

Town of Lawrence
Town Board Meeting
Town Hall 2400 Shady Court, De Pere WI 54115
Monday, October 23, 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 September 25, 2023 and October 9, 2023, Town Board Meetings
7. Consideration of payment of due invoices
8. **Public Hearing:** Proposed Special Assessments for Public Sanitary Sewer and Water Main Extensions – Packerland Drive, (From Scheuring Road extending north)
9. Discussion on Proposed Special Assessments for Packerland Drive Project - *(No Action Anticipated on Special Assessments at this meeting)*
10. **Public Hearing:** Proposed Special Assessments for Public Sanitary Sewer and Water Main Extensions – Mid Valley Drive
11. Discussion of Proposed Special Assessments for Public Sanitary Sewer and Water Main Extensions – Mid Valley Drive - *(No Action Anticipated on Special Assessments at this meeting)*
12. Consideration of Amendment to 2023 Sanitary Sewer and Water Main Construction Project to Remove French Court Water/Sewer Extension from Scope of Work
13. **Public Hearing:** Regarding Revenue Bond Financing for Sports Emporium Project
14. Consideration of Final Resolution 2023-021 Regarding Revenue Bond Financing for Sports Emporium Project
15. Discussion of Ordinance 2023-005 Creating Hotel, Motel and Room Tax Ordinance
16. Preliminary Discussion on 2024 Budget - Proposed Tax Levy/Rate
17. Administrator/Staff Reports
18. Future Agenda Items
19. **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, general Land Sale/Acquisition and Refuse Collection Service Contract)* 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 or exercises responsibility *(2024 Wage Discussion)*.
20. Return to Regular Open Session for possible action pursuant to Ch. 19.85 (2) of Wisconsin Stats
21. Adjourn

Patrick Wetzel for Dr. Lanny J. Tibaldo

Posted at the following on October 20, 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 Special Joint Town Board Meeting with Village of Hobart
Town Hall, 2400 Shady Court, De Pere WI
Monday, September 25, 2023

1. Call to Order

The meeting was called to order by Chairman Tibaldo at 5:17 p.m.

2. Roll Call

Present In-Person

Chairman: Dr. Lanny Tibaldo

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

Others in Attendance: Patrick Wetzel, Administrator; Cindy Kocken, Clerk-Treasurer;
Mike Renkas, Police Chief; Brent Olson, Police Captain

3. Approve Agenda

Supervisor Brienens made the motion to approve the agenda as presented.

Supervisor Bain seconded the motion. The motion carried unanimously.

4. Pledge of Allegiance

5. Consideration of FY2024 Budget for the Hobart-Lawrence Police Department and Municipal Court:

Hobart Administrator, Aaron Kramer gave an overview of the proposed FY2024 Police and Municipal Court Budgets. Chief Michael Renkas also discussed current staff and future staffing and department needs.

6. Joint Town-Village discussion on Police or Municipal Court topics, if necessary:

Discussion on setting a date after January 1st for a future meeting to review the current agreement between the Town of Lawrence and the Village of Hobart for police services.

7. Adjourn:

Supervisor Frigo made the motion at 6:25pm 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 Regular Town Board Meeting
Town Hall, 2400 Shady Court, De Pere WI
Monday, September 25, 2023

1. Call to Order

The meeting was called to order by Chairman Tibaldo at 6:32 p.m.

2. Roll Call

Present In-Person

Chairman: Dr. Lanny Tibaldo

Supervisors: Kevin Brien, 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; Mike Renkas, Police Chief; Luke Pasterski, Fire Chief

3. Pledge of Allegiance

4. Approve Agenda

Supervisor Brien 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 September 11 and September 20, 2023, Town Board Meetings:

Supervisor Bain made the motion to approve the September 11 and September 20, 2023, Town Board meeting minutes as presented. Supervisor Frigo seconded the motion. The motion carried unanimously.

7. Consideration of payment of due invoices:

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

8. Consideration of Resolution 2023-015 Creating Tax Incremental District No. 3, Approving its Project Plan and Establishing its Boundaries:

Over the past several months plans were reviewed for the creation of TID #3 in the Town to accommodate future development at and near the I-41 / CTH S interchange, and specifically to provide a financing mechanism to fund necessary Town infrastructure and other improvements and costs to promote new development in this area. Jon Cameron from Ehlers also discussed projections, and explained this is a mixed use TID under State Statutes. There is approximately 220 acres west of Highway 41 and the expected lifespan is a maximum of 20 years. The estimated project list was also reviewed along with anticipated tax increment the Town is expected to receive.

Supervisor Bain made a motion to approve Resolution 2023-015 Creating Tax Incremental District No. 3, approving its project plan and establishing its boundaries as presented.

Supervisor Brien seconded the motion. Roll call vote: Supervisor Brien, aye; Supervisor Bain, aye; Supervisor Vannieuwenhoven, aye; Supervisor Frigo, aye; Chairman Tibaldo, aye. The motion carried unanimously.

9. Review of Preliminary Special Assessments for 2023 Sanitary Sewer & Water Main Construction Projects, Approve Notifications and Consider Setting Public Hearing Date for October meeting:

The engineering reports along with the proposed special assessments for Mid Valley, Packerland and French Ct water/sewer projects were reviewed. Notifications will be sent

out to those benefiting property owners related to the proposed assessment along with deferral terms along with notification of the public hearing date to be scheduled.

Matt Greely from McMahon Engineers spoke about the history of the installation of sanitary sewer and water mains in the Town over the last 25 years.

Supervisor Bain made the motion to set the public hearing date for special assessments on October 9, 2023. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

10. Consideration of Award of 2023 Sanitary Sewer & Water Main Construction – Packerland Dr, French Ct, Mid Valley Dr:

Supervisor Bain made the motion to award the 2023 sanitary sewer & water main construction for Packerland Dr, French Ct, Mid Valley Dr to Superior Sewer and Water Inc. as presented. Supervisor Frigo seconded the motion. The motion carried unanimously.

11. Consideration of Award of 2023 Storm Pond Projects: Mahogany Condo & Lawr. Parkway South:

Supervisor Vannieuwenhoven made the motion to Award of 2023 Storm Pond Projects for Mahogany Condo and Lawrence Parkway South to Relyco Plus Inc. as presented.

Supervisor Bain seconded the motion. The motion carried unanimously.

12. Consideration of Resolution 2023-016 Financing of Stormwater Pond Projects – Mahogany/ Carpenter Condo Pond Repair and Lawrence Parkway South Pond Expansion:

Supervisor Brienien made the motion to approve Resolution 2023-016 Financing of Stormwater Pond Projects Mahogany/ Carpenter Condo Pond Repair and Lawrence Parkway South Pond Expansion via a State Trust Fund Loan in the amount of \$453,000 as presented. Supervisor Bain seconded the motion. Roll call vote: Supervisor Brienien, aye; Supervisor Bain, aye; Supervisor Vannieuwenhoven, aye; Supervisor Frigo, aye; Chairman Tibaldo, aye. The motion carried unanimously.

13. Consideration of Resolution 2023-017 Financing of Public Works Vehicles - Loader and Snowplow:

Supervisor Bain made the motion to approve Resolution 2023-017 Financing of Public Works Vehicles Loader and Snowplow via a State Trust Fund Loan in the amount of \$440,000 as presented. Supervisor Frigo seconded the motion. Roll call vote: Supervisor Brienien, aye; Supervisor Bain, aye; Supervisor Vannieuwenhoven, aye; Supervisor Frigo, aye; Chairman Tibaldo, aye. The motion carried unanimously.

14. Consideration of Resolution 2023-018 Financing of 2023 Sanitary Sewer & Water Main Construction; Including Packerland Dr, French Ct, Mid Valley Dr:

Supervisor Frigo made the motion to approve Resolution 2023-018 Financing of 2023 Sanitary Sewer & Water Main Construction; Including Packerland Dr, French Ct, Mid Valley Dr via a State Trust Fund Loan in the amount of \$3,635,000 as presented. Supervisor Vannieuwenhoven seconded the motion. Roll call vote: Supervisor Brienien, aye; Supervisor Bain, aye; Supervisor Vannieuwenhoven, aye; Supervisor Frigo, aye; Chairman Tibaldo, aye. The motion carried unanimously.

15. Consideration of Change in Records Management Software Program for the Fire Department:

Supervisor Bain made the motion to approve the records management software program contract from Image Trend Elite for the Fire Department as presented. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

16. Consideration of Ordinance 2023-004 to Amend Section 300-102 – B-1 Business/Commercial Zoning District – Conditional Uses:

Supervisor Frigo made the motion to approve Ordinance 2023-004 to Amend Section 300-102 – B-1 Business/Commercial Zoning District – Conditional Uses as presented. Supervisor Vannieuwenhoven seconded the motion. Roll call vote: Supervisor Brienien, aye; Supervisor

Bain, aye; Supervisor Vannieuwenhoven, aye; Supervisor Frigo, aye; Chairman Tibaldo, aye.
The motion carried unanimously.

17. Review of Proposed Room Tax and Draft Short Term-Rental Ordinance – Discussion Only:

The proposed Room Tax and draft Short Term-Rental Ordinance language was discussed.

18. Administrator/Staff Reports

Staff reports were given.

19. Future Agenda Items:

- a. Public Hearings for rezoning requests on Lawrence requests
- b. Public Hearing on Special Assessments for Utility Extensions
- c. Room Tax Ordinance and draft Short Term-Rental Ordinance

20. Closed Session: No action taken.

21. Return to Regular Open Session for possible action pursuant to Ch. 19.85 (2) of Wisconsin Stats:

No action taken.

22. Adjourn:

Supervisor Frigo made the motion at 8:20pm 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 Regular Town Board Meeting
Town Hall, 2400 Shady Court, De Pere WI
Monday, October 9, 2023

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, 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; Mike Renkas, Police Chief; Luke Pasterski, Fire Chief

3. Pledge of Allegiance

4. Approve Agenda

Supervisor Brienens 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:

Chairman Tibaldo announced with great sadness of the recent passing of past Town Chairman, Greg Little. Greg was Town Chairman from 1973 to 1997 and a great visionary for the Town of Lawrence with the development of the sanitary sewer and water systems. Greg also served the Town on the Planning & Zoning Board, as a volunteer fireman and as Utility Manager.

Resident, Richard and Patricia Edwards, 1135 Applewood Drive; commented on their damaged sidewalk and their difficulty finding a contractor to get it repaired.

6. Consider minutes of the August 28, 2023, Town Board Meeting:

No action, August 28th minutes were previously approved. The September 25, 2023 minutes will be on the next agenda for consideration.

7. Consideration of payment of due invoices:

Supervisor Bain made the motion to approve the payment of due invoices as presented.

Supervisor Brienens seconded the motion. The motion carried unanimously.

8. Consideration of Denied Operator's License for the period of July 1, 2023 – June 30, 2024 – Appeal by Jeanette Jorgensen:

Chief Renkas provided background information on the process that each operator's application goes through before they are approved by the Police Department. He also provided the Town Board with information on how he came to the conclusion to deny the application for the operator's license for Jeanette Jorgensen. Ms. Jorgensen submitted an appeal to Chief Renkas' decision and requested Town Board's consideration regarding her request for an operator's license.

Supervisor Bain made a motion to uphold Chief Renkas' decision and to deny the request for an operator's license for Jeanette Jorgensen. Supervisor Brienens seconded the motion. The motion carried unanimously.

9. Public Hearing: A request to change the zoning from Agricultural Zone (A-1) to Residential (R-1) in Lawrence Parkway First Addition for Lots 54 thru 66 by Town of Lawrence

Supervisor Brienens made the motion to open the public hearing at 6:31pm. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

These parcels are intended to be rezoned to R-1 Residential for future homes. All lots meet the minimum requirement for the R-1 Residential zoning.

Chairman Tibaldo asked if there are any comments. None Heard.

Supervisor Brienien made the motion to close the public hearing at 6:39pm. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

10. Consideration of a request to change the zoning from Agricultural Zone (A-1) to Residential (R-1) in Lawrence Parkway First Addition for Lots 54 thru 66 by Town of Lawrence:

Supervisor Frigo made the motion to approve the request to change the zoning from Agricultural Zone (A-1) to Residential (R-1) in Lawrence Parkway First Addition for Lots 54 through 66 by Town of Lawrence as presented. Supervisor Bain seconded the motion. The motion carried unanimously.

11. Public Hearing: A request to change the zoning from Agricultural Zone (A-1) to Business Commercial (B-1) in Lawrence Parkway First Addition for Lots 49, 50, 52, and 53 by Town of Lawrence:

Supervisor Frigo made the motion to open the public hearing at 6:40pm. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

The B-1 Business Commercial zoning will allow for businesses and will likely require a CUP with conditions related to the individual business and uses.

Resident, Jeff Shadik, 2385 Tigerwood Trail, made comments regarding lighting and noise and is not in favor of the change of zoning.

Resident, Ryan Seprejda, 1469 Chickory – made comments and is not in favor of the change of zoning.

Resident, Todd Marks, 1660 Torchwood Trail – concerned for safety with increased traffic and would like the trail maintained year round and is not opposed to the change of zoning.

