

Town of Lawrence, **SPECIAL** Town Board Meeting  
Town Hall 2400 Shady Court, De Pere WI 54115  
**Tuesday, April 15, 2025, at 5:30 P.M.**  
***\*Note Day and Start Time***

Discussion and Action on the following:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. Consideration of Payment of due invoices
6. Review of Recommendations and Reports from Planning & Zoning Board:
  - a. Consideration of Sign Review at 2842 American Blvd, Parcel L-2186-1 by Creative Sign Company
7. Consideration of Resolution 2025-002 Reduce Number of Election Inspectors for the Special Recall Election, Wrightstown School District School Board Member
8. Consider Support of Hobart-Lawrence Police Department Part-Time Records Clerk and Job Description
9. Consideration of Quarry Park Bathroom Upgrades
10. Consideration of Northeast Asphalt Pay Request and Retainage Payment for 2024 Contract
11. Swearing in of new Hobart-Lawrence Police Officer, Austin Schneider
12. Adjourn

Patrick Wetzel for Dr. Lanny J. Tibaldo

*Posted at the following on April 14, 2025*

- ☒ *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.

## Report Criteria:

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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>AIT Business Technologies, LLC</b>								
869	AIT Business Technologies, LLC	57839	IT Services	03/31/2025	141.95	.00		
869	AIT Business Technologies, LLC	58461	Microsoft Office-Anti Virus	04/01/2025	424.50	.00		
869	AIT Business Technologies, LLC	58462	Server Backup	04/01/2025	199.99	.00		
869	AIT Business Technologies, LLC	58463	IT Services	04/01/2025	629.99	.00		
869	AIT Business Technologies, LLC	58464	Telephone Service	04/01/2025	150.00	.00		
869	AIT Business Technologies, LLC	58464	Water Telephone	04/01/2025	75.00	.00		
869	AIT Business Technologies, LLC	58464	Sewer Telephone	04/01/2025	75.00	.00		
869	AIT Business Technologies, LLC	FT-1701	Fax Line	04/01/2025	12.31	.00		
869	AIT Business Technologies, LLC	FT-1701	SCADA line	04/01/2025	81.01	.00		
Total AIT Business Technologies, LLC:					1,789.75	.00		
<b>Ambrosius Concrete Supplies Inc.</b>								
20	Ambrosius Concrete Supplies Inc.	490216	Silt Sock	03/27/2025	200.00	.00		
Total Ambrosius Concrete Supplies Inc.:					200.00	.00		
<b>Associated Appraisal Consultants, Inc</b>								
31	Associated Appraisal Consultants,	179606	Town Assessor	04/01/2025	1,476.20	.00		
Total Associated Appraisal Consultants, Inc:					1,476.20	.00		
<b>Badger Laboratories, INC</b>								
1093	Badger Laboratories, INC	25-006701	Water Samples	03/25/2025	96.00	.00		
1093	Badger Laboratories, INC	25-006712	Water Samples	03/25/2025	96.00	.00		
Total Badger Laboratories, INC:					192.00	.00		
<b>Badger Meter, Inc</b>								
37	Badger Meter, Inc	80191792	Services	03/28/2025	300.86	.00		
Total Badger Meter, Inc:					300.86	.00		
<b>Bartolazzi Homes</b>								
483	Bartolazzi Homes	24-07-0013	Contractor Deposit Refund-2742	03/24/2025	1,000.00	.00		
Total Bartolazzi Homes:					1,000.00	.00		
<b>BE's Refreshments Inc.</b>								
1157	BE's Refreshments Inc.	18349	Water Town Hall	03/20/2025	27.00	.00		
Total BE's Refreshments Inc.:					27.00	.00		
<b>Brown County Fire Chief's Assoc</b>								
66	Brown County Fire Chief's Assoc	032525	Fire Chief Assoc Annual Dues	03/25/2025	15.00	.00		
Total Brown County Fire Chief's Assoc:					15.00	.00		
<b>Brown County MABAS 112</b>								
69	Brown County MABAS 112	031925	Annual MABAS Dues	03/19/2025	100.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Brown County MABAS 112:					100.00	.00		
<b>Brown County Port &amp; Resource Recovery</b>								
73	Brown County Port & Resource R	60379	Trash Collection - Sharps	03/31/2025	6,516.25	.00		
73	Brown County Port & Resource R	60379	Recycling Revenue	03/31/2025	294.31-	.00		
Total Brown County Port & Resource Recovery:					6,221.94	.00		
<b>Calnin &amp; Goss, LLC</b>								
1192	Calnin & Goss, LLC	L0017-09-20-0	Little Rapids Subdivision PR #8 FI	03/19/2025	34,391.83	34,391.83	03/25/2025	
Total Calnin & Goss, LLC:					34,391.83	34,391.83		
<b>Cashman, Suzanne M.</b>								
961	Cashman, Suzanne M.	040125	Pollworker	04/01/2025	115.00	.00		
Total Cashman, Suzanne M.:					115.00	.00		
<b>Charter Communications</b>								
1150	Charter Communications	230431701040	April Fiber Services	04/01/2025	719.00	.00		
Total Charter Communications:					719.00	.00		
<b>City of De Pere</b>								
