

Town of Lawrence, Regular Town Board Meeting
Town Hall 2400 Shady Court, De Pere WI 54115
Monday, January 26, 2026, at 6:00 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 January 12, 2026 Town Board Meeting
7. Consideration of payment of due invoices
8. **Public Hearing:** Ordinance Amendment 300-20 Maintenance of Residential Lots in R-1, R-2, R-3, and ER Districts
9. Consideration of Ordinance 2026-001 Amendment 300-20 Maintenance of Residential Lots in R-1, R-2, R-3, and ER Districts
10. Review of Recommendations and Reports from Planning & Zoning Board:
 - a. Consideration of Sign Review for Spring Lake Church at 2878 Lawrence Drive, Parcel L-461 by Creative Sign Company
11. Consideration of Resolution 2026-002 Authorizing the Issuance and Sale of \$5,890,000 General Obligation Promissory Notes, Series 2026A
12. Staff Update Discussion on Lawrence Parkway Traffic/Parking Corridor Topics
13. Discussion on Advertising for Town Hall Administrative Assistant Position
14. Administrator/Staff Reports
15. Future Agenda Items
16. Adjourn

Patrick Wetzel for Dr. Lanny J. Tibaldo

Posted at the following on January 23, 2026:

Town Hall, 2400 Shady Ct., Fire Station #1, 2595 French Rd and Fire Station #2, 1780 Crimson Ct
 Posted to the Town Website and Notice to News Media

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

Town of Lawrence
Proceedings of the Regular Town Board Meeting
Town Hall, 2400 Shady Court, De Pere WI
Monday, January 12, 2026

1. Call to Order

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

2. Roll Call

Present In-Person

Chairman: Dr. Lanny Tibaldo

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

Others in Attendance: Patrick Wetzel, Administrator; Cindy Kocken, Clerk-Treasurer; Ron Cody, Fire Chief; Michael Renkas, Police Chief

Excused

Scott Beining, Kurt Minten

3. Pledge of Allegiance

4. Approve Agenda

Supervisor Brienen 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:

Comments received from the following residents concerning parking on both sides of street, pedestrian safety, walking trail maintenance, code compliance, traffic engineering, future parking plans and emergency access, in the Lawrence Parkway neighborhood during recent sporting events:

Kathryn Marks, 1660 Torchwood Tr

Brandon Leatherberry, 1655 Torchwood Tr

Jeff Shadick, 2385 Tigerwood Tr

Kaitlyn Tassi, 1560 Echo Pine Ct

Maria Larsen, 1668 Torchwood Tr

Jodi Kazik, 1648 Torchwood Tr

Todd Marks, 1660 Torchwood Tr

Joe Weltzien, 1663 Torchwood Tr; commented on the exterior lights on the side of the commercial building that shines in his house and never shut off. His house is lit up every night.

Rick Van Lanen, Brown County Supervisor updated the Town Board on recent Brown County Committee meetings.

6. Consideration of minutes of December 22, 2025 Town Board Meeting:

Supervisor Frigo made the motion to approve the minutes of the Town Board meeting on December 22, 2025 as presented. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

7. Consideration of payment of due invoices:

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

8. Consideration of Resolution 2026-001 State Trust Fund Loan - Financing of new Infrastructure for Rock Ridge Subdivision:

Supervisor Brienen made the motion to approve Resolution 2026-001 State Trust Fund Loan - Financing of new Infrastructure for Rock Ridge Subdivision as presented.

Supervisor Bain seconded the motion. Roll call vote: Supervisor Bain, aye; Supervisor