Resident, Dave VanLieshout, 1565 Echo Pine Court - concerned about increased traffic and parking during events. Not in favor of the change of zoning.

Chairman Tibaldo asked if there are any other comments. None Heard.

Supervisor Bain made the motion to close the public hearing at 7:00pm. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

12. Consideration of A request to change the zoning from Agricultural Zone (A-1) to Business Commercial (B-1) in Lawrence Parkway First Addition for Lots 49, 50, 52, and 53 by Town of Lawrence:

Supervisor Brienien made the motion to approve the request to change the zoning from Agricultural Zone (A-1) to Business Commercial (B-1) in Lawrence Parkway First Addition for Lots 49, 50, 52, and 53 by Town of Lawrence as presented. Supervisor Bain seconded the motion. The motion carried unanimously.

13. Consideration of Amending Police Department Starting Wage Structure for Lateral Transfers:

Chief Renkas discussed his proposal for salary adjustments for lateral entry transfers to attract more experienced candidates for open positions.

Supervisor Brienien made the motion to approve amending the Police Department starting wage structure for lateral transfers as presented. Supervisor Bain seconded the motion.

The motion carried unanimously.

14. Consideration of Proposal for Fire Department CAD Integration for New Reporting Software:

With the transition to the new Fire Department CAD program, there is an integration option that is needed but was not on the original quote.

Supervisor Vannieuwenhoven made the motion to approve proposal for Fire Department CAD Integration for New Reporting Software as presented. Supervisor Frigo seconded the motion. The motion carried unanimously.

15. Consideration of Employee Benefits/Insurance Changes for 2024:

Administrator Wetzel reviewed the changes to the employee benefits and insurance changes for 2024.

Supervisor Bain made the motion to approve the Employee Benefits/Insurance Changes for 2024 as presented. Supervisor Frigo seconded the motion. The motion carried unanimously.

16. Preliminary Review of Ordinance 2023-005 Creating Hotel, Motel and Room Tax Ordinance:

Administrator Wetzel reviewed the proposed Ordinance 2023-005 creating Hotel, Motel and Room Tax Ordinance.

17. Consideration to Set November Meeting of Electors for 2024 Budget & Tax Levy – Week of November 13th:

Supervisor Brienens made the motion to set the November Meeting of Electors for 2024 Budget & Tax Levy to Monday, November 13th. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

18. Administrator/Staff Reports

Staff reports were given.

19. Future Agenda Items:

- a. Public Hearing on Special Assessments for Utility Extensions
- b. Public Hearing on Revenue Bond – Sports Emporium
- c. Room Tax Ordinance and draft Short Term-Rental Ordinance

20. Adjourn:

Supervisor Frigo made the motion at 7:41pm 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
Amundsen Davis LLC								
1108	Amundsen Davis LLC	734328	General Legal-September	10/06/2023	329.00	.00		
Total Amundsen Davis LLC:					329.00	.00		
Badger Bins LLC								
1147	Badger Bins LLC	867	Garbage Can Cleaning	10/09/2023	80.00	.00		
Total Badger Bins LLC:					80.00	.00		
Brown County Port & Resource Recovery								
73	Brown County Port & Resource R	55444	Recycling	09/30/2023	307.04	.00		
73	Brown County Port & Resource R	55444	Trash Collection - Sharps	09/30/2023	7,190.36	.00		
Total Brown County Port & Resource Recovery:					7,497.40	.00		
Central Brown County Water Authority								
93	Central Brown County Water Auth	3399	September Billing	10/05/2023	42,877.27	.00		
Total Central Brown County Water Authority:					42,877.27	.00		
Clean Water Testing LLC								
102	Clean Water Testing LLC	9007975155	Water Testing	10/03/2023	205.00	.00		
102	Clean Water Testing LLC	9008009601	Water Testing	10/11/2023	32.00	.00		
Total Clean Water Testing LLC:					237.00	.00		
Clifton Larson Allen LLP								
887	Clifton Larson Allen LLP	3901638	Auditing	09/29/2023	521.50	.00		
887	Clifton Larson Allen LLP	3901638	Auditing	09/29/2023	260.75	.00		
887	Clifton Larson Allen LLP	3901638	Auditing	09/29/2023	260.75	.00		
Total Clifton Larson Allen LLP:					1,043.00	.00		
CSI Emergency Apparatus, LLC								
1148	CSI Emergency Apparatus, LLC	69830	FD Supplies-Hoses	10/04/2023	6,446.90	.00		
Total CSI Emergency Apparatus, LLC:					6,446.90	.00		
Fameree Consulting & Inspection								
154	Fameree Consulting & Inspection	1058	Electrical Inspection-Blue Reef, D	10/12/2023	248.00	.00		
Total Fameree Consulting & Inspection:					248.00	.00		
Fish Window Cleaning								
1095	Fish Window Cleaning	2680-167552	Window Cleaning	10/17/2023	276.00	.00		
Total Fish Window Cleaning:					276.00	.00		
Gannett Media Corp								
175	Gannett Media Corp	0005875303	Public Hearing Notices	09/30/2023	224.17	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Gannett Media Corp:					224.17	.00		
Green Bay Metropolitan Sewage District								
192	Green Bay Metropolitan Sewage	2086	Services for September	10/13/2023	63,634.43	.00		
Total Green Bay Metropolitan Sewage District:					63,634.43	.00		
Jefferson Fire & Safety, Inc.								
222	Jefferson Fire & Safety, Inc.	IN307296	Maintenance on Holmatro mTools	09/26/2023	798.00	.00		
Total Jefferson Fire & Safety, Inc.:					798.00	.00		
Jim's Johns, Inc.								
233	Jim's Johns, Inc.	18157	Park Portable Restroom	09/30/2023	299.00	.00		
Total Jim's Johns, Inc.:					299.00	.00		
Kodiak Excavating Inc								
254	Kodiak Excavating Inc	3399	Yard Waste Disposal	10/06/2023	1,850.00	.00		
Total Kodiak Excavating Inc:					1,850.00	.00		
Lakeland Lawn Care								
1129	Lakeland Lawn Care	120725	Park Lawn Care	10/09/2023	850.00	.00		
Total Lakeland Lawn Care:					850.00	.00		
Ledgecrest Homes								
264	Ledgecrest Homes	23-02-0011	Contractor Deposit Refund-1452	10/18/2023	1,000.00	.00		
Total Ledgecrest Homes:					1,000.00	.00		
Mail Haus, Inc								
410	Mail Haus, Inc	0180678	Water Billing-Sewer Fund	09/29/2023	787.55	.00		
410	Mail Haus, Inc	0180678	Water Billing- Water Fund	09/29/2023	787.55	.00		
410	Mail Haus, Inc	0180750	Newsletter Fall/Winter 2023	10/05/2023	2,537.49	.00		
Total Mail Haus, Inc:					4,112.59	.00		
McMahon Associates, Inc.								
285	McMahon Associates, Inc.	00932180	Packerland Water & Sewer - TID	09/20/2023	7,270.75	.00		
285	McMahon Associates, Inc.	00932181	French Ct. Water & Sewer	09/20/2023	1,740.75	.00		
285	McMahon Associates, Inc.	00932181	French Ct. Water & Sewer	09/20/2023	1,740.75	.00		
285	McMahon Associates, Inc.	00932408	Fabick SW Review	10/09/2023	654.00	.00		
285	McMahon Associates, Inc.	00932409	Carpenter's Condos Pond Project	10/09/2023	2,127.00	.00		
285	McMahon Associates, Inc.	00932492	Storm Pond Services	10/12/2023	1,941.95	.00		
285	McMahon Associates, Inc.	00932515	American Rapids Mapping	10/12/2023	472.46	.00		
285	McMahon Associates, Inc.	00932516	TID 3 Creation	10/12/2023	421.40	.00		
285	McMahon Associates, Inc.	00932538	Illicit Discharge	10/13/2023	63.50	.00		
Total McMahon Associates, Inc.:					16,432.56	.00		
Menards Inc								
286	Menards Inc	21812	Town Hall Supplies	10/04/2023	10.99	.00		
286	Menards Inc	21999	Fire Dept Supplies	10/09/2023	42.75	.00		
286	Menards Inc	22285	Roads	10/17/2023	123.94	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
286	Menards Inc	22285	Fire Dept Fuel	10/17/2023	47.96	.00		
	Total Menards Inc:				225.64	.00		
Oshkosh Fire & Police Equipment								
320	Oshkosh Fire & Police Equipment	192170	Air Pack testing	10/12/2023	980.02	.00		
	Total Oshkosh Fire & Police Equipment:				980.02	.00		
Public Service Commission of WI								
939	Public Service Commission of WI	RA24-I-03095	2023-2024 Advance Assessment	09/29/2023	898.81	.00		
	Total Public Service Commission of WI:				898.81	.00		
Quill Corporation								
349	Quill Corporation	34988704	Office Supplies-SF	10/05/2023	22.09	.00		
349	Quill Corporation	34988704	Office Supplies-GF	10/05/2023	44.17	.00		
349	Quill Corporation	34988704	Office Supplies-WF	10/05/2023	22.09	.00		
349	Quill Corporation	34988704	Fire Dept Supplies	10/05/2023	20.67	.00		
	Total Quill Corporation:				109.02	.00		
R & R Insurance Services, Inc								
1099	R & R Insurance Services, Inc	2913569	Insurance Services	10/02/2023	225.00	.00		
	Total R & R Insurance Services, Inc:				225.00	.00		
Renards Catering								
581	Renards Catering	101323	HALO Breakfast	10/13/2023	278.63	.00		
	Total Renards Catering:				278.63	.00		
Ruechel, Brian C.								
1012	Ruechel, Brian C.	103123	Financial Consultant	10/18/2023	992.25	.00		
	Total Ruechel, Brian C.:				992.25	.00		
Sherwin Industries Inc								
684	Sherwin Industries Inc	SS100174	Manhole Protector Rings	09/29/2023	2,736.21	.00		
	Total Sherwin Industries Inc:				2,736.21	.00		
Sprinkler Company, Inc								
549	Sprinkler Company, Inc	94011	Park Maintenance	10/11/2023	166.42	.00		
	Total Sprinkler Company, Inc:				166.42	.00		
Uniform Shoppe								
413	Uniform Shoppe	338406	Fire Dept Uniforms	09/20/2023	143.90	.00		
413	Uniform Shoppe	338453	Fire Dept Uniforms	09/20/2023	519.80	.00		
	Total Uniform Shoppe:				663.70	.00		
Village of Hobart								
450	Village of Hobart	093023	Court Health/Dental/Life/WC	10/09/2023	2.02	.00		
450	Village of Hobart	093023	Police Seminars/Conf/Training	10/09/2023	304.57	.00		
450	Village of Hobart	093023	Police Vehicle Lease	10/09/2023	985.08	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
450	Village of Hobart	093023	Law & Ordinance Violations	10/09/2023	3,136.08-	.00		
450	Village of Hobart	093023	Police Fuel Expenses	10/09/2023	1,658.15	.00		
450	Village of Hobart	093023	Mun Court Retirement	10/09/2023	58.32	.00		
450	Village of Hobart	093023	Police Captial Equipment	10/09/2023	390.70	.00		
450	Village of Hobart	093023	AARPA Expenses	10/09/2023	14,561.98	.00		
450	Village of Hobart	093023	Police/Adm Payroll Taxes	10/09/2023	2,513.60	.00		
450	Village of Hobart	093023	Police Supplies	10/09/2023	278.69	.00		
450	Village of Hobart	093023	Judge Salary	10/09/2023	233.34	.00		
450	Village of Hobart	093023	Mun Court Payroll Taxes	10/09/2023	83.47	.00		
450	Village of Hobart	093023	Police Uniforms	10/09/2023	21.32	.00		
450	Village of Hobart	093023	Telephone/Cell/Radios	10/09/2023	468.89	.00		
450	Village of Hobart	093023	Blood Draws	10/09/2023	10.13-	.00		
450	Village of Hobart	093023	Police Retirement Expense	10/09/2023	4,122.17	.00		
450	Village of Hobart	093023	Court Clerk Wages	10/09/2023	857.69	.00		
450	Village of Hobart	093023	Background Checks	10/09/2023	21.40	.00		
450	Village of Hobart	093023	Police/Admin Salaries	10/09/2023	33,032.78	.00		
450	Village of Hobart	093023	Police Vehicle Maintenance	10/09/2023	51.96	.00		
450	Village of Hobart	093023	Health, Dental, Life, Wrk comp	10/09/2023	5,752.54	.00		
450	Village of Hobart	093023	Insurance Reimbursement	10/09/2023	92.23	.00		
450	Village of Hobart	093023	Police Weapons/Ammonition	10/09/2023	1,937.46	.00		
Total Village of Hobart:					64,282.15	.00		
Grand Totals:					219,793.17	.00		

Dated: _____

Town Chairman: _____

Town Supervisor: _____

Clerk/Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$.00 included.

Paid and unpaid invoices included.