99	City of De Pere	202501296112	2nd Qtr Emergency Services	01/29/2025	26,547.54	.00		
Total City of De Pere:					26,547.54	.00		
<b>Cummins NPower LLC</b>								
109	Cummins NPower LLC	F4-250381454	Lift Station Generator Maintenanc	03/25/2025	205.48	.00		
109	Cummins NPower LLC	F4-250381623	Generator Maintenance GF	03/27/2025	892.20	.00		
109	Cummins NPower LLC	F4-250381623	Generator Maintenance WF	03/27/2025	892.20	.00		
109	Cummins NPower LLC	F4-250381623	Generator Maintenance SF	03/27/2025	892.20	.00		
109	Cummins NPower LLC	F4-250381623	Generator Maintenance GF	03/27/2025	892.20	.00		
Total Cummins NPower LLC:					3,774.28	.00		
<b>Decker, Robert</b>								
1002	Decker, Robert	040125	Poll Worker	04/01/2025	145.00	.00		
Total Decker, Robert:					145.00	.00		
<b>Diggers Hotline</b>								
125	Diggers Hotline	250 3 19551	WF-Locate Service	03/31/2025	172.80	.00		
125	Diggers Hotline	250 3 19551	SF-Locate Service	03/31/2025	172.80	.00		
Total Diggers Hotline:					345.60	.00		
<b>ECS Midwest, LLC</b>								
924	ECS Midwest, LLC	2042769	Geotechnical Engineering Report	04/03/2025	7,300.00	.00		
Total ECS Midwest, LLC:					7,300.00	.00		
<b>Fameree Consulting &amp; Inspection</b>								
154	Fameree Consulting & Inspection	1158	Electrical Inspection-3850 Mid Vall	03/28/2025	257.90	.00		
154	Fameree Consulting & Inspection	1162	Electrical Inspection-Fox Valley A	04/04/2025	328.80	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Fameree Consulting & Inspection:					586.70	.00		
<b>Fisher Concrete Sawing, Inc</b>								
972	Fisher Concrete Sawing, Inc	I2025-03-09	Pull Posts for New Signs	03/28/2025	300.00	.00		
Total Fisher Concrete Sawing, Inc:					300.00	.00		
<b>Harter's Fox Valley Disposal</b>								
1211	Harter's Fox Valley Disposal	1194887	Recycle Services	03/31/2025	9,736.85	.00		
1211	Harter's Fox Valley Disposal	1194887	Trash Services	03/31/2025	16,806.85	.00		
Total Harter's Fox Valley Disposal:					26,543.70	.00		
<b>Horton Group, Inc</b>								
1113	Horton Group, Inc	129008	Auto Ins - H&H Trailer	03/21/2025	89.00	.00		
Total Horton Group, Inc:					89.00	.00		
<b>Integrity Home Builders</b>								
1001	Integrity Home Builders	24-06-0026	Contractor Deposit Refund-1552	04/03/2025	1,000.00	.00		
Total Integrity Home Builders:					1,000.00	.00		
<b>Lemke, Bonnie</b>								
57	Lemke, Bonnie	040125	Election Poll Worker	04/01/2025	150.00	.00		
Total Lemke, Bonnie:					150.00	.00		
<b>Mail Haus, Inc</b>								
410	Mail Haus, Inc	0185254	Water Shut off Postcard	03/18/2025	218.15	.00		
410	Mail Haus, Inc	0185254	Water Shut Off Postcard	03/18/2025	218.14	.00		
410	Mail Haus, Inc	0185356	Water Billing- Water Fund	03/31/2025	754.03	.00		
410	Mail Haus, Inc	0185356	Water Billing-Sewer Fund	03/31/2025	754.02	.00		
Total Mail Haus, Inc:					1,944.34	.00		
<b>Matheson Tri-Gas, Inc</b>								
879	Matheson Tri-Gas, Inc	0031282149	Argon Cylinder	03/31/2025	77.93	.00		
Total Matheson Tri-Gas, Inc:					77.93	.00		
<b>Menards Inc</b>								
286	Menards Inc	45017	Measuring Wheel	03/26/2025	32.49	.00		
286	Menards Inc	45017	Measuring Wheel	03/26/2025	32.48	.00		
286	Menards Inc	45498	Fire Department Supplies	04/07/2025	42.81	.00		
286	Menards Inc	45600	Park repairs	04/09/2025	40.04	.00		
Total Menards Inc:					147.82	.00		
<b>Midwest Meters Inc.</b>								
295	Midwest Meters Inc.	0176880-IN	New Meters	04/09/2025	2,464.95	.00		
Total Midwest Meters Inc.:					2,464.95	.00		
<b>Minten, Jean</b>								
220	Minten, Jean	040125	Election Poll Worker	04/01/2025	120.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Minten, Jean:					120.00	.00		
<b>MMC</b>								
817	MMC	3036273	Subscription to The Press Times	03/24/2025	69.00	.00		
Total MMC:					69.00	.00		
<b>Motorola Solutions Inc.</b>								
499	Motorola Solutions Inc.	8282103862	Fire Dept Radio	04/01/2025	4,689.60	.00		
499	Motorola Solutions Inc.	8282108059	FD Charger & Microphone	04/03/2025	1,831.60	.00		
Total Motorola Solutions Inc.:					6,521.20	.00		
<b>Newcomers</b>								
922	Newcomers	7301	Annual Membership	03/24/2025	90.00	.00		
Total Newcomers:					90.00	.00		
<b>OPG-3, Inc</b>								
917	OPG-3, Inc	8722	Laser-fisch	04/01/2025	840.00	.00		
Total OPG-3, Inc:					840.00	.00		
<b>Oshkosh Fire &amp; Police Equipment</b>								
320	Oshkosh Fire & Police Equipment	196651	Leather Fronts for Fire Shields	03/11/2025	187.00	.00		