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

- 9. Consideration of 2026 Brown County Intergovernmental Agreement for Election Tabulation Equipment:**
Supervisor Frigo made the motion to approve the 2026 Brown County Intergovernmental Agreement for Election Tabulation Equipment as presented. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.
- 10. Consideration of Fire Department SCBA Air Fill Replacement for Vehicle:**
Fire Chief Ron Cody is requesting to replace the current outdated SCBA filling station. Supervisor Bain made the motion to approve the Fire Department SCBA Air Fill Replacement for Vehicle as presented. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.
- 11. Consideration of Police Department Strategic Planning Presentation:**
Chief Renkas presented the police department's strategic planning. Supervisor Brienen made the motion to adopt the Hobart-Lawrence Police Department Strategic Planning Presentation as an official planning document for the Town of Lawrence as presented. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.
- 12. Administrator/Staff Reports**
Staff reports were given.
- 13. Future Agenda Items:**
 - a. Public Hearing January 26, 2026, to Amend Zoning Ordinance 300-20.
- 14. Closed Session:** Supervisor Frigo made a motion to go into closed session at 7:27 p.m. 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: TIF Development and Potential Agreement Amendment negotiation discussions*). Supervisor Vannieuwenhoven seconded the motion. Roll call vote: Supervisor Bain, aye; Supervisor Brienen, aye; Supervisor Frigo, aye; Supervisor Vannieuwenhoven, aye; Chairman Tibaldo, aye. The motion carried unanimously.
- 15. Return to Regular Open Session for possible action pursuant to Ch. 19.85 (2) of Wisconsin Stats.:**
Supervisor Frigo made the motion at 8:09 p.m. to return to regular open session for possible action pursuant to Ch. 19.85 (2) of Wisconsin Stats. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.
- 16. Adjourn:**
Supervisor Frigo made the motion at 8:09 p.m. 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
Ambrosius Sales & Service								
22	Ambrosius Sales & Service	82281	Lawn Mower Maint	01/22/2026	75.02	.00		
Total Ambrosius Sales & Service:					75.02	.00		
Bauman Construction								
1272	Bauman Construction	25-07-0024	Contractor Deposit Refund - 1603	01/15/2026	1,000.00	.00		
Total Bauman Construction:					1,000.00	.00		
Bond Trust Services Corp								
977	Bond Trust Services Corp	102411	Series 2021A Agent Fee	01/14/2026	400.00	.00		
977	Bond Trust Services Corp	102412	Series 2021B Agent Fee	01/14/2026	500.00	.00		
977	Bond Trust Services Corp	102413	Series 2024A Agent Fee	01/14/2026	400.00	.00		
977	Bond Trust Services Corp	102414	Series 2024B Agent Fee	01/14/2026	400.00	.00		
Total Bond Trust Services Corp:					1,700.00	.00		
Brown County Port & Resource Recovery								
73	Brown County Port & Resource R	62871	Recycling	12/31/2025	513.24	.00		
73	Brown County Port & Resource R	62871	Trash Collection - Sharps	12/31/2025	9,107.83	.00		
Total Brown County Port & Resource Recovery:					9,621.07	.00		
Brown County Treasurer								
74	Brown County Treasurer	2026-0000000	Tax Collection & Mailing of Tax Bill	01/15/2026	6,417.46	.00		
Total Brown County Treasurer:					6,417.46	.00		
Central Brown County Water Authority								
93	Central Brown County Water Auth	12312025	New Water Meter Connections Jul	12/31/2025	10,406.00	.00		
Total Central Brown County Water Authority:					10,406.00	.00		
City of De Pere								
99	City of De Pere	202601127439	4th Qtr Water Usage	01/12/2026	5,200.38	.00		
99	City of De Pere	202601137445	1st Quarter Emergency Rescue	01/13/2026	31,549.50	.00		
Total City of De Pere:					36,749.88	.00		
Clean Water Testing LLC								
102	Clean Water Testing LLC	9011252801	Water Testing	01/14/2026	102.00	.00		
Total Clean Water Testing LLC:					102.00	.00		
Core & Main LP								
200	Core & Main LP	Y344435	Water Service Repairs	01/07/2026	704.27	.00		
Total Core & Main LP:					704.27	.00		
Gannett Media Corp								
175	Gannett Media Corp	0007467256	Public Notices	12/31/2025	48.50	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total Gannett Media Corp:				48.50	.00		
Global Recognition Inc.								
573	Global Recognition Inc.	244621	PW Uniform Logo	01/17/2026	90.00	.00		
	Total Global Recognition Inc.:				90.00	.00		
Government Forms and Supplies LLC								
1238	Government Forms and Supplies	0359221	Election Envelopes	12/31/2025	406.60	.00		
	Total Government Forms and Supplies LLC:				406.60	.00		
Greater Green Bay Chamber Foundation								
8	Greater Green Bay Chamber Fou	217669	Annual Membership Fee	01/08/2026	1,245.00	.00		
	Total Greater Green Bay Chamber Foundation:				1,245.00	.00		
Green Bay Metropolitan Sewage District								
192	Green Bay Metropolitan Sewage	3787	Services for December	01/12/2026	73,520.65	.00		
	Total Green Bay Metropolitan Sewage District:				73,520.65	.00		
Horton Group, Inc								
1113	Horton Group, Inc	141571	Renewal Insurance	01/13/2026	8,879.22	.00		
1113	Horton Group, Inc	141571	Renewal Insurance	01/13/2026	8,879.22	.00		
1113	Horton Group, Inc	141571	Renewal Insurance	01/13/2026	25,070.75	.00		
1113	Horton Group, Inc	141571	Renewal Insurance	01/13/2026	9,401.54	.00		
	Total Horton Group, Inc:				52,230.73	.00		
ImageTrend, LLC								
1169	ImageTrend, LLC	PS-INV121760	Annual Service Fee	01/08/2026	6,224.37	.00		
	Total ImageTrend, LLC:				6,224.37	.00		
Kodiak Excavating Inc								
254	Kodiak Excavating Inc	3725	Yard Waste Disposal	01/13/2026	1,110.00	.00		
	Total Kodiak Excavating Inc:				1,110.00	.00		
Menards Inc								
286	Menards Inc	56559	Public Works Tools	01/08/2026	18.99	.00		
286	Menards Inc	56689	Roads	01/12/2026	190.05	.00		
286	Menards Inc	57041	Town Hall Repairs	01/20/2026	115.72	.00		
286	Menards Inc	57136	Lawn Mower	01/22/2026	57.32	.00		
	Total Menards Inc:				382.08	.00		
Midwest Meters Inc.								
295	Midwest Meters Inc.	0185215-IN	New Meters	01/21/2026	21,820.00	.00		
	Total Midwest Meters Inc.:				21,820.00	.00		
MONROE TRUCK EQUIPMENT INC								
506	MONROE TRUCK EQUIPMENT I	860397	Snow Plow Truck #1	01/22/2026	50.05	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Travelers Commercial Lines								
1110	Travelers Commercial Lines	108421388	Notary Bond	01/22/2026	20.00	.00		
	Total Travelers Commercial Lines:				20.00	.00		
UBS Financial Services LLC								
434	UBS Financial Services LLC	012026	2025 Fire Dept. Retirement Con	01/20/2026	23,711.24	.00		
	Total UBS Financial Services LLC:				23,711.24	.00		
Van's Realty & Construction								
563	Van's Realty & Construction	25-08-0011	Contractor Deposit Refund-3137 T	01/15/2026	1,000.00	.00		
	Total Van's Realty & Construction:				1,000.00	.00		
Village of Howard								
451	Village of Howard	13621	Animal Control - December	01/12/2026	21.40	.00		
	Total Village of Howard:				21.40	.00		
Weyers Equipment Inc								
460	Weyers Equipment Inc	01-252925	Lawn Mower Maintenance	01/21/2026	544.04	.00		
	Total Weyers Equipment Inc:				544.04	.00		
WP Beverages, LLC								
328	WP Beverages, LLC	92341043	fire department gatorade	12/04/2025	269.36	.00		
	Total WP Beverages, LLC:				269.36	.00		
Yesterday's Trees LLC								
552	Yesterday's Trees LLC	238122	Tree Removal - Andromeda Ct	12/11/2025	5,500.00	.00		
	Total Yesterday's Trees LLC:				5,500.00	.00		
	Grand Totals:				261,226.59	.00		