23-Sep Credit Cards

WI DNR	Mahogany Pond Project-Convenience Fee	\$	27.65
WI DNR	TID 1 Pond Expansion-Convenience Fee	\$	15.15
WI DNR	Mahogany Pond Project	\$	1,106.00
WI DNR	TID 1 Pond Expansion	\$	606.00
Amazon	Car Charger-Building Inspector	\$	31.11
Spectrum	CABLE	\$	114.99
TDS	PHONES	\$	165.14
Amazon	Office Supplies	\$	6.71
Cellcom	CELL PHONES	\$	565.39
Sams Club	Supplies	\$	183.80
Amazon	Office Supplies	\$	131.25
Seek Thermal	Thermal Camera - 2%	\$	499.00
Cenex	Fuel	\$	51.41
Zoom	Virtual Meeting	\$	16.87
Vintage Rose Bakery	Fire Meeting	\$	75.52
		\$	3,595.99

NOTICE OF PUBLIC HEARING on SPECIAL ASSESSMENT
FOR PUBLIC IMPROVEMENTS IN
THE TOWN OF LAWRENCE, BROWN COUNTY, WI
2023 PACKERLAND DRIVE, SCHEURING ROAD TO NORTH
SANITARY SEWER AND WATER MAIN EXTENSION

PLEASE TAKE NOTICE, that the Town Board of the Town of Lawrence has declared its intention to exercise its police power and levy special assessments in accordance with Section 60.0703, Wisconsin Statutes, for improvements constructed within the area described below and special assessments to be levied on a reasonable basis upon the properties benefited thereby. Said improvements to include a sanitary sewer and water main, laterals where necessary and required, grading and graveling where necessary and required, and necessary appurtenances and incidentals. Said improvements shall be constructed and the properties benefiting therefrom are contained in the following described area:

ASSESSMENT DISTRICT

Lots located adjacent or near portions of Packerland Drive, Scheuring Road to North, specifically to include the following parcels:

L-164, L-165, L-165-1, and L-166.

An Engineer's Report showing plans and specifications, estimated cost of improvements and proposed assessments is on file in the Town of Lawrence Business Office located at the Town Hall, 2400 Shady Court, De Pere, WI 54115 and may be inspected on Monday through Thursday from 7:00AM to 4:00PM and Friday from 7:00AM to 11:00AM.

You are further notified that the Town of Lawrence Board will hear all interested persons or its agents concerning matters contained in the Preliminary Resolution which declared the Town's intention to exercise its power to levy special assessments; the Engineer's Report as described above; and the Final Resolution, authorizing such special assessments, at 6:30PM, on Monday, October 23, 2023 at the Town Hall located at 2400 Shady Court in the Town of Lawrence.

All objections will be considered at said hearing, and thereafter the amount of the assessment will be finally determined.

Dated this 10th day of October 2023

Cindy Kocken, Town Clerk-Treasurer
Town of Lawrence

Posted at the following on Tuesday, October 10, 2023

- ☒ Town Hall, 2400 Shady Court, Fire Station #1, 2595 French Rd, Fire Station #2, 1780 Crimson Ct
- ☒ Notice in Green Bay Press Gazette, October 13, 2023
- ☒ Property Owners Notified

Preliminary Engineering Report

Packerland Sewer & Water Extension Scheuring Road to North



Prepared for the
TOWN OF LAWRENCE
BROWN COUNTY, WISCONSIN

PREPARED FOR PUBLIC HEARING

AUGUST 25, 2023

McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE NEENAH, WI 54956 Mailing: PO BOX 1025 NEENAH, WI 54957-1025 PH 920.751.4200 MCMGRP.COM

McM. No. L0017-09-22-00686 /MJG:car

McMAHON
ENGINEERS ARCHITECTS

Preliminary Engineering Report

Pursuant to Sec. 66.0703(1)(b) Wisconsin Stats., as Amended

Packerland Sewer & Water Extension Scheuring Road to North




Prepared for the
TOWN OF LAWRENCE
BROWN COUNTY, WISCONSIN

1. This Engineer's Report, submitted on behalf of the above-named Town, is prepared in compliance with Section 66.0703(1)(b), Wisconsin Statutes, and Section 66.0703(3), Wisconsin Statutes, as amended.
2. That all final plans and specifications for the aforementioned Town project are on file with the clerk of the Town.
3. The following hereinafter is the cost based on 'bid results' for the improvements.
4. That hereinafter follows the assessment amounts, as to each parcel of property affected, of the assessment of benefits to be levied against each affected parcel.
5. The same is attached hereto and incorporated herein as a schedule of proposed assessments.
6. That it has been determined by the governing body of the aforementioned Town and the Engineers for the Town, that the property against which the assessments are made are benefited from said proposed work, improvements and installation of the same, and that all assessments are pursuant to Sections 66.0703(1)(b) Police Powers, and that said assessments are based upon a reasonable basis, as determined by said government body, mainly being construction costs assessment, including actual cost of construction, engineering fees, legal fees, posting and publication expenses.

McMahon Associates, Inc.

By:


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

AUGUST 25, 2023

McM. No. I0017-09-22-00686



BID TABULATION - Related to Assessments

OWNER: TOWN OF LAWRENCE
Project Name: 2023 Sanitary Sewer & Water Main Construction
Contract No. L0017-09-23-00310
Bid Date/Time: August 17, 2023 @ 2:00 P.M.
Project Manager: Matt Greely, PE

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

BASE BID | CONTRACT A - PACKERLAND DRIVE

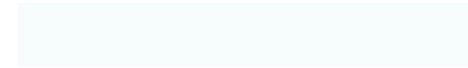
Item	Qty	Unit	Description	Unit Price	Total
A-1	1,171	L.F.	8 Inch Sanitary Sewer	\$90.50	\$105,975.50
A-2	240	L.F.	8 Inch Sanitary Sewer DR 26	\$104.00	\$24,960.00
A-3	30	V.F.	6 Inch Sanitary Riser	\$70.00	\$2,100.00
A-4	50	L.F.	6 Inch Sanitary Lateral	\$70.00	\$3,500.00
A-5	69.53	V.F.	4 Foot Diameter Sanitary Manholes	\$500.00	\$34,765.00
A-6	1	Ea.	Internal Manhole Drop	\$0.01	\$0.01
A-7	1,500	L.F.	12 Inch Water Main	\$79.75	\$119,625.00
A-8	20	L.F.	6 Inch Water Main	\$50.25	\$1,005.00
A-9	2	Ea.	12 Inch R.W. Gate Valves	\$4,629.00	\$9,258.00
A-10	2	Ea.	6 Inch R.W. Gate Valves	\$1,994.00	\$3,988.00
A-11	1	Ea.	Salvage and Relocate Hydrant, Valve and Reducer	\$2,197.00	\$2,197.00
A-12	2	Ea.	Hydrant	\$5,070.00	\$10,140.00
A-13	2	Ea.	2 Inch Corporation Curb Stop and Stop Box	\$1,273.00	\$2,546.00
A-14	35	L.F.	2 Inch Poly Water Service	\$41.00	\$1,435.00
A-15	1	Ea.	Water Valve Manhole (Including Valve and Accessories)	\$10,800.00	\$10,800.00
A-16	2	Ea.	Salvage and Reset Culvert	\$1,128.00	\$2,256.00
A-17	1	L.S.	Restoration - Seeding, Fertilizer, Mulch (Est. 4,100 S.Y.)	\$8,200.00	\$8,200.00
A-18	1	L.S.	Restoration - Seeding, Fertilizer, E-Mat (Est. 700 S.Y.)	\$2,000.00	\$2,000.00
A-19	1	L.S.	Restoration - Roadway (Including HMA, Gravel Shoulders, Curb & Gutter, Driveway)	\$11,200.00	\$11,200.00
A-20	2	Ea.	Tracking Pad	\$1,000.00	\$2,000.00
A-21	200	L.F.	Silt Fence	\$4.50	\$900.00
A-22	6	Ea.	Ditch Checks	\$200.00	\$1,200.00
A-23	1	L.S.	Traffic Control	\$11,100.00	\$11,100.00
TOTAL (Items A-1 through A-23, Inclusive)				\$371,150.51	\$371,150.51
Total with 20% E&C					\$445,380.61

Non-Assessable (Estimated Town Costs)					
extra depth (over 12')					
1,411	L.F.	8 Inch Sanitary Sewer greater than 12' depth		\$27.83	\$39,268.13
12" upsizing of watermain					
1,500	L.F.	12" Watermain (cost difference between 8" and 12")		\$27.25	\$40,875.00
2	L.F.	12" Water Valve (cost difference between 8" and 12")		\$1,938.00	\$3,876.00
Total Non-Assessable					\$123,287.26
Assessable amount - based on Total minus Non-Assessable				\$	322,094.00

Packerland Drive Sewer and Water Extension
Post Bid - Assessments for Public Hearing
Town of Lawrence
McM No. L0017-09-22-00686

Public Hearing Assessment Rates		
San. Sewer		\$ 61.75
Water Main		\$ 55.70

20-Aug-23



(LINEAL FOOT)

Parcel No.	Property Owner	Total Frontage	ESA Frontage	Sanitary Assessed Frontage	W.M. Assessed Frontage	Sanitary Assessment	San. Lateral Assessment	Watermain Assessment	Water Lateral Assessment	Total Assessment
*L-165-1	Baycare Aurora LLC	534.86		534.9	534.9	\$ 33,027.61		\$ 29,791.70		\$ 62,819.31
L-165	Mariana Rodriguez Navarro	330.00		330.0	330.0	\$ 20,377.50	\$ 2,856.00	\$ 18,381.00	\$ 2,515.80	\$ 41,274.30
L-164	Derouin William M & Patricia M Revoc.Trust	552.80	130.00	422.8	422.8	\$ 26,107.90	\$ 4,350.00	\$ 23,549.96	\$ 3,085.60	\$ 52,743.46
*L-166	Vandenheuvel, Harold & Arleen	1,400.00		1,400.0	1,400.0	\$ 86,450.00		\$ 77,980.00		\$ 164,430.00

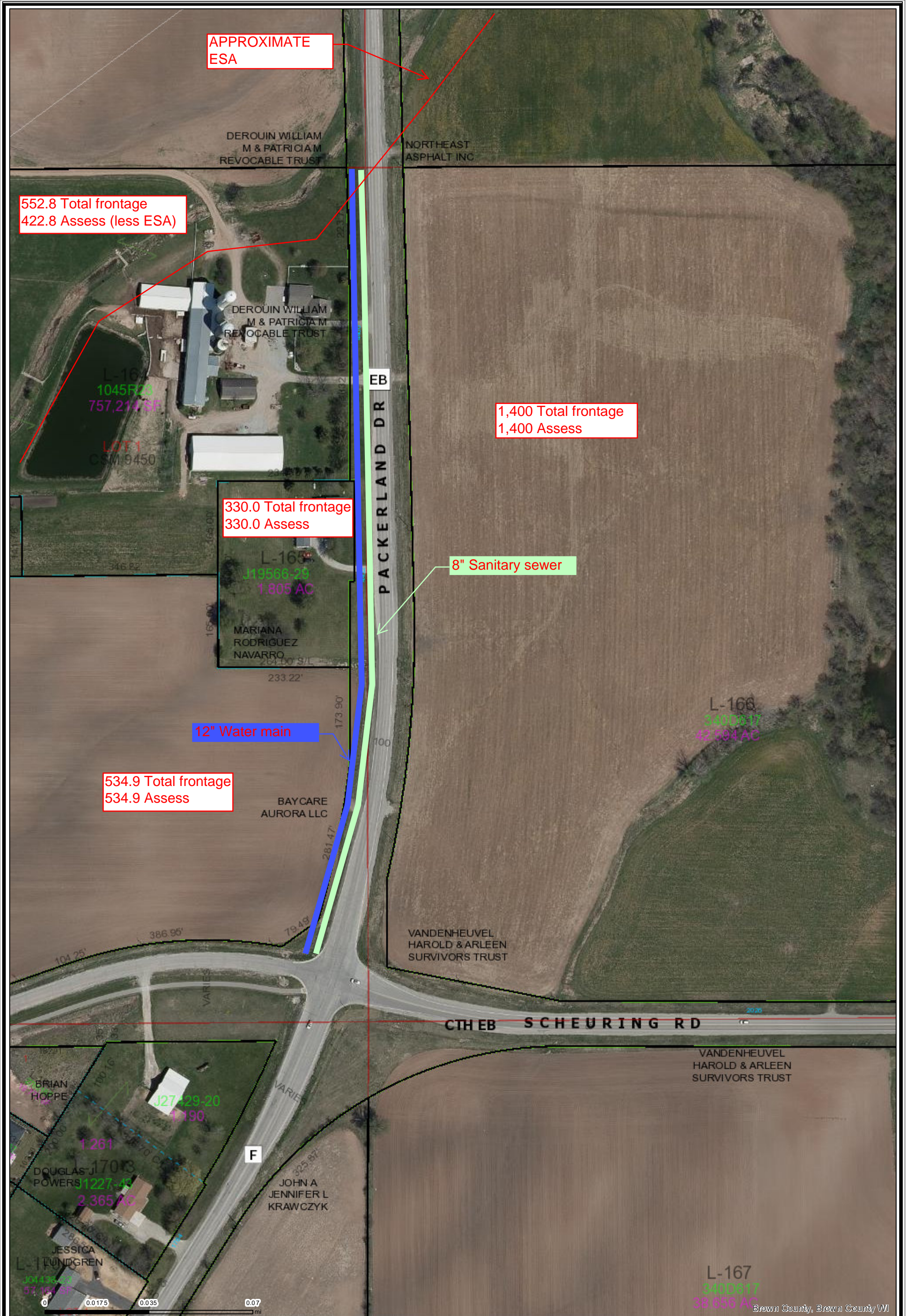
Totals = 2,817.66 2,687.7 2,687.7 If \$ 165,963.01 \$ 7,206.00 \$ 149,702.66 \$ 5,601.40 \$ 321,267.07

per foot cost

\$ 61.75 \$ 55.70

11976.25

* Possible corner exemption or modification from previously installed utilities



NOTICE OF PUBLIC HEARING on SPECIAL ASSESSMENT
FOR PUBLIC IMPROVEMENTS IN
THE TOWN OF LAWRENCE, BROWN COUNTY, WI
2023 MID VALLEY DRIVE SANITARY SEWER AND WATER MAIN EXTENSION

PLEASE TAKE NOTICE, that the Town Board of the Town of Lawrence has declared its intention to exercise its police power and levy special assessments in accordance with Section 60.0703, Wisconsin Statutes, for improvements constructed within the area described below and special assessments to be levied on a reasonable basis upon the properties benefited thereby. Said improvements to include a sanitary sewer and water main, laterals where necessary and required, grading and graveling where necessary and required, and necessary appurtenances and incidentals. Said improvements shall be constructed and the properties benefiting therefrom are contained in the following described area:

ASSESSMENT DISTRICT

Lots located adjacent or near portions of Mid Valley Drive, specifically to include the following parcels:

L-405, L-408, L-408-1, L-408-2, L-410, L-411, L-412, L-413, L-414, L-415 and L-464-1.