320	Oshkosh Fire & Police Equipment	196808	FD Gear Wash	04/02/2025	105.00	.00		
Total Oshkosh Fire & Police Equipment:					292.00	.00		
<b>QS1, INC</b>								
1088	QS1, INC	1446	Truck #F5	03/27/2025	127.00	.00		
Total QS1, INC:					127.00	.00		
<b>Quill Corporation</b>								
349	Quill Corporation	43432760	Office Supplies-General Fund	03/25/2025	37.49	.00		
349	Quill Corporation	43432760	Office Supplies-Water Fund	03/25/2025	18.75	.00		
349	Quill Corporation	43432760	Office Supplies-Sewer Fund	03/25/2025	18.74	.00		
349	Quill Corporation	43474240	Office Supplies	03/27/2025	8.19	.00		
Total Quill Corporation:					83.17	.00		
<b>R &amp; R Insurance Services, Inc</b>								
1099	R & R Insurance Services, Inc	3190451	Insurance Services-May	04/01/2025	242.00	.00		
Total R & R Insurance Services, Inc:					242.00	.00		
<b>Replay Sports Bar &amp; Grill</b>								
1083	Replay Sports Bar & Grill	040725	Election Food	04/07/2025	156.00	.00		
Total Replay Sports Bar & Grill:					156.00	.00		
<b>Schad, Lynn A.</b>								
1165	Schad, Lynn A.	040125	Election Pollworker	04/01/2025	145.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Schad, Lynn A.:					145.00	.00		
<b>Schmidt, Chris</b>								
1062	Schmidt, Chris	040125	Pollworker	04/01/2025	145.00	.00		
Total Schmidt, Chris:					145.00	.00		
<b>Securian Financial Group, Inc</b>								
944	Securian Financial Group, Inc	002832L-0525	Life Insurance	04/04/2025	298.81	.00		
Total Securian Financial Group, Inc:					298.81	.00		
<b>Smits, Carolee</b>								
1167	Smits, Carolee	040125	Poll Worker	04/01/2025	145.00	.00		
Total Smits, Carolee:					145.00	.00		
<b>Southside Tire Co.</b>								
388	Southside Tire Co.	10321382	2005 Chevy Van	04/10/2025	335.00	.00		
Total Southside Tire Co.:					335.00	.00		
<b>Tibaldo, Lanny J.</b>								
262	Tibaldo, Lanny J.	040225	Mileage Reimbursement	04/02/2025	110.52	.00		
Total Tibaldo, Lanny J.:					110.52	.00		
<b>Village of Hobart</b>								
450	Village of Hobart	033125	Law & Ordinance Violations	04/04/2025	3,168.82-	.00		
450	Village of Hobart	033125	Judge Salary	04/04/2025	261.11	.00		
450	Village of Hobart	033125	Court Clerk Wages	04/04/2025	1,094.68	.00		
450	Village of Hobart	033125	Police Vehicle Lease	04/04/2025	11,134.60	.00		
450	Village of Hobart	033125	Police Vehicle Maintenance	04/04/2025	17.32	.00		
450	Village of Hobart	033125	Police Supplies	04/04/2025	537.79	.00		
450	Village of Hobart	033125	Crime Prevention Expense	04/04/2025	73.26	.00		
450	Village of Hobart	033125	Police Fuel Expenses	04/04/2025	1,128.92	.00		
450	Village of Hobart	033125	Police Uniforms	04/04/2025	358.90	.00		
450	Village of Hobart	033125	Auto/Property/Profess Insuranc	04/04/2025	118.66-	.00		
450	Village of Hobart	033125	Police/Admin Salaries	04/04/2025	32,775.59	.00		
450	Village of Hobart	033125	Police/Adm Payroll Taxes	04/04/2025	2,425.14	.00		
450	Village of Hobart	033125	Police Retirement Expense	04/04/2025	4,401.75	.00		
450	Village of Hobart	033125	Health, Dental, Life, Wrk comp	04/04/2025	6,520.09	.00		
450	Village of Hobart	033125	Police Seminars/Conf/Training	04/04/2025	894.28	.00		
450	Village of Hobart	033125	Telephone/Cell/Radios	04/04/2025	421.80	.00		
450	Village of Hobart	033125	Mun Court Payroll Taxes	04/04/2025	103.72	.00		
450	Village of Hobart	033125	Mun Court Retirement	04/04/2025	75.53	.00		
450	Village of Hobart	033125	Court Health/Dental/Life/WC	04/04/2025	1.80	.00		
450	Village of Hobart	033125	Municipal Attorney	04/04/2025	188.53	.00		
450	Village of Hobart	033125	Court Seminars/Conference/Educ	04/04/2025	266.67	.00		
450	Village of Hobart	033125	Court Supplies	04/04/2025	120.15	.00		
Total Village of Hobart:					59,514.15	.00		
<b>Weyers Equipment Inc</b>								
460	Weyers Equipment Inc	01-219478	Tractor Repair	03/31/2025	1,675.21	.00		
460	Weyers Equipment Inc	01-219481	Mower Repair	03/31/2025	6,964.46	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Weyers Equipment Inc:					8,639.67	.00		
<b>Wil-Kil Pest Control</b>								
801	Wil-Kil Pest Control	74890141	Services 2400 Shady Ct	03/21/2025	67.38	.00		
801	Wil-Kil Pest Control	76133668	Services 2400 Shady Ct	04/04/2025	67.38	.00		
Total Wil-Kil Pest Control:					134.76	.00		
<b>Willems, Julie M</b>								
962	Willems, Julie M	040125	Election Pollworker	04/01/2025	145.00	.00		
Total Willems, Julie M:					145.00	.00		
Grand Totals:					196,118.72	34,391.83		

