Rental Ordinance Updates**

### FISCAL IMPACT:

1. Is there A Fiscal Impact? No
2. Is it Currently Budgeted? No

### Item History

We've kept this item as a standing item on the Town Board agenda. Planning & Zoning has been reviewing potential items to include in a short term rental ordinance. There is nothing yet to report out, but we believe we'll have the makings of a draft ordinance coming out of the next monthly meeting, on Wed Sept 6<sup>th</sup>, for a progress review in September at the Town Board level.

**Recommended Action:** No action, will report on status of review on ordinances.



## Agenda Item Review

Meeting Date: 8/28/2023

Agenda Item#: 14

## TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

**REPORT TO:** Dr. Lanny Tibaldo, Town Board Chairman, Town Board  
**REPORT FROM:** Patrick Wetzol, Town Administrator  
**AGENDA ITEM:** Discussion on Update to Town Emergency Operations Plan

### FISCAL IMPACT:

1. Is there A Fiscal Impact? No
2. Is it Currently Budgeted? No

### Item History

With new staff in the past year in certain positions, Fire Chief Pastorski and Police Chief Renkas have led the effort to review and update the Town's Emergency Operations Plan. The draft document will be reviewed by the Town Board in the coming month, with initial discussion at the 8/28/23 meeting.

**Recommended Action:** Review and discuss updates to emergency operations plan for Town. Will review/approve at future meeting.