An Engineer's Report showing plans and specifications, estimated cost of improvements and proposed assessments is on file in the Town of Lawrence Business Office located at the Town Hall, 2400 Shady Court, De Pere, WI 54115 and may be inspected on Monday through Thursday from 7:00AM to 4:00PM and Friday from 7:00AM to 11:00AM.

You are further notified that the Town of Lawrence Board will hear all interested persons or its agents concerning matters contained in the Preliminary Resolution which declared the Town's intention to exercise its power to levy special assessments; the Engineer's Report as described above; and the Final Resolution, authorizing such special assessments, at 6:30PM, on Monday, October 23, 2023 at the Town Hall located at 2400 Shady Court in the Town of Lawrence.

All objections will be considered at said hearing, and thereafter the amount of the assessment will be finally determined.

Dated this 10th day of October 2023

Cindy Kocken, Town Clerk-Treasurer
Town of Lawrence

Posted at the following on Tuesday, October 10, 2023

- ☒ Town Hall, 2400 Shady Court, Fire Station #1, 2595 French Rd, Fire Station #2, 1780 Crimson Ct
- ☒ Notice in Green Bay Press Gazette, October 13, 2023
- ☒ Property Owners Notified

Preliminary Engineering Report

2023 Sewer & Water Construction Mid-Valley Road



Prepared for the
TOWN OF LAWRENCE
BROWN COUNTY, WISCONSIN

PREPARED FOR PUBLIC HEARING

AUGUST 25, 2023

McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE NEENAH, WI 54956 Mailing: PO BOX 1025 NEENAH, WI 54957-1025 PH 920.751.4200 MCMGRP.COM

McM. No. L0017-09-23-00310 /MJG:car

McMAHON
ENGINEERS ARCHITECTS

Preliminary Engineering Report

Pursuant to Sec. 66.0703(1)(b) Wisconsin Stats., as Amended

2023 Sewer & Water Construction Mid-Valley Road




Prepared for the
TOWN OF LAWRENCE
BROWN COUNTY, WISCONSIN

1. This Engineer's Report, submitted on behalf of the above-named Town, is prepared in compliance with Section 66.0703(1)(b), Wisconsin Statutes, and Section 66.0703(3), Wisconsin Statutes, as amended.
2. That all final plans and specifications for the aforementioned Town project are on file with the clerk of the Town.
3. The following hereinafter is the cost based on 'bid results' for the improvements.
4. That hereinafter follows the assessment amounts, as to each parcel of property affected, of the assessment of benefits to be levied against each affected parcel.
5. The same is attached hereto and incorporated herein as a schedule of proposed assessments.
6. That it has been determined by the governing body of the aforementioned Town and the Engineers for the Town, that the property against which the assessments are made are benefited from said proposed work, improvements and installation of the same, and that all assessments are pursuant to Sections 66.0703(1)(b) Police Powers, and that said assessments are based upon a reasonable basis, as determined by said government body, mainly being construction costs assessment, including actual cost of construction, engineering fees, legal fees, posting and publication expenses.

McMahon Associates, Inc.

By:


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

AUGUST 25, 2023

McM. No. L0017-09-23-00310



BID TABULATION - Related to Assessments (Public Hearing -Sewer & Water Only)

OWNER: TOWN OF LAWRENCE
Project Name: 2023 Sanitary Sewer & Water Main Construction
Contract No. L0017-09-23-00310
Bid Date/Time: August 17, 2023 @ 2:00 P.M.
Project Manager: Matt Greely, PE

Engineer:

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

BASE BID | CONTRACT C - LITTLE RAPIDS ROAD / MID VALLEY DRIVE / SHADY COURT LIFT STATION

Item	Qty	Unit	Description	Unit Price	Total
Sanitary Related items - Hwy 4 Crossing and Mid-Valley South of Little Rapids					
C-1	728	L.F.	15 Inch Sanitary Sewer DR 26	\$194.00	\$141,232.00
C-2	731	L.F.	12 Inch Sanitary Sewer	\$94.00	\$68,714.00
C-3	400	L.F.	12 Inch Sanitary Sewer DR 26	\$111.00	\$44,400.00
C-4	396	L.F.	10 Inch Sanitary Sewer	\$72.00	\$28,512.00
C-5	801	L.F.	10 Inch Sanitary Sewer DR 26	\$114.00	\$91,314.00
C-6	1,124	L.F.	8 Inch Sanitary Sewer	\$68.00	\$76,432.00
C-7	337	L.F.	8 Inch Sanitary Sewer DR 26	\$104.00	\$35,048.00
C-8	272.99	V.F.	4 Foot Diameter Sanitary Manholes	\$477.00	\$130,216.23
C-9	17.48	V.F.	4 Foot Diameter Sanitary Manholes (Outside Drop)	\$708.00	\$12,375.84
C-10	1	Ea.	Internal Manhole Drop	\$1,387.00	\$1,387.00
C-11	25	V.F.	6 Inch Sanitary Riser	\$72.00	\$1,800.00
C-12	50	V.F.	6 Inch Sanitary Lateral	\$93.00	\$4,650.00
TTL					\$636,081.07
Water Main Related items - Hwy 4 Crossing and Mid-Valley South of Little Rapids					
C-20	4,400	L.F.	12 Inch Water Main	\$82.25	\$361,900.00
C-21	50	L.F.	8 Inch Water Main	\$66.00	\$3,300.00
C-22	53.5	L.F.	6 Inch Water Main	\$40.00	\$2,140.00
C-23	12	Ea.	12 Inch R.W. Gate Valves	\$4,629.00	\$55,548.00
C-24	1	Ea.	8 Inch R.W. Gate Valves	\$2,691.00	\$2,691.00
C-25	8	Ea.	6 Inch R.W. Gate Valves	\$1,994.00	\$15,952.00

C-26	9	Ea.	Hydrant	\$5,070.00	\$45,630.00
C-27	8	Ea.	6 Inch Hydrant Lead Bends	\$458.00	\$3,664.00
C-28	1	Ea.	2 Inch Corporation Curb Stop and Stop Box	\$1,273.00	\$1,273.00
C-29	60	L.F.	2 Inch Poly Water Service	\$41.00	\$2,460.00
C-30	1	Ea.	Water Valve Manhole (Including Valve and Accessories)	\$10,800.00	\$10,800.00
TTL					\$505,358.00

SUPPLEMENTAL BID 1 - CONTRACT C | Mid Valley Road Sanitary Sewer / Water Main - North of Little Rapids Road

Item	Qty	Unit	Description	Unit Price	Total
S1-1	1,721	L.F.	10 Inch Sanitary Sewer DR 26	\$122.00	\$209,962.00
S1-2	454	L.F.	8 Inch Sanitary Sewer	\$66.00	\$29,964.00
S1-3	59	L.F.	8 Inch Sanitary Sewer DR 26	\$112.00	\$6,608.00
S1-4	153.93	V.F.	4 Foot Diameter Sanitary Manholes	\$450.00	\$69,268.50
S1-5	9.54	V.F.	4 Foot Diameter Sanitary Manholes (Outside Drop)	\$679.00	\$6,477.66
S1-6	2,200	L.F.	12 Inch Water Main	\$79.50	\$174,900.00
S1-7	24	L.F.	6 Inch Water Main	\$40.00	\$960.00
S1-8	4	Ea.	12 Inch R.W. Gate Valves	\$4,629.00	\$18,516.00
S1-9	4	Ea.	6 Inch R.W. Gate Valves	\$1,994.00	\$7,976.00
S1-10	4	Ea.	Hydrant	\$5,070.00	\$20,280.00
S1-11	4	Ea.	6 Inch Hydrant Lead Bends	\$458.00	\$1,832.00
S1-12	100	L.F.	Salvage and Replace 18 Inch Culvert (New)	\$45.00	\$4,500.00
S1-13	6	Ea.	18 Inch Metal Endwall	\$250.00	\$1,500.00
S1-14	1	L.S.	Erosion Control - Tracking Pad, Ditch Checks and Silt Fence (Est. 80 L.F.)	\$2,500.00	\$2,500.00
S1-15	1	L.S.	Restoration - Topsoil, Seed, Fertilizer, Mulch (Est. 8,000 S.Y.)	\$14,516.00	\$14,516.00
S1-16	1	L.S.	Restoration - Topsoil, Seed, Fertilizer, E-Mat Class 1 - Type B (Est. 1,900 S.Y.)	\$5,600.00	\$5,600.00
S1-17	1	L.S.	Restoration Roadway - HMA - Roadway and Driveways (Including Base Course, Pavement Marking and Gravel Driveway Restoration)	\$10,691.00	\$10,691.00
S1-18	1	L.S.	Traffic Control	\$3,000.00	\$3,000.00
TOTAL (Items S1-1 through S1-18, Inclusive)					\$589,051.16

Total	\$1,730,490.23
Engineering & Contingencies (20%)	\$346,098.05
Total Sewer & Water for related to assessments for Mid-Valley Road	\$2,076,588.28

McM No. L0017 - 92300310
2022 I-41 Corridor Sewer & Water Extension (Mid-Valley Rd & Little Rapids Road)
Post Bid Assessments for Public Hearing
McM No. L0017 - 92300310
Date: August 20, 2023

Public Hearing Assessment Rates		
San. Sewer	\$	61.75
Water Main	\$	55.70

A Assessible footage west side I-41 Corridor/Mid Valley Road-French Rd-Little Rapids Rd.

Parcel Summary link			TOTAL	Sanitary	Water	No. of San.	Sewer	No. of Water	Water	Sanitary	Watermain	Total
			FRONTAGE	Assessable	Assessable	Laterals	Lateral	Laterals	Lateral	Assessment	Assessment	Assessment
Parcel No.	Property Owner	Notes:		Road Frontage	Road Frontage		Assessment		Assessment	Assessment	Assessment	Assessment
Mid Valley Road											\$ -	\$ -
											\$ -	\$ -
L-464-1	JFTCO Inc.		1104.01	1104.010	1104.010	0.000	\$ 3,264.00	0.000	\$ 7,189.20	\$ 68,172.62	\$ 61,493.36	\$ 140,119.17
L-405	Beno, Nicholas J. Living Trust		540.7	540.700	540.700	0.000	\$ -	0.000	\$ -	\$ 33,388.23	\$ 30,116.99	\$ 63,505.22
L-408	Beno, Nicholas J. Living Trust	Flag lot - could be attached to main parcel 408-2	19.5	19.500	19.500	0.000	\$ -	0.000	\$ -	\$ 1,204.13	\$ 1,086.15	\$ 2,290.28
L-408-2	Beno, Nicholas J. Living Trust	Non-ESA Assessible - 231	356	125.000	125.000	0.000	\$ -	0.000	\$ -	\$ 7,718.75	\$ 6,962.50	\$ 14,681.25
L-408-1	Tyczkowski, Charlotte F. & John J.		165	165.000	165.000	1.000	\$ 2,856.00	1.000	\$ 2,515.80	\$ 10,188.75	\$ 9,190.50	\$ 24,751.05
L-410	Lamers Farm LLC	Non-ESA Assessible - 333.45	543.45	210.000	210.000	0.000	\$ -	0.000	\$ -	\$ 12,967.50	\$ 11,697.00	\$ 24,664.50
L-411	Lamers Farm LLC	Southern portion of parcel Non-ESA - 269.84	369.84	100.000	100.000	0.000	\$ -	0.000	\$ -	\$ 6,175.00	\$ 5,570.00	\$ 11,745.00
Totals											\$ -	\$ -
											\$ -	\$ -
Mid Valley Road (Supplemental Bid)											\$ -	\$ -
L-412	Lamers Farm LLC		526.98	526.980	526.980	0.000	\$ -	0.000	\$ -	\$ 32,541.02	\$ 29,352.79	\$ 61,893.80
L-413	Lamers Farm LLC	Reduce Access Footage by 150 Ft. ATC Easement	545.86	395.860	395.860	0.000	\$ -	0.000	\$ -	\$ 24,444.36	\$ 22,049.40	\$ 46,493.76
L-414	MS Real Estate Holdings LLC		545.85	545.850	545.850	0.000	\$ -	0.000	\$ -	\$ 33,706.24	\$ 30,403.85	\$ 64,110.08
L-415	MS Real Estate Holdings LLC		545.86	545.860	545.860	0.000	\$ -	0.000	\$ -	\$ 33,706.86	\$ 30,404.40	\$ 64,111.26
Totals			2164.55	2014.550	2014.550		\$ 6,120.00	\$ 1.00	\$ 9,705.00	\$ 264,213.43	\$ 238,326.93	\$ 518,365.36