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

## Report Criteria:

Detail report.

Invoices with totals above \$.00 included.

Paid and unpaid invoices included.



### Agenda Item Review

Meeting Date: 4/15/25

Agenda Item#: 6

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## TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

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

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- A. Consideration of Sign Review at 2842 American Blvd, Parcel L-2186-1 by Creative Sign Company

See attached sign details. Approx. 32 SF of signage (over 100 SF allowed based on 10% regulation). Signage is attached to building. Non-lit. Overall, no issues, staff recommends approval. PZ voted unanimously 4/9/25 to recommend approval.



CLIENT: PARKER COATINGS

LOCATION: 2842 AMERICAN BLVD DE PERE, WI  
DRAWN BY: TIMOTHY P  
SALESPERSON: ALLIE J  
DATE: 12/16/24  
LEAD #: 2610  
PAGE: 2

REVISION LOG:	INTL	DATE	DESCRIPTION
	TP	02/27/2025	FLATCUT LETTERS
	TP	03/04/2025	COATINGS

FLATCUT LETTERS & ACM PANEL

QUANTITY: 2 TOTAL (1 OF EACH)

INSTRUCTION: PRODUCE & INSTALL

LOGO SQ FT: 30.25 SQ FT (32 SQ FT MAX ALLOWED)

COLORS:

- P-1/V-1 ORACAL 751-070 BLACK VINYL
- P-2 MP15149 RAMJET RED
- C-3 WHITE

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

X

SIGNATURE

DATE

LOCATION VIEW (AFTER)

SCALE: 3/16" = 1'



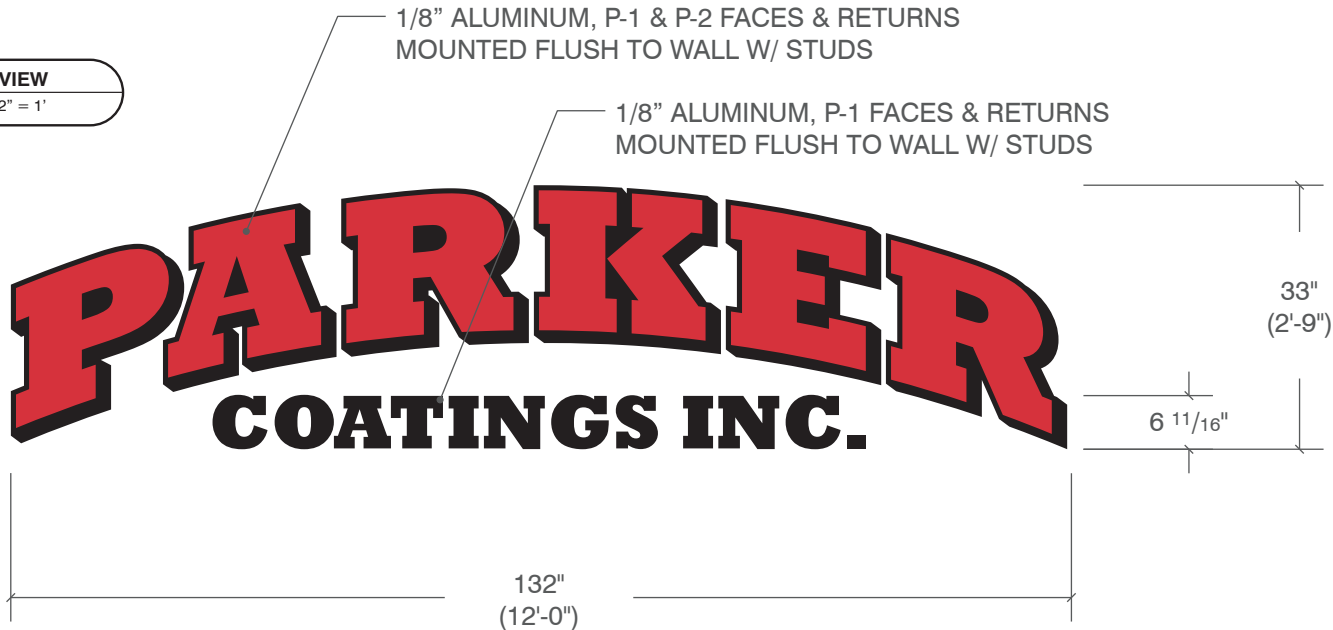
EXISTING VIEW

N.T.S.



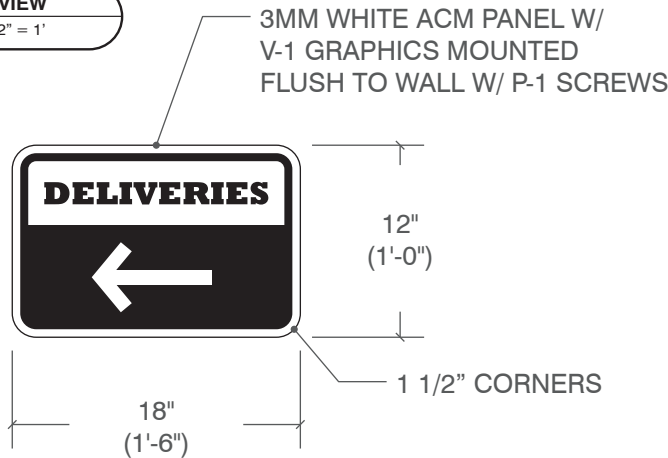
DETAIL VIEW

SCALE: 1/2" = 1'



DETAIL VIEW

SCALE: 1/2" = 1'



THIS DRAWING IS THE PROPERTY OF CREATIVE SIGN CO, INC.