Map printed on
5/12/2023



1:7,200

1 inch = 600 feet*

1 inch = 0.114 miles*

*original page size is 11" x 17"

Appropriate format depends on zoom level

A map key/legend is available at
tinyurl.com/BrownDogLegend

This is a custom web map
created by an online user of
the GIS map services
provided by the
Brown County Wisconsin
Planning & Land Services
Department



(920) 448-6480

www.browncountywi.gov





Agenda Item Review

Meeting Date: 10/23/23

Agenda Item#: 12

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 Amendment to 2023 Sewer & Water Construction to Remove French Court

FISCAL IMPACT:

1. Is there A Fiscal Impact? With no project, no spec. assessment process needed
2. Is it Currently Budgeted? N/A

Item History

As part of the 2023 Sewer and Water Construction project, a portion to extend water/sewer to homes on French Court was considered. This request originated with the sale of one of the homes, and a former owner's concern about private on-site systems. The former owner and listing agents informed us the neighbors would be interested in also considering connecting to public water/sewer if it was extended down French Court.

With the Packerland Drive and Mid Valley Drive water/sewer projects, French Court was added in order to take advantage of better pricing due to the scale of the combined projects.

Upon further review with the new owner of the home on French Court, and notice of a proposed set of special assessments if the French Court water/sewer project would proceed, the new homeowner informed us that he believes his current on-site systems are adequate for the foreseeable future, or can be addressed privately without the need for public water/sewer. Moreover, if the French Court utilities are not needed for the original property they were intended at this time, the neighbors are also not interested in this extension.

We would recommend removing French Court utilities from the 2023 Sewer & Water Main Construction project with Superior Sewer & Water. This amendment would remove \$172,104.50 from the upcoming water & sewer work.

A contract has not been finalized/executive for the upcoming work, however, deleting the project via change order is the recommend process at this time by McMahon, the Town's Engineer.

Recommended Action:

Remove French Court from 2023 Sewer & Water Main Construction project via Change Order #1 with Superior Sewer & Water, a project reduction of \$172,104.50.



October 20, 2023

Town of Lawrence
2400 Shady Court
De Pere, WI 54115

Re: Town of Lawrence
2023 Sanitary Sewer & Water Main Construction
Change Order #1
McM. No. L0017-09-23-00310

Enclosed herewith is Change Order #1 for the above referenced project. This change is a decrease in the Contract in the amount of \$172,104.50. The current Contract Price is \$2,860,326.13.

Please review and sign in the space provided. **Return all copies to our office,** and we will distribute them accordingly.

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

Respectfully,

McMahon Associates, Inc.

Matt Greely /car

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

MJG:car

Enclosure: Change Order #1

McMAHON

ENGINEERS ARCHITECTS

McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE P.O. BOX 1025
NEENAH, WI 54956 NEENAH, WI 54957-1025
TELEPHONE: 920.751.4200
FAX: 920.751.4284

CHANGE ORDER

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

Contract No. L0017-09-23-00310
Project File No. L0017-09-23-00310
Change Order No. One (1)
Issue Date: October 19, 2023
Project: Town of Lawrence 2023 Sanitary
Sewer & Water Main Construction

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

	(Item Description)	(Price)
1.1	Remove Contract B -- French Court..... DELETE	- \$172,104.50
TOTAL		- \$172,104.50

The Changes Result In The Following Adjustments:

	CONTRACT PRICE	TIME
Prior To This Change Order	<u>\$3,032,430.63</u>	<u>-</u> days
Adjustments Per This Change Order	<u>- \$172,104.50</u>	<u>0</u> days
Current Contract Status	<u>\$2,860,326.13</u>	<u>-</u> days

Recommended:

McMAHON ASSOCIATES, INC.
Neenah, Wisconsin

By: 

Date: OCT. 19, 2023

Accepted:

SUPERIOR SEWER AND WATER, INC.
Luxemburg, Wisconsin

By: 

Date: 10/19/23

Authorized:

TOWN OF LAWRENCE
Brown County, Wisconsin

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

CHANGE ORDER 1

OWNER: TOWN OF LAWRENCE
Project Name: 2023 Sanitary Sewer & Water Main Construction
Contract No. L0017-09-23-00310

Engineer: McMAHON ASSOCIATES, INC.
1445 McMahan Drive
PO Box 1025
Neenah, WI 54956 / 54957-1025

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

BASE BID | CONTRACT A - PACKERLAND DRIVE

Item	Qty	Unit	Description	Unit Price	Total
A-1	1,171	L.F.	8 Inch Sanitary Sewer	\$90.50	\$105,975.50
A-2	240	L.F.	8 Inch Sanitary Sewer DR 26	\$104.00	\$24,960.00
A-3	30	V.F.	6 Inch Sanitary Riser	\$70.00	\$2,100.00
A-4	50	L.F.	6 Inch Sanitary Lateral	\$70.00	\$3,500.00
A-5	69.53	V.F.	4 Foot Diameter Sanitary Manholes	\$500.00	\$34,765.00
A-6	1	Ea.	Internal Manhole Drop	\$0.01	\$0.01
A-7	1,500	L.F.	12 Inch Water Main	\$79.75	\$119,625.00
A-8	20	L.F.	6 Inch Water Main	\$50.25	\$1,005.00
A-9	2	Ea.	12 Inch R.W. Gate Valves	\$4,629.00	\$9,258.00
A-10	2	Ea.	6 Inch R.W. Gate Valves	\$1,994.00	\$3,988.00
A-11	1	Ea.	Salvage and Relocate Hydrant, Valve and Reducer	\$2,197.00	\$2,197.00
A-12	2	Ea.	Hydrant	\$5,070.00	\$10,140.00
A-13	2	Ea.	2 Inch Corporation Curb Stop and Stop Box	\$1,273.00	\$2,546.00
A-14	35	L.F.	2 Inch Poly Water Service	\$41.00	\$1,435.00
A-15	1	Ea.	Water Valve Manhole (Including Valve and Accessories)	\$10,800.00	\$10,800.00
A-16	2	Ea.	Salvage and Reset Culvert	\$1,128.00	\$2,256.00
A-17	1	L.S.	Restoration - Seeding, Fertilizer, Mulch (Est. 4,100 S.Y.)	\$8,200.00	\$8,200.00
A-18	1	L.S.	Restoration - Seeding, Fertilizer, E-Mat (Est. 700 S.Y.)	\$2,000.00	\$2,000.00
A-19	1	L.S.	Restoration - Roadway (Including HMA, Gravel Shoulders, Curb & Gutter, Driveway)	\$11,200.00	\$11,200.00
A-20	2	Ea.	Tracking Pad	\$1,000.00	\$2,000.00
A-21	200	L.F.	Silt Fence	\$4.50	\$900.00
A-22	6	Ea.	Ditch Checks	\$200.00	\$1,200.00
A-23	1	L.S.	Traffic Control	\$11,100.00	\$11,100.00
TOTAL (Items A-1 through A-23, Inclusive)				\$371,150.51	

BASE BID | CONTRACT B - FRENCH COURT

Item	Qty	Unit	Description	Unit Price	Total
B-1	582	L.F.	8 Inch Sanitary Sewer DR 26	\$104.00	\$60,528.00
B-2	34.5	V.F.	4 Foot Diameter Sanitary Manholes	\$495.00	\$17,077.50
B-3	35	L.F.	6 Inch Sanitary Lateral	\$70.00	\$2,450.00
B-4	140	L.F.	4 Inch Sanitary Lateral	\$68.00	\$9,520.00
B-5	650	L.F.	8 Inch Water Main	\$52.50	\$34,125.00
B-6	6	L.F.	6 Inch Water Main	\$50.00	\$300.00
B-7	1	Ea.	8 Inch R.W. Gate Valves	\$2,691.00	\$2,691.00
B-8	1	Ea.	6 Inch R.W. Gate Valves	\$1,994.00	\$1,994.00
B-9	1	Ea.	Hydrant	\$5,070.00	\$5,070.00
B-10	106	L.F.	1 Inch Water Service	\$39.00	\$4,134.00
B-11	4	Ea.	1 Inch Corporation Curb Stop and Box	\$634.00	\$2,536.00
B-12	28	L.F.	Salvage and Replace 12 Inch Culvert (New)	\$52.00	\$1,456.00
B-13	30	L.F.	Salvage and Replace 18 Inch Culvert (New)	\$59.00	\$1,770.00
B-14	2	Ea.	12 Inch Metal Endwall	\$160.00	\$320.00
B-15	2	Ea.	18 Inch Metal Endwall	\$210.00	\$420.00
B-16	60	L.D.	Clearing and Grubbing	\$25.00	\$1,500.00
B-17	1	Ea.	Tracking Pad	\$1,000.00	\$1,000.00
B-18	540	L.F.	Silt Fence	\$4.50	\$2,430.00
B-19	3	Ea.	Ditch Checks	\$200.00	\$600.00
B-20	1	L.S.	Restoration - Topsoil, Seed, Fertilizer, Mulch (Est. 1,400 S.Y.)	\$2,800.00	\$2,800.00
B-21	1	L.S.	Restoration - Seeding, Fertilizer, E-Mat (Est. 400 S.Y.)	\$1,172.00	\$1,172.00
B-22	1	L.S.	Restoration Roadway (Including HMA, Gravel Shoulders, Driveways)	\$6,900.00	\$6,900.00
B-23	1	L.S.	Traffic Control	\$11,311.00	\$11,311.00
TOTAL (Items B-1 through B-23, Inclusive)				\$172,104.50	

BASE BID | CONTRACT C - LITTLE RAPIDS ROAD / MID VALLEY DRIVE / SHADY COURT LIFT STATION

Item	Qty	Unit	Description	Unit Price	Total
C-1	728	L.F.	15 Inch Sanitary Sewer DR 26	\$194.00	\$141,232.00
C-2	731	L.F.	12 Inch Sanitary Sewer	\$94.00	\$68,714.00
C-3	400	L.F.	12 Inch Sanitary Sewer DR 26	\$111.00	\$44,400.00
C-4	396	L.F.	10 Inch Sanitary Sewer	\$72.00	\$28,512.00
C-5	801	L.F.	10 Inch Sanitary Sewer DR 26	\$114.00	\$91,314.00
C-6	1,124	L.F.	8 Inch Sanitary Sewer	\$68.00	\$76,432.00
C-7	337	L.F.	8 Inch Sanitary Sewer DR 26	\$104.00	\$35,048.00
C-8	272.99	V.F.	4 Foot Diameter Sanitary Manholes	\$477.00	\$130,216.23
C-9	17.48	V.F.	4 Foot Diameter Sanitary Manholes (Outside Drop)	\$708.00	\$12,375.84
C-10	1	Ea.	Internal Manhole Drop	\$1,387.00	\$1,387.00
C-11	25	V.F.	6 Inch Sanitary Riser	\$72.00	\$1,800.00
C-12	50	V.F.	6 Inch Sanitary Lateral	\$93.00	\$4,650.00
C-13	64	L.F.	4 Inch Force Main	\$40.00	\$2,560.00
C-14	1	L.S.	Lift Station Concrete Pump Chamber, Piping, and Accessories	\$341,905.00	\$341,905.00
C-15	1	L.S.	Lift Station Submersible Pumps (Base Bid - Barnes 4XESHB5074) and Base Elbows	\$18,367.00	\$18,367.00
C-16	1	L.S.	Lift Station Site Grading (Including 1 Inch Thick Gravel Drive)	\$6,962.00	\$6,962.00
C-17	1	L.S.	Furnish Lift Station Level Control Instrumentation and Control Pane	\$73,470.00	\$73,470.00
C-18	1	L.S.	Install Lift Station Instrumentation and Controls Equipment	\$25,510.00	\$25,510.00
C-19	1	L.S.	Furnish Portable Trailer Mounted	\$14,000.00	\$14,000.00
C-20	4,400	L.F.	12 Inch Water Main	\$82.25	\$361,900.00
C-21	50	L.F.	8 Inch Water Main	\$66.00	\$3,300.00
C-22	53.5	L.F.	6 Inch Water Main	\$40.00	\$2,140.00
C-23	12	Ea.	12 Inch R.W. Gate Valves	\$4,629.00	\$55,548.00
C-24	1	Ea.	8 Inch R.W. Gate Valves	\$2,691.00	\$2,691.00
C-25	8	Ea.	6 Inch R.W. Gate Valves	\$1,994.00	\$15,952.00
C-26	9	Ea.	Hydrant	\$5,070.00	\$45,630.00
C-27	8	Ea.	6 Inch Hydrant Lead Bends	\$458.00	\$3,664.00
C-28	1	Ea.	2 Inch Corporation Curb Stop and Stop Box	\$1,273.00	\$1,273.00
C-29	60	L.F.	2 Inch Poly Water Service	\$41.00	\$2,460.00
C-30	1	Ea.	Water Valve Manhole (Including Valve and Accessories)	\$10,800.00	\$10,800.00
C-31	40	L.F.	Insulation	\$10.00	\$400.00
C-32	1	L.S.	I-41 Crossing (Little Rapids Road) Sanitary Sewer and Water Main	\$0.01	\$0.01
C-33	1	L.S.	Creek Crossing Sanitary Sewer and Water Main	\$0.01	\$0.01
C-34	5,600	C.Y.	Filling, Grading and Compacting LOMR-F Areas (Off Site)	\$2.96	\$16,576.00
C-35	1	L.S.	FEMA Certification for LOMR-F Areas	\$14,300.00	\$14,300.00
C-36	2	Ea.	Trans Canda Gas Potholing	\$590.00	\$1,180.00
C-37	40	L.F.	Salvage and Replace 18 Inch Culvert (New)	\$45.00	\$1,800.00
C-38	60	L.F.	Salvage and Replace 30 Inch Culvert (New)	\$71.00	\$4,260.00