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**CONTACT YOUR SIGN CONSULTANT TO PURCHASE THE RIGHTS TO THIS DESIGN.**

CONCEPTUAL DRAWING ONLY

All sizes and dimensions are illustrated for client conception of the project and are not to be understood as being exact size or exact scale. Renderings, including lighting effects, opacities, and coloration, are an approximation.

CUSTOMER RESPONSIBILITIES

Please review all drawing details closely, as Creative Sign will produce signs as approved drawing indicates. Some changes may occur based on production needs. While Creative Sign will make all efforts to correct any obvious spelling or grammatical errors, the customer is responsible for confirming that the above copy, including names and titles, appear as desired. Creative Sign will make every effort to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used.



## Agenda Item Review

Meeting Date: April 15, 2025  
Agenda Item#: 7

### TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

**REPORT TO:** Dr. Lanny Tibaldo, Town Board Chairman, Town Board  
**REPORT FROM:** Cindy Kocken, Clerk-Treasurer  
**AGENDA ITEM:** **Resolution 2025-002-Reduce Number of Election Inspectors for the April 22, 2025 Special Recall Election, Wrightstown School District School Board Member**

#### FISCAL IMPACT:

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

#### Item History

##### **Reduction of Inspectors:**

A Special Recall Election for Wrightstown School District will be held on April 22, 2025. Fewer than 200 registered voters are currently eligible to vote in the Special Recall Election. A low voter turnout is anticipated.

As a result, election staffing will be minimal. No more than **three election inspectors** will be required to conduct this election efficiently and in accordance with election laws.

Pursuant to § 7.32 Wis. Stats., the Town Board may, by resolution, reduce the number of election officials at any polling place to no fewer than three (3) as necessary for the effective administration of the election.

#### Recommended Action By Town Board

Staff recommends approval of Resolution 2025-002 to Reduce the Number of Election Inspectors to 3 for the April 22, 2025, Special Recall Election for the Wrightstown School District School Board Member.

**TOWN OF LAWRENCE**  
**RESOLUTION #2025-002**  
REDUCE THE NUMBER OF ELECTION INSPECTORS FOR THE  
SPECIAL RECALL ELECTION, WRIGHTSTOWN SCHOOL DISTRICT  
SCHOOL BOARD MEMBER

**Whereas:** Wisconsin Statute §7.30 requires 7 inspectors for each polling place at each election except in municipalities where voting machines are used, then the governing body may reduce the number of inspectors to 5; and

**Whereas:** Wisconsin Statute §7.32 allows the governing body of any municipality by resolution to reduce the number of election officials at a polling place to not less than three (3); and

**Whereas:** the voter turnout for the April 22, 2025 Special Recall Election for the Wrightstown School District School Board Member is expected to be smaller, in which case, the need for election officials at the polling place will be reduced; and

**Whereas:** there are currently less than 200 voters in the Town of Lawrence that are eligible to vote in the Special Recall Election; and

**NOW THEREFORE BE IT RESOLVED:** that the Town of Lawrence Board of Supervisor resolves to reduce the number of election officials for the April 22, 2025 Special Recall Election for the Wrightstown School District School Board Member to only three (3) election workers.

Approved and adopted by the members of the Town Board of the Town of Lawrence, Brown County, State of Wisconsin this 15th day of April 2025

Vote: -Aye  
-Nay

Town of Lawrence

Attest:

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Dr. Lanny J. Tibaldo, Town Chairperson

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Cindy Kocken, Town Clerk-Treasurer



## Agenda Item Review

Meeting Date: April 15, 2025  
Agenda Item#: 8

### TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

**REPORT TO:** Dr. Lanny Tibaldo, Town Board Chairman, Town Board  
**REPORT FROM:** Patrick Wetzol, Town Administrator  
**AGENDA ITEM:** **Consider Support of HLPD Part- Time Records Clerk Hours and Job Description**

#### **FISCAL IMPACT:**

- |                              |     |
|------------------------------|-----|
| 1. Is there A Fiscal Impact? | Yes |
| 2. Is it Currently Budgeted? | Yes |

#### **Item History**

The Police Department wishes to consider adding 4 hours per week for a part-time records clerk to assist current staff.

The additional hours will be funded within existing part-time budget funds.

Chief Renkas has updated a job description for this work and it is attached for review.

#### **Recommended Action By Town Board**

Consider support to add 4 hours part-time records clerk position for HLPD.

# Hobart-Lawrence Police Department

## RECORDS CLERK JOB DESCRIPTION

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### **NATURE OF WORK**

The Records Clerk holds a highly confidential and responsible civilian position within the Hobart-Lawrence Police Department. This role serves as a representative of the department and is governed by the highest legal and ethical standards. Due to the sensitive nature of the position, all police-related knowledge and information must be treated with the utmost confidentiality. The Records Clerk is dedicated to public service, prioritizing the common good over personal interests.

Key responsibilities include maintaining records generated by the Hobart-Lawrence Police Department, receiving and responding to incoming calls, greeting the public, and directing inquiries to the appropriate personnel or resources. The Records Clerk operates under the general supervision of the Technical Operations Commander.

### **ESSENTIAL JOB FUNCTIONS**

- Deliver high quality service in an effective and efficient manner
- Promote the department vision, mission, and values
- Prepare and maintain accurate, timely reports of all activities
- Maintain regular punctual and predictable attendance, work extra hours as required
- Data entry of department records.
- Provide customer service for walk in, phone, and email clients.
- Maintain and manage department records.
- Providing proper data entry and maintenance training to others.
- Maintain office equipment and supplies.
- Demonstrate and promote cooperative working relationships with department personnel and other agencies and their personnel.

### **ANCILLARY JOB FUNCTIONS**

- Entering data into electronic databases or systems
- Scanning and uploading documents to create digital records
- Processing incoming and outgoing correspondence
- Updating existing records
- Answering inquiries and retrieving information from files or databases
- Maintaining up-to-date logs and records
- Assist with audits and investigations by providing documentation
- Preparing routine reports or forms
- Attend periodic staff meetings
- Perform other duties as assigned by the Technical Operations Commander

## **REQUIREMENTS OF WORK**

- Knowledge of federal, state and local laws and ordinances
- Ability to develop collaborative relationships within and outside department
- Ability to function in a team environment
- Ability to communicate orally and in writing in an efficient and effective manner
- Ability to interact effectively with people of varied standing and background, both within and outside the organization
- Ability to operate standard office technologies; e.g., computer systems and software
- Thorough knowledge of record keeping and office skills.
- The ability to work independently
- Ability to perform basic mathematic calculations
- Ability to perform all essential duties of a Records Clerk
- Must possess a valid Wisconsin driver's license or obtain sufficient means of travel to and from the Police Department

## **PHYSICAL DEMANDS / WORK ENVIRONMENT**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, reach with hands and arms, talk and hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

*The above is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. This position description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the position. I have read the above position description and understand the duties and responsibilities of the position.*

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Date last modified: April 3, 2025

*The Hobart/Lawrence Police Department is an Equal Opportunity Employer. In compliance with state and federal law, the department will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DUANE'S PLUMBING INC MP221833  
 1460B COUNTY LINE ROAD  
 DE PERE, WI 54115  
 Phone:1920-336-1632  
 Email duanesplumbing@gmail.com

Date  
 03/25/25

Estimate  
 004275  
 Page 1

**Submitted To:**

TOWN OF LAWERENCE  
 2400 SHADY CT  
 DEPERE WI 54115

Job: SERVICE  
 Customer Phone: 920 336-9131  
 Cell:920 660-6695

**Description of Work:**

PRICES ON NEW FIXTURES FOR QUARRY PARK BATHROOM

Quantity	Description of Material	Price	Extension
1.00	***MENS BATHROOM***	0.00	0.00
1.00	Kohler K-25077-T ADA toilet	358.93	358.93
1.00	1955SSCT-000 EB WCSeatSlfSustain&Ck	33.67	33.67
1.00	Toto UT477E urinal	255.48	255.48
1.00	Sloan 186-1XL flush valve	187.66	187.66
1.00	2018HB-NS-WHT-8IN 22x18 Grand Isle	59.40	59.40
1.00	Chicago 802-665 self close faucet	356.45	356.45
1.00	Dearborn grid strainer	16.25	16.25
1.00	Dearborn 1 1/4" Ptrap	45.92	45.92
1.00	Truebro white trap wrap	47.21	47.21
1.00	-----	0.00	0.00
1.00	***WOMENS BATH***	0.00	0.00
1.00	Kohler K-25077-TR ADA toilet	358.93	358.93
1.00	Kohler K-25087-T elgat toilet	318.99	318.99
2.00	1955SSCT-000 EB WCSeatSlfSustain&Ck	33.67	67.34
1.00	2018HB-NS-WHT-8IN 22x18 Grand Isle	59.40	59.40
1.00	Chicago 802-665 self close faucet	356.45	356.45
1.00	Dearborn grid strainer	16.25	16.25
1.00	Dearborn 1 1/4" Ptrap	45.92	45.92
1.00	Truebro white trap wrap	47.21	47.21
1.00	-----	0.00	0.00
1.00	***MISCELLANEOUS***	0.00	0.00
1.00	Woodford keyed lawn faucet	71.62	71.62
1.00	Miscellaneous	239.73	239.73

<b>Materials</b>	<b>2942.81</b>
<b>Labor</b>	<b>1280.00</b>
<b>Total</b>	<b>\$4222.81</b>

THIS ESTIMATE IS VALID FOR 30 DAYS FROM DATE POSTED ON ESTIMATE

Material supplied (BY OWNER) will not have a warranty from Plumbing Contractor or General contractor, all warranty

Customer Copy



DUANE'S PLUMBING INC MP221833  
1460B COUNTY LINE ROAD  
DE PERE, WI 54115  
Phone:1920-336-1632  
Email duanesplumbing@gmail.com

Date  
03/25/25

Estimate  
004275  
Page 2

issues will be between owner and store of purchase. No labor will be provided by contractor under warranty for problems on material supplied (BY OWNER) Any damage caused to property by owner supplied materials, will be property owners responsibility.