CHANGE ORDER 1

OWNER: TOWN OF LAWRENCE
Project Name: 2023 Sanitary Sewer & Water Main Construction
Contract No. L0017-09-23-00310

Engineer: McMAHON ASSOCIATES, INC.
1445 McMahon Drive
PO Box 1025
Neenah, WI 54956 / 54957-1025

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

C-39	2	Ea.	18 Inch Metal Endwall	\$250.00	\$500.00
C-40	2	Ea.	30 Inch Metal Endwall	\$608.00	\$1,216.00
C-41	1	L.S.	Erosion Control - Tracking Pad, Ditch Checks and Silt Fence (Est. 2,600 L.F.)	\$12,528.00	\$12,528.00
C-42	1	L.S.	Restoration- Topsoil, Seed, Fertilizer, Mulch (Est. 12,400 S.Y.)	\$35,870.00	\$35,870.00
C-43	1	L.S.	Restoration - Topsoil, Seed, Fertilizer, E-Mat, Class 1 - Type B (Est. 1,315 S.Y.)	\$3,626.00	\$3,626.00
C-44	1	L.S.	Restoration Roadway - HMA - Roadway and Driveways (Including Base Course, Pavement Marking, Concrete Curb & Gutter and Gravel Driveway Restoration)	\$70,420.00	\$70,420.00
C-45	1	L.S.	Restoration - Roadway Shouldering (Est. 2,800 L.F.)	\$34,477.00	\$34,477.00
C-46	17	Ac.	Internal Lot Restoration LOMR-F Fill Site with Alfalfa Mix	\$329.00	\$5,593.00
C-47	1	L.S.	Traffic Control	\$9,489.00	\$9,489.00
TOTAL (Items C-1 through C-47, Inclusive)				\$1,836,448.09	
TOTAL (Base Bid A + B + C, Inclusive)				\$2,379,703.10	

SUPPLEMENTAL BID 1 - CONTRACT C | Mid Valley Road Sanitary Sewer / Water Main - North of Little Rapids Road

Item	Qty	Unit	Description	Unit Price	Total
S1-1	1,721	L.F.	10 Inch Sanitary Sewer DR 26	\$122.00	\$209,962.00
S1-2	454	L.F.	8 Inch Sanitary Sewer	\$66.00	\$29,964.00
S1-3	59	L.F.	8 Inch Sanitary Sewer DR 26	\$112.00	\$6,608.00
S1-4	153.93	V.F.	4 Foot Diameter Sanitary Manholes	\$450.00	\$69,268.50
S1-5	9.54	V.F.	4 Foot Diameter Sanitary Manholes (Outside Drop)	\$679.00	\$6,477.66
S1-6	2,200	L.F.	12 Inch Water Main	\$79.50	\$174,900.00
S1-7	24	L.F.	6 Inch Water Main	\$40.00	\$960.00
S1-8	4	Ea.	12 Inch R.W. Gate Valves	\$4,629.00	\$18,516.00
S1-9	4	Ea.	6 Inch R.W. Gate Valves	\$1,994.00	\$7,976.00
S1-10	4	Ea.	Hydrant	\$5,070.00	\$20,280.00
S1-11	4	Ea.	6 Inch Hydrant Lead Bends	\$458.00	\$1,832.00
S1-12	100	L.F.	Salvage and Replace 18 Inch Culvert (New)	\$45.00	\$4,500.00
S1-13	6	Ea.	18 Inch Metal Endwall	\$250.00	\$1,500.00
S1-14	1	L.S.	Erosion Control - Tracking Pad, Ditch Checks and Silt Fence (Est. 80 L.F.)	\$2,500.00	\$2,500.00
S1-15	1	L.S.	Restoration - Topsoil, Seed, Fertilizer, Mulch (Est. 8,000 S.Y.)	\$14,516.00	\$14,516.00
S1-16	1	L.S.	Restoration - Topsoil, Seed, Fertilizer, E-Mat Class 1 - Type B (Est. 1,900 S.Y.)	\$5,600.00	\$5,600.00
S1-17	1	L.S.	Restoration Roadway - HMA - Roadway and Driveways (Including Base Course, Pavement Marking and Gravel Driveway Restoration)	\$10,691.00	\$10,691.00
S1-18	1	L.S.	Traffic Control	\$3,000.00	\$3,000.00
TOTAL (Items S1-1 through S1-18, Inclusive)				\$589,051.16	

SUPPLEMENTAL BID 3 - CONTRACT C | Offsite Fill

Item	Qty	Unit	Description	Unit Price	Total
S3-1	13,000	C.Y.	Hauling and Grading (Town Owned Offsite Fill)	\$2.96	\$38,480.00
S3-2	2	Ac.	Internal Lot Restoration Stockpile Site with Alfalfa Mix	\$378.00	\$756.00
TOTAL (Items S3-1 through S3-2, Inclusive)				\$39,236.00	

ALTERNATE BID AA - CONTRACT A | Sewer Upsizing Packerland Drive

Item	Qty	Unit	Description	Unit Price	Total
AA-1	371	L.F.	10 Inch Sanitary Sewer	\$96.00	\$35,616.00
AA-2	1,040	L.F.	10 Inch Sanitary Sewer DR 26	\$114.00	\$118,560.00
AA-3	4.27	V.F.	4 Foot Diameter Sanitary Manholes (Additional Vertical Footage)	\$281.00	\$1,199.87
AA-4	-1,171	L.F.	DEDUCT 8 Inch Sanitary Sewer	\$90.50	-\$105,975.50
AA-5	-240	L.F.	DEDUCT 8 Inch Sanitary Sewer DR 26	\$104.00	-\$24,960.00
TOTAL (Items AA-1 through AA-5, Inclusive)				\$24,440.37	
TOTAL CONTRACT AWARD				\$3,032,430.63	

CHANGE ORDER 1

Item	Qty	Unit	Description	Unit Price	Total
1-1			Remove Contract B - French Court	-\$172,104.50	-\$172,104.50
CURRENT CONTRACT AMOUNT				\$2,860,326.13	



Agenda Item Review

Meeting Date: 10/23/23

Agenda Item#: 13 & 14

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: **Public Hearing and Consider Final Resolution for Sports Emporium Revenue Bond**

FISCAL IMPACT:

- | | |
|------------------------------|--|
| 1. Is there A Fiscal Impact? | <u>No, any costs incurred will be reimbursed</u> |
| 2. Is it Currently Budgeted? | <u>N/A</u> |

Item History

Sports Emporium, as part of the financing for a new facility to be located in Lawrence Parkway, is pursuing a revenue bond which would require certain Town actions and approvals. Please see the attached summary, timeline for actions and proposed final resolution.

A preliminary resolution on this matter was reviewed and approved by the Town Board in September 2023.

A representative from Sports Emporium or their financing team will be available for discussion and any questions at the Town Board meeting on Monday.

Recommended Action:

Review request by Sports Emporium and consider approval of final resolution enabling Sports Emporium for revenue bond financing program.

NOTICE OF PUBLIC HEARING

Notice is hereby given, in compliance with requirements of Section 147(f) of the Internal Revenue Code of 1986, as amended, that the Town of Lawrence, Wisconsin (the “Town”), will hold a public hearing on October 23, 2023 at 6:30 p.m., or as soon thereafter as the matter may be heard, at Town Hall, 2400 Shady Court, De Pere, Wisconsin, regarding the proposed issuance of Town of Lawrence, Wisconsin Revenue Bonds, Series 2023A and 2023B (Sports Emporium Project), in an aggregate amount not to exceed \$4,500,000 (the “Bonds”), pursuant to Section 66.1103 of the Wisconsin Statutes, to finance a project to be owned by De Pere Select Soccer Club Incorporated, d/b/a Sports Emporium, a Wisconsin nonstock, nonprofit corporation (the “Borrower”).

The Borrower’s project to be financed with the Bonds consists of the (i) acquisition of approximately 6.11 acres of land located at 2257 Lawrence Parkway in the Town of Lawrence, Wisconsin (the “Project Site”), (ii) construction of an approximately 82,000 square foot community recreational facility and event center (the “Facility”) located at the Project Site to be owned by the Borrower, (iii) acquisition and installation of furniture, fixtures, and equipment at the Facility, and (iv) payment of certain professional costs and costs of issuance. The Bonds will be special, limited obligations of the Town and will not constitute an indebtedness of the Town within the meaning of any state constitutional provision or statutory limitation or a charge against its general credit or taxing powers.

At the hearing, all persons will be afforded a reasonable opportunity to express their views, both orally and in writing, on the proposed Bonds and the location and nature of the project proposed to be financed. Comments made at the public hearing are for the consideration of the Town Board but do not bind any legal action to be taken by it.

Published: October 16, 2023

Cindy Kocken, Town Clerk
Town of Lawrence, Wisconsin

Summary
Request for Town of Lawrence, Wisconsin to Serve as Conduit Issuer
for
Not to Exceed \$4,500,000 Revenue Bonds
to Benefit Sports Emporium Project

This will summarize the request of De Pere Select Soccer Club Incorporated d/b/a Sports Emporium, a Wisconsin nonstock, nonprofit corporation (the “Borrower”), asking that the Town of Lawrence, Wisconsin (the “Town”) consider an Initial Resolution to benefit the Borrower through the conduit issuance of industrial development revenue bonds (“IRBs”) to finance a project located in the Town consisting of the (i) acquisition of approximately 6.11 acres of land located at 2257 Lawrence Parkway in the Town of Lawrence, Wisconsin (the “Project Site”), (ii) construction of an approximately 82,000 square foot community recreational facility and event center (the “Facility”) located at the Project Site to be owned by the Borrower, (iii) acquisition and installation of furniture, fixtures, and equipment at the Facility, and (iv) payment of certain professional costs and costs of issuance (collectively, the “Project”). In an IRB transaction, a state or local governmental entity issues bonds and loans the proceeds from the sale of the bonds to a private entity for an authorized project. In Wisconsin, cities, villages and towns, as well as duly constituted redevelopment authorities and community development authorities may issue IRBs.

These IRBs are municipal bonds; however, they are not general obligations of the Town. If the Town agrees to issue bonds to benefit the proposed Project:

1. The Town will not be liable for payment of the principal and interest on the bonds;
2. The Town will not have ongoing responsibilities of monitoring or reporting with regard to the bonds or the Project.
3. The bonds do not count against the Town’s borrowing capacity. The Town will not levy a tax for payment of the bonds.
4. The Town will be reimbursed for all fees and costs incurred because of the IRB.

The Town acts strictly as a conduit, which enables the Borrower to borrow at a lower rate of interest.

Because the bonds are issued by a governmental entity, the holder of the bond may exclude the interest on the bonds from gross income for federal tax purposes.

Inducement/Reimbursement

Companies considering IRB financing must obtain an Initial Resolution, also sometimes referred to as an “inducement resolution” or “qualified reimbursement resolution” from the municipality in which the Project being financed is located in order to preserve the option to use IRBs. The Initial Resolution is preliminary approval only and is non-binding as to the Town or the Borrower but is required by Federal tax law and State law. If the Initial Resolution is adopted by the Town, this will assure that when and if bonds are issued, all eligible project costs incurred no more than 60 days prior to the date of the Initial Resolution (including reimbursement of equity contributions or

refunding of conventional financing), may be included in the ultimate IRB financing. Failure to have a qualified resolution may result in disqualifying certain costs.