779.02 As required by Wisconsin Construction Lien Law

Sub contractor hereby notifies owner that person or companies furnishing labor or material for the construction on owner's land may have lien rights on owners land and buildings if not paid.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Agenda Item Review

Meeting Date: April 15, 2025  
Agenda Item#: 10

## TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

**REPORT TO:** Dr. Lanny Tibaldo, Town Board Chairman, Town Board  
**REPORT FROM:** Patrick Wetzol, Town Administrator  
**AGENDA ITEM:** **Consideration of Northeast Asphalt Pay Request and Retainage Payment – 2024 work**

### FISCAL IMPACT:

- |                              |     |
|------------------------------|-----|
| 1. Is there A Fiscal Impact? | Yes |
| 2. Is it Currently Budgeted? | Yes |

### Item History

In reviewing and closing out 2024 work and contracts, Northeast Asphalt has submitted a pay request in the amount of \$8,566.70 for work related to last year's paving/road improvement projects.

We've also withheld retainage of 10% on the pay requests which we are able to release and pay out with the work being completed. Retainage is in the amount of \$49,620.35.

### Recommended Action By Town Board

The work was completed and staff recommends payment of the pay request and retainage.

## APPLICATION FOR PAYMENT

<b>Owner:</b>	Town of Lawrence 2400 Shady Court De Pere, WI 54115	<b>Project:</b>	<u>2024 Town Road Improvement Project</u>
		<b>Contractor:</b>	Northeast Asphalt, Inc.
		<b>Date:</b>	<u>2/25/2025</u>

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

The following documents are attached:

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

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

Original Contract	<u>\$344,202.00</u>	Completed to date	<u>\$496,203.52</u>
Net Change Orders	<u>\$143,220.00</u>	Retainage 10%	<u>\$49,620.35</u>
Current Contract Amount	<u>\$487,422.00</u>	Amount Due	<u>\$446,583.17</u>
		Total Payment	<u>\$8,566.70</u>

Northeast Asphalt, Inc.

Contractor

DocuSigned by:  
  
EFAC1837DB28494...

Initial  


Name and Title  
Taylor Tauer, Agent

## CONTINUATION SHEET

PAGE 2 of 2 PAGES

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

APPLICATION NO: 5  
APPLICATION DATE: 2/25/2025  
PERIOD TO: 12/1/2024  
PROJECT #S: 618442

A						B	C	D	E	F	G	H	I	J
						WORK COMPLETED						Total Completed and stored to date (C+E+G)		
						Previous Applications		This Application		Materials Stored				
ITEM NO.	DESCRIPTION OF WORK	Estimated Bid Quantity	Unit of Measure	Unit price	Bid Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	% Comp.
	<b>Skyline Oaks Drive</b>						\$0.00		\$0.00		\$0.00	-	\$0.00	#DIV/0!
1110	Pulverize existing	5100.00	SY	\$0.40	\$2,040.00	5,100.00	\$2,040.00		\$0.00		\$0.00	5,100.00	\$2,040.00	100
1120	2" 3LT 58-28S Lower Layer	600.00	TN	\$75.40	\$45,240.00	592.17	\$44,649.62		\$0.00		\$0.00	592.17	\$44,649.62	101.322
1130	1.5" 5LT 58-28S Upper Layer	450.00	TN	\$74.80	\$33,660.00	450.00	\$33,660.00	37.60	\$2,812.48		\$0.00	487.60	\$36,472.48	92.2888
1140	Tack	260.00	GA	\$3.50	\$910.00	255.00	\$892.50		\$0.00		\$0.00	255.00	\$892.50	101.961
1150	2" 5LT 58-28S, Driveways	60.00	TN	\$126.00	\$7,560.00	45.00	\$5,670.00		\$0.00		\$0.00	45.00	\$5,670.00	133.333
1160	4" Topsoil, Seed & Mulch	950.00	SY	\$9.05	\$8,597.50	1,100.00	\$9,955.00		\$0.00		\$0.00	1,100.00	\$9,955.00	86.3636
1170	Traffic Control	1.00	LS	\$1,170.00	\$1,170.00	1.00	\$1,170.00		\$0.00		\$0.00	1.00	\$1,170.00	100
1180	Mobilization	1.00	LS	\$830.00	\$830.00	1.00	\$830.00		\$0.00		\$0.00	1.00	\$830.00	100
	<b>Whispering Oak Court</b>						\$0.00		\$0.00		\$0.00	-	\$0.00	#DIV/0!
1210	Pulverize existing	4200.00	SY	\$0.40	\$1,680.00	4,200.00	\$1,680.00		\$0.00		\$0.00	4,200.00	\$1,680.00	100
1220	2" 3LT 58-28S Lower Layer	480.00	TN	\$75.40	\$36,192.00	480.00	\$36,192.00		\$0.00		\$0.00	480.00	\$36,192.00	100
1230	1.5" 5LT 58-28S Upper Layer	350.00	TN	\$74.80	\$26,180.00	350.00	\$26,180.00		\$0.00		\$0.00	350.00	\$26,180.00	100
1240	Tack	210.00	GA	\$3.50	\$735.00	210.00	\$735.00		\$0.00		\$0.00	210.00	\$735.00	100
1250	2" 5LT 58-28S, Driveways	60.00	TN	\$126.00	\$7,560.00	53.25	\$6,709.50		\$0.00		\$0.00	53.25	\$6,709.50	112.676
1260	4" Topsoil, Seed & Mulch	750.00	SY	\$9.05	\$6,787.50	825.00	\$7,466.25		\$0.00		\$0.00	825.00	\$7,466.25	90.9091
1270	Traffic Control	1.00	LS	\$850.00	\$850.00	1.00	\$850.00		\$0.00		\$0.00	1.00	\$850.00	100
1280	Mobilization	1.00	LS	\$100.00	\$100.00	1.00	\$100.00		\$0.00		\$0.00	1.00	\$100.00	100
	<b>Gentle Hills</b>						\$0.00		\$0.00		\$0.00	-	\$0.00	#DIV/0!
1310	Pulverize existing	3400.00	SY	\$0.40	\$1,360.00	3,400.00	\$1,360.00		\$0.00		\$0.00	3,400.00	\$1,360.00	100
1320	2" 3LT 58-28S Lower Layer	400.00	TN	\$75.40	\$30,160.00	354.07	\$26,696.88	88.94	\$6,706.08		\$0.00	443.01	\$33,402.95	90.2914
1330	1.5" 5LT 58-28S Upper Layer	300.00	TN	\$74.80	\$22,440.00	300.00	\$22,440.00		\$0.00		\$0.00	300.00	\$22,440.00	100
1340	Tack	180.00	GA	\$3.50	\$630.00	170.00	\$595.00		\$0.00		\$0.00	170.00	\$595.00	105.882
1350	2" 5LT 58-28S, Driveways	60.00	TN	\$126.00	\$7,560.00	32.70	\$4,120.20		\$0.00		\$0.00	32.70	\$4,120.20	183.486
1360	4" Topsoil, Seed & Mulch	600.00	SY	\$9.05	\$5,430.00	675.00	\$6,108.75		\$0.00		\$0.00	675.00	\$6,108.75	88.8889
1370	Traffic Control	1.00	LS	\$850.00	\$850.00	1.00	\$850.00		\$0.00		\$0.00	1.00	\$850.00	100
1380	Mobilization	1.00	LS	\$100.00	\$100.00	1.00	\$100.00		\$0.00		\$0.00	1.00	\$100.00	100
	<b>American Drive</b>						\$0.00		\$0.00		\$0.00	-	\$0.00	#DIV/0!
1410	Clean/Sweep & Remove Temp. Ramps	1.00	LS	\$2,980.00	\$2,980.00	1.00	\$2,980.00		\$0.00		\$0.00	1.00	\$2,980.00	100
1420	2" 4LT 58-28S Upper Layer	1200.00	TN	\$69.10	\$82,920.00	1,213.81	\$83,874.27		\$0.00		\$0.00	1,213.81	\$83,874.27	98.8623
1430	Tack	500.00	GA	\$3.50	\$1,750.00	260.00	\$910.00		\$0.00		\$0.00	260.00	\$910.00	192.308
1440	Traffic Control	1.00	LS	\$750.00	\$750.00	1.00	\$750.00		\$0.00		\$0.00	1.00	\$750.00	100
1450	Mobilization	1.00	LS	\$680.00	\$680.00	1.00	\$680.00		\$0.00		\$0.00	1.00	\$680.00	100
	<b>American Drive Epoxy Paint</b>						\$0.00		\$0.00		\$0.00	-	\$0.00	#DIV/0!
1710	Two Way Center Turn Lane	2000.00	LF	\$2.75	\$5,500.00		\$0.00		\$0.00		\$0.00	-	\$0.00	#DIV/0!
1720	Turn Lane Arrow	4.00	EA	\$250.00	\$1,000.00		\$0.00		\$0.00		\$0.00	-	\$0.00	#DIV/0!
	Town Hall Parking Lot	1.00	LS	\$68,640.00	\$68,640.00	1.00	\$68,640.00		\$0.00		\$0.00	1.00	\$68,640.00	100
	Superior C/O Work	1.00	LS	\$75,000.00	\$75,000.00	0.58	\$43,500.00		\$0.00		\$0.00	0.58	\$43,500.00	172.414
	Time & Materials Misc. Patching (231.33 TN 5LT 58-28S)	1.00	LS	\$44,300.00	\$44,300.00	1.00	\$44,300.00		\$0.00		\$0.00	1.00	\$44,300.00	100
					\$532,142.00		\$486,684.97		\$9,518.56		\$0.00		\$496,203.52	

A=Line Item Number B=Brief Item Description C=Total Value of Item D=Total of D and E from Previous Application(\$), if any E=Total Work Completed for this Application  
F=Materials Purchaed and Stored for Project G=Total of all Work Completed and Materials Stored for Project H=Remaining Balance of Amount to Finish I=Amount Withheld from G

# LAW ENFORCEMENT

## OATH OF HONOR



On my honor, I will never  
betray my badge, my integrity,  
my character or the public trust.

I will always have the courage to hold  
myself and others accountable for our  
actions.

I will always uphold the  
constitution, my community, and the  
agency I serve.

4/15/2025

---

AUSTIN SCHNEIDER

# HOBART-LAWRENCE POLICE DEPARTMENT

## OATH OF OFFICE



STATE OF WISCONSIN)  
COUNTY OF BROWN)  
VILLAGE OF HOBART/ TOWN OF LAWRENCE)

I, Austin Schneider, who have been appointed to the Hobart-Lawrence Police Department, but have not yet entered upon the duties thereof, swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability, so help me God.

Subscribed and sworn to before me this  
15th day of April, 2025.

---

CINDY KOCKEN  
CLERK-TREASURER

4/15/2025  
AUSTIN SCHNEIDER