By acting as the conduit issuer, the Town can grant the Borrower a significant monetary benefit, at no cost to the Town, because the Borrower will enjoy a lower interest rate as a result of using a bond structure. A lending institution will directly purchase the bonds. The lender for the bonds will look solely to the Borrower for repayment. Bondholders will not look to the Town for payment. The Town will assign all of its rights, liability and responsibilities under the bonds to the lender as the bondholder. The Borrower will be fully responsible for repaying the loan and must make the arrangements with the lender for the payment on the bonds. If the Borrower is not able to meet its payment obligations, the lender will realize on its collateral and enforce its rights against the Borrower. The Town is not liable for payment.

The foregoing is just a brief discussion of tax-exempt financing. By issuing the bonds, the Town will give the Borrower an interest rate benefit, because the tax-exempt bonds will be tax-exempt in the hands of the bondholders and, therefore, the cost savings passed along to the Borrower. It must be emphasized that the Town will not be liable in any way on the bonds; the bonds are special, limited obligations of the Town.

The Borrower respectfully asks that the Town Board consider the Initial Resolution on September 11, 2023. For agenda purposes, the Town should please describe the Initial Resolution as follows:

“Consideration of an Initial Resolution Regarding Revenue Bond Financing for Sports Emporium Project. Information with respect to the job impact of the project will be available at the time of consideration of the Initial Resolution.”

A representative of the Borrower will attend the Town Board meeting on September 11, 2023 to answer any questions regarding the proposed Project.

Not to Exceed \$4,500,000
Town of Lawrence, Wisconsin
Revenue Bonds, Series 2023
(Sports Emporium Project)

PRELIMINARY FINANCING TIMETABLE
(as of August 23, 2023)

AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5							1	2						
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

DATE	EVENT
September 1, 2023	Receive term sheet for Bonds from Bank
September 5, 2023	10:30 a.m. – Kickoff call
September 11, 2023 – 6:30 p.m.	Town Board considers Initial Resolution
September 12, 2023	Husch Blackwell publishes Notice to Electors (<i>Published as a Class 1 Notice in the Green Bay Press Gazette on September 15, 2023</i>)
September 12, 2023	Bond Counsel circulates first drafts of primary bond documents
September 19, 2023	Bank's Counsel circulates first drafts of primary loan documents
September 25, 2023	10:30 a.m. – Document review conference call
October 2, 2023	Bond Counsel circulates revised bond documents, closing certificates and forms of opinions
October 10, 2023	Husch Blackwell publishes Notice of Public Hearing (TEFRA for Bonds) at least 7 days prior to public hearing date; Public Hearing to be held by the Town Board on October 23, 2023 (<i>Published as a Class 1 Notice in the Green Bay Press Gazette on October 16, 2023.</i>)
October 16, 2023	Agenda deadline for Town of Lawrence
October 16, 2023	Bond Counsel mails signature pages to Issuer, Bank and Borrower
October 16, 2023	Bank's Counsel circulates revised loan documents and other ancillary documents

Not to Exceed \$4,500,000
Town of Lawrence, Wisconsin
Revenue Bonds, Series 2023
(Sports Emporium Project)

PRELIMINARY FINANCING TIMETABLE
(as of August 23, 2023)

AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

DATE	EVENT
October 23, 2023 – 6:30 p.m.	Town Board holds TEFRA Public Hearing and considers Final Resolution (<i><u>NOTE</u>: A representative of the Borrower should attend this meeting</i>)
October 27, 2023	Bond Counsel and Bank's Counsel circulate final versions of documents
October 30, 2023	10:30 a.m. – Preclosing call
October 31, 2023	Bond Closing (by mail)

TOWN BOARD OF
TOWN OF LAWRENCE, WISCONSIN

RESOLUTION NO. 2023 - 021

**FINAL RESOLUTION REGARDING
REVENUE BOND FINANCING
FOR SPORTS EMPORIUM PROJECT**

BE IT RESOLVED by the Town Board of the Town of Lawrence, Wisconsin (the “Issuer”), as follows:

Section 1 Recitals.

1.01 Under Wisconsin Statutes, Section 66.1103, as amended (the “Act”), the Issuer is authorized and empowered to issue revenue bonds to finance eligible costs of qualified “projects” (as defined in the Act), and to enter into “revenue agreements” (as defined in the Act) with “eligible participants” (as defined in the Act).

1.02 Pursuant to an Initial Resolution duly adopted on September 11, 2023, the Issuer expressed its intention to issue revenue bonds of the Issuer in one or more issues or series of tax-exempt and/or taxable revenue bonds in an amount not to exceed \$4,500,000 (the “Bonds”) to finance a project on behalf of De Pere Select Soccer Club Incorporated, d/b/a Sports Emporium, a Wisconsin nonstock, nonprofit corporation (the “Borrower”) consisting of the (i) acquisition of approximately 6.11 acres of land located at 2257 Lawrence Parkway in the Town of Lawrence, Wisconsin (the “Project Site”), (ii) construction of an approximately 82,000 square foot community recreational facility and event center (the “Facility”) located at the Project Site to be owned by the Borrower, (iii) acquisition and installation of furniture, fixtures, and equipment at the Facility, and (iv) payment of certain professional costs and costs of issuance (the “Project”). Notice of adoption of the initial resolution adopted on September 11, 2023 was published as provided in the Act, and no petition requesting a referendum upon the question of issuance of the revenue bonds has been filed.

1.03 Pursuant to Wisconsin Statutes, Section 66.1103, as amended, the Issuer may finance a project which is located entirely within the geographic limits of the Issuer.

1.04 Drafts of the following documents have been submitted to this Town Board and are ordered filed in the office of the Town Clerk:

(a) a Bond Agreement (the “Bond Agreement”), proposed to be entered into among the Borrower, the Issuer, Bank First, N.A., as trustee (the “Trustee”) and Bank First, N.A., as original purchaser (the “Original Purchaser”);

(b) a Series A Promissory Note and a Series B Promissory Note, each from the Borrower to the Issuer, and assigned by the Issuer to the Trustee; and

- (c) a Tax Compliance Agreement.

Section 2 Findings and Determinations.

It is hereby found and determined that:

- (a) based on representations of the Borrower, the Project constitutes a “project” authorized by the Act;
- (b) a public hearing has been duly held on October 23, 2023 in accordance with the provisions of Section 147(f) of the Internal Revenue Code of 1986, as amended, at which residents of the Town of Lawrence, Wisconsin were given an opportunity to be heard in regard to the proposed issuance of the Bonds and the nature and location of the proposed Project;
- (c) the purpose of the Issuer’s financing costs of the Project, is and the effect thereof will be, to promote the public purposes set forth in the Act;
- (d) it is desirable that two series of revenue bonds in an aggregate principal amount not to exceed \$4,500,000 and designated as the “Series 2023A Bonds” and the “Series 2023B Bonds” be issued by the Issuer upon the terms set forth in the Bond Agreement, under the provisions of which the Issuer’s interest in the Bond Agreement (except for certain rights as provided therein) and the loan repayments will be assigned to the Trustee as security for the payment of principal and interest, and premium, if any, on all the Bonds outstanding under the Bond Agreement;
- (e) the loan payments provided for in the Bond Agreement, and the formulas set out for revising those payments under the Bond Agreement as required under the Act, are sufficient to produce income and revenue to provide for prompt payment of principal and interest, and premium, if any, on Bonds issued under the Bond Agreement when due; the amount necessary in each year to pay the principal and interest on the Bonds is the sum of the principal and interest on the Bonds due in such year, whether on a stated payment date, a redemption date, or otherwise; the Bond Agreement provides that the Borrower shall provide for the maintenance of the Project in good repair, keeping it properly insured; and
- (f) under the provisions of the Act, the Bonds shall be limited obligations of the Issuer, and the Bonds do not constitute an indebtedness of the Issuer, within the meaning of any state constitutional or statutory provision, and do not constitute nor give rise to a charge against the Issuer’s general credit or taxing powers or a pecuniary liability of the Issuer.

Section 3 Approvals and Authorizations.

3.01 This resolution shall constitute the approval of the Bonds within the meaning of Section 147(f) of the Internal Revenue Code of 1986, as amended, and the Bonds are hereby approved. There is hereby approved the issuance by the Issuer of its revenue bonds (specifically, the Bonds) in an aggregate principal amount not to exceed \$4,500,000 for the purpose of financing the Project.

The Issuer shall proceed to issue its Revenue Bonds, Series 2023A and Series 2023B (Sports Emporium Project), in the aggregate principal amount not to exceed \$4,500,000, in the forms and upon the terms set forth in the Bond Agreement, which terms, including without limitation, interest rates, redemption provisions and maturity, are for this purpose incorporated in this resolution and made a part hereof. The terms are hereby approved without further action by the Issuer, and the Town Chairperson and Town Clerk (or Deputy Town Clerk in the Town Clerk's absence) are authorized and directed to execute and deliver the documents listed in Section 1.04 herein, which are hereby approved, together with such subsequent changes as may be requested and approved by bond counsel and the Issuer's attorney, and such other documents, agreements, instruments or certificates as are deemed necessary or desirable by the Issuer's attorney and bond counsel, including an Internal Revenue Service Form 8038.

The Town Chairperson and the Town Clerk (or Deputy Town Clerk in the Town Clerk's absence) are authorized and directed to execute and seal the Bonds as prescribed in the Bond Agreement and to deliver them to the Trustee (together with a certified copy of this resolution and any other documents required by the Bond Agreement) for authentication by the Trustee and delivery to the Original Purchaser. Officers of the Issuer are authorized to take all actions as may be required on the part of the Issuer to carry out, give effect to, and consummate the transactions contemplated by the Bond Agreement.

3.02 The publication in the official newspaper of the Issuer of the notice for the public hearing referred to in Section 2(b) of this resolution, and such notice of public hearing as so published, are hereby ratified.

3.03 The Town Chairperson and the Town Clerk (or Deputy Town Clerk in the Town Clerk's absence) and other officers of the Issuer are authorized to prepare and furnish to the Trustee and bond counsel certified copies of all proceedings and records of the Issuer relating to the Bonds, and such other affidavits and certificates as may be required by the Trustee and bond counsel to show the facts relating to the legality and marketability of the Bonds as such facts appear from the books and records in the officers' custody and control or as otherwise known to them.

3.04 The approval hereby given to the various documents referred to in this resolution includes the approval of such additional details therein as may be necessary and appropriate for their completion and such modifications thereto, deletions therefrom and additions thereto as may be approved by the Issuer's attorney and bond counsel. The execution of any document by the appropriate officer or officers of the Issuer herein authorized shall be conclusive evidence of the approval by the Issuer of such document in accordance with the terms hereof.

3.05 Bank First, N.A. shall initially assume and perform the duties of Trustee.

3.06 Notice of sale of the Bonds, in the form attached hereto as Exhibit A, shall be published in the official newspaper of the Issuer as a class 1 notice under Chapter 985 of the Wisconsin Statutes as soon as practicable following the closing and funding of the Bonds.

3.07 The Bonds shall be limited obligations of the Issuer payable by it solely from revenues and income derived by or for the account of the Issuer from or for the account of the Borrower pursuant to the terms of the Bond Agreement. As security for the payment of the

principal of, premium, if any, and interest on the Bonds, the Issuer shall pledge and assign to the Trustee all of its right, title and interest in and to the trust estate described in the Bond Agreement.

3.08 All out-of-pocket costs of the Issuer, including attorneys' fees, in connection with the issuance and sale of the Bonds shall be paid from the proceeds of the Bonds or by the Borrower.

Passed and adopted at a regular meeting of the Town Board of the Town of Lawrence, Wisconsin this 23rd day of October, 2023.

APPROVED:

Dr. Lanny J. Tibaldo, Town Chairperson

ATTEST:

Melissa Hongisto, Deputy Town Clerk

CERTIFICATION BY TOWN CLERK

I, Melissa Hongisto, being first duly sworn, hereby certify that I am the duly qualified Deputy Town Clerk of the Town of Lawrence, Wisconsin (the "Issuer"), acting in the absence of the Town Clerk, and as such I have in my possession, or have access to, the complete corporate records of the Issuer and of its Town Board; that I have carefully compared the transcript attached hereto with the aforesaid records; and that said transcript attached hereto is a true, correct and complete copy of all the records in relation to the adoption of Resolution No. ____ entitled:

FINAL RESOLUTION REGARDING
REVENUE BOND FINANCING
FOR SPORTS EMPORIUM PROJECT

I hereby further certify as follows:

1. Said Resolution was considered for adoption by the Town Board of the Issuer at a meeting held at ____ p.m. on October 23, 2023 at a regular meeting of the Town Board and was held in open session.

2. Said Resolution was on the agenda for said meeting and public notice thereof was given not less than twenty-four (24) hours prior to the commencement of said meeting in compliance with Section 19.84 of the Wisconsin Statutes, including, without limitation, by posting on the bulletin board in the Town Hall, by notice to those news media who have filed a written request for notice of meetings, and by notice to the official newspaper of the Issuer.

3. Said meeting was called to order by _____, who chaired the meeting. Upon roll, I noted and recorded that the following supervisors were present:

_____	_____
_____	_____
_____	_____
_____	_____

and that the following supervisors were absent:

_____	_____
_____	_____

I noted and recorded that a quorum was present. Various matters and business were taken up during the course of the meeting without intervention of any closed session. One of the matters taken up was said Resolution, which was introduced, and its adoption was moved by _____ and seconded by _____. Following discussion and after all supervisors who desired to do so had expressed their views for or against said Resolution, the question was called, and upon roll being called and the continued presence of a quorum being noted, the recorded vote was as follows:

AYE:

NAY:

ABSTAINED:

Whereupon the meeting chair declared said Resolution adopted, and I so recorded it.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the Issuer hereto on this 23rd day of October, 2023.

TOWN OF LAWRENCE, WISCONSIN

[SEAL]

By: _____
Melissa Hongisto, Deputy Town Clerk

EXHIBIT A

NOTICE TO THE ELECTORS

On October 23, 2023, a resolution was offered, read, approved and adopted whereby the Town of Lawrence, Wisconsin authorized the issuance and sale of its Revenue Bonds, Series 2023A and 2023B (Sports Emporium Project) in an amount not to exceed \$4,500,000 (the “Bonds”). The closing of this bond sale was held on _____, 2023. A copy of all proceedings had to date with respect to the authorization and sale of said Bonds is on file and may be examined in the office of the Town Clerk, 2400 Shady Court, De Pere, Wisconsin.

This notice is given pursuant to Section 893.77, Wisconsin Statutes, which provides that an action or proceeding to contest the validity of such financing, for other than constitutional reasons, must be commenced within 30 days after the date of publication of this notice.

Cindy Kocken, Town Clerk
Town of Lawrence, Wisconsin

**ORDINANCE 2023-005 OF THE TOWN OF LAWRENCE, WISCONSIN
TO CREATE SECTION 40-2 – HOTEL, MOTEL AND ROOM TAX ORDINANCE OF
CHAPTER (FINANCE AND TAXATION)**

Purpose: The purpose of this Ordinance is to create a room tax in the Town of Lawrence, and establish the collection process, use of funds by the Town and the penalties for evading the tax.

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

Section 1: Town of Lawrence Ordinance Chapter 40 – Finance and Taxation, Section 40-1 thru 40-9 (Hotel, Motel and Room Tax) is hereby created to read as follows:

40-1 Definitions

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Customer means any person residing for a continuous period of time less than one month in a hotel, motel or furnished accommodation available to the public.

Gross receipts means, insofar as applicable, as defined in Wis. Stats. § 77.51(4)(a), (b) and (c).

Hotel or motel means a building or group of buildings in which the public may obtain accommodations for a consideration including, without limitation, inns, motels, hotels, tourist rooms, tourist houses or courts, lodging houses, rooming houses, summer camps, apartment hotels, resort lodges and cabins and any other building in which accommodations are available to the public, except accommodations including mobile homes as defined in Wis. Stats. § 66.0435(1)(d), rented for a continuous period of more than one month and accommodations furnished by hospitals, sanitariums or nursing homes or by corporations or associations organized and operated exclusively for religious, charitable or educational purposes, provided no part of the net earnings of such corporations and associations inure to the benefit of any private shareholder or individual.

One month means a calendar month or 30 days, whichever is less, counting the first day of the rental and not counting the last day of the rental.

Person responsible means the sole owner of the business subject to this article; the partners if a partnership owns the business subject to this article, the corporate president or designated general manager or agent if a corporation owns the business subject to this article.

Transient means any person residing for a continuous period of less than one month in a hotel, motel or other furnished accommodations available to the public.

Such other definitions as contained in s 66.0615.

40-2 Tax Imposed

Pursuant to Wis. Stats. § 66.0615 (1m)(a), a tax is imposed on the privilege of furnishing at retail rooms or lodging to customers by hotelkeepers, motel operators, and other persons furnishing accommodations that are available to the public, irrespective of whether membership is required for the use of the accommodation. **Such tax shall be at the rate of eight percent of the gross receipts from such retail furnishing of rooms or lodging.** Such tax shall be collected from the customer when the customer's bill is paid, and shall be paid by the person responsible to the Financial Custodian as directed by the Town clerk-treasurer on a monthly basis. Such tax shall not be subject to the selective sales tax imposed by Wis. Stats. § 77.52(2). The proceeds of such tax shall be remitted to and received by the Financial Custodian monthly on or before the 20th day of the following month.

- (A) Such tax shall be distributed as provided by resolution of the board.

40-3 Permit

Every person furnishing rooms or lodging under section **xx-x** shall file with the clerk-treasurer an application for each place of business. Every application shall be made upon a form prescribed by the treasurer and shall set forth the name under which the applicant intends to transact business, location of the place of business and such other information as the treasurer requires. The application shall be signed by the owner, if a sole proprietor, or, if not a sole proprietor, by the person responsible who is authorized to act on behalf of the business.

40-4 Tax Number

The clerk-treasurer shall issue to each applicant a separate number for each place of business within the Town. Such number is not assignable and is valid only for the person in whose name it is issued and for the collection of the room tax at the place designated therein.

40-5 Records Retention

Every person liable for the tax imposed by this article shall keep or cause to be kept such records, receipts, invoices and other pertinent papers in such form as required by the clerk-treasurer and the State of Wisconsin.

40-5 Filing Returns

- (B) *Returns to be filed.* Returns shall be filed with the clerk-treasurer by persons subject to section 40-2 on or before the day such tax is due and payable. The return shall show the gross receipts from such retail furnishing of rooms or lodging of the preceding calendar month, the amount of tax imposed and such other information as the treasurer deems necessary for administrative purposes. An annual return shall be filed within

90 days of the close of each calendar or fiscal year and shall contain such information as the clerk-treasurer requires to administer this section. Each return shall be signed by the person required to file a return or an authorized agent, but need not be verified by oath. The clerk- treasurer may for good cause extend the time of filing any return, but not longer than 30 days from the filing date.

- (C) *Failure to file.* If any person required to make a return fails, neglects or refuses to do so for the amount and in the manner, form and time prescribed herein, the clerk-treasurer, according to their best judgment, shall determine the amount of the tax due the Town and make a dooamage assessment upon the person who fails to file and pay on a timely basis. Each person whose tax is determined by the clerk-treasurer shall pay the amount determined plus interest at the rate of one percent per month on the unpaid balance. No refund or modification of the payment as determined by the clerk-treasurer may be granted until the person files a correct room tax return and permits the clerk-treasurer or an authorized agent to inspect and audit the records of the business required to be kept in section 40-5.
- (D) *Late filing fee.* In addition to any other forfeiture provided herein, whether imposed or not, a forfeiture of \$100.00 shall be imposed upon and collected from any person each time such person fails to file the return required in subsection (A) of this section on a timely basis.

40-6 Clerk-Treasurer's Right of Inspection, Audit, and Cure.

- (E) Whenever the clerk-treasurer has probable cause to believe that the correct amount of room tax has not been assessed upon and collected from customers or that the tax return is not correct, the clerk- treasurer may cause an inspection and audit of the financial records of any person subject to section 40-2 to determine whether or not the correct amount of room tax is assessed, collected and paid according to sections 40-2 and 40-5
- (F) If any person subject to section 40-2 fails to comply with a request by the clerk-treasurer or an authorized agent to inspect and audit the person's financial records as in subsection (a) of this section, such person shall be subject to a forfeiture in the amount of five percent of the tax due the Town at the time of the audit.
- (C) If any person subject to section 40-2 fails to comply with a request by the clerk-treasurer or an authorized agent to inspect and audit the person's financial records as in subsections (a) or (b) of this section, such person shall be subject to any other forms of cure identified below and as permitted under Wisconsin statutes applicable at that time.

40-7 Confidentiality

Information obtained under this article shall be confidential, except the clerk-treasurer may provide information to persons using the information in the discharge of duties imposed by law, the duties of their office, such as the duties of the office of room tax commissioner, or by order of a court. The clerk-treasurer may publish statistics classified so as not to disclose the identity of particular returns. Any person who violates any provision of this section shall forfeit not less than \$100.00 nor more than \$500.00.

40-8 Administration and Payment of Taxes

This section shall be administered by the clerk-treasurer and the finance committee. The tax imposed for the month is due and payable on the 20th day of the month following the collection of the tax from the customer under section 40-2.

40-9 Failure to Pay Tax When Due

- (G) *Forfeitures.* In addition to the forfeitures provided in this chapter and the tax due under this article, a forfeiture of 25 percent of the room tax due for the previous year under section 40-2 or \$5,000.00, whichever is less, shall be imposed upon any person or business that allows the monthly tax imposed to be delinquent under this article.
- (H) *Delinquent taxes.* The tax imposed by this article shall become delinquent if not paid within 30 days after the due date of the return or within 30 days after the expiration of an extension prior if one has been granted. If a return is filed late or there is no return filed, the due date for the taxes imposed is the due date of the return.
- (I) *Security may be required.* In order to protect the revenue of the Town, the Town clerk-treasurer shall require any person liable for the tax imposed by this section, who fails to pay the tax as herein required, to file with the treasurer before or after the permit is issued such security not in excess of \$5,000.00 cash or a surety bond equal to the prior months tax as the Town clerk-treasurer may refuse or revoke its permit. If any taxpayer is delinquent in the payment of the taxes imposed by this section, the Town clerk-treasurer may, upon ten days notice and after giving the taxpayer an opportunity to confer, recover the taxes, interest and penalties from the security or surety placed with the Town clerk-treasurer by such taxpayer. No interest shall be paid or allowed by the Town to any person for the deposit of such security.

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.

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

Dated at Town of Lawrence, Wisconsin on this day of 2023.

TOWN OF LAWRENCE

Introduced by:

Seconded by:

Vote: ayes, nay

Town Chairman, Lanny Tibaldo

Attest: _____
Town Clerk, Cindy Kocken



Agenda Item Review

Meeting Date: 10/23/2023

Agenda Item#: 16

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: **Preliminary 2024 Budget Discussions**

FISCAL IMPACT:

1. Is there A Fiscal Impact? Yes
2. Is it Currently Budgeted? Discussion for 2024

Item History

We've set the Town meeting of the electors to establish the tax levy for November 13th, 2023. Later that evening, the Town Board will take up the general fund budget for consideration as well.

We're finalizing figures based on reported info from the state on transportation aids, shared revenues, manufacturing assessments, etc. Net new construction in the Town is 4.06%, which is a key metric on growth and allowable tax levy. This is again among the highest percentage in Brown County for this past year.

We've included a draft chart of historical assessed and equalized values, and town general and TID tax levy and rates. This past year's Town mill rate was \$2.205 (tax rate per \$1,000 of value), and it is likely to remain the same for this coming year.

The proposed 2024 budget will likely have a zero increase to the Town portion of the property tax rate, based on current information and projections.

The Town completed a revaluation of property in recent years. As the state expects that Assessed Values of property remain roughly within 10% of Equalized Value (over or under), the drop below 90% for this year signals that we will likely have to keep an eye on this ratio moving forward, and may have to discuss a revaluation process to occur in 2-3 years, unless trends shift with valuations.

With 2024 wages expected to be discussed at this meeting, we will be able to finalize budget recommendations in the coming week, ahead of the November review by the Town Board and Town Electors for setting the tax levy.

Recommended Action:

Will hold preliminary discussion on trends, growth figures, valuations and impact on tax levy, with more substantial review and consideration at the November 13th meeting.

ASSESSED AND EQUALIZED VALUE OF TAXABLE PROPERTY LAST FIVE FISCAL YEARS								
Levy Year	Fiscal Year	Real Property		Personal Property		Total		Ratio of Assessed to Equalized Value
		Assessed Value	Equalized Value	Assessed Value	Equalized Value	Assessed Value	Equalized Value	
2019	2020	580,173,300	704,708,200	5,559,600	6,770,300	585,732,900	711,478,500	82.33%
2020	2021	609,305,900	756,988,300	5,111,800	6,432,600	614,417,700	763,420,900	80.48%
2021	2022	870,223,000	843,434,900	5,912,500	4,765,000	876,135,500	848,199,900	103.29%
2022	2023	902,199,400	965,734,900	5,293,500	6,683,000	907,492,900	972,417,900	93.32%
2023	2024	935,650,300	1,130,548,800	5,335,900	6,282,100	940,986,200	1,136,830,900	82.77%
		mfg est...		mfg est...		mfg est...		

MILL RATE COMPARISON LAST FIVE FISCAL YEARS					
Fiscal Year	Total Assessed Value	Tax Levy - General	Tax Levy - TIF Districts	Total Tax Levy	Local Mill Rate
2020	585,732,900	\$1,697,325	\$ 12,560.53	\$ 1,709,885.53	2.919
2021	614,417,700	\$1,743,700	\$ 49,907.15	\$ 1,793,607.15	2.919
2022	876,135,500	\$1,809,661	\$ 68,590.97	\$ 1,878,251.97	2.144
2023	907,492,900	\$1,860,942	\$ 140,070.12	\$ 2,001,012.12	2.205
2024	940,986,200	\$1,927,385	\$ 147,474.23	\$ 2,074,859.23	2.205
			*town portion		

*should have been 3 cents higher
*Correction from Eq Val prior yr