Dated: _____

Town Chairman: _____

Town Supervisor: _____

Clerk/Treasurer: _____

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
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Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.



Agenda Item Review

Meeting Date: 1/26/26
Agenda Item#: 8 & 9

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

REPORT TO: Town Board of Supervisors
REPORT FROM: Scott Beining, Building Inspector/Zoning Administrator
AGENDA ITEM: Staff Report-Scott- Public Hearing and Ordinance Amendment - Sidewalk Snow Removal Timeline

Public Hearing and Consideration for Ordinance Amendment 300-20 Maintenance of Residential Lots in R-1, R-2, R-3, and ER Districts.

Our current ordinance does not detail snow removal requirements of 24 hours after snow event. This would allow for easier enforcement. This is for sidewalks only. Municipal trails is a different discussion. See attached ordinance language. PZ voted unanimously to recommend approval. Staff recommends approval.

From: [Green Bay Legals](#)
To: [Cindy Kocken](#)
Cc: ASathiSarg@usatodayco.com
Subject: Thank you for placing your order with us.
Date: Tuesday, December 30, 2025 11:42:49 AM

THANK YOU for your ad submission!

This is your confirmation that your order has been submitted. Below are the details of your transaction. Please save this confirmation for your records.

We appreciate you using our online self-service ads portal, available 24/7. Please continue to visit Green Bay Press Gazette's online Classifieds [HERE](#) to place your legal notices in the future.

Deadlines vary by publication, changes and/or cancellations may not be honored due to deadline restrictions.

Job Details

Order Number: **LWIX0432336**
Classification: Govt Public Notices
Package: General Package
Additional Options: 1 Affidavit \$1.00
Total payment: \$54.12

Schedule for ad number LWIX04323360

Mon Jan 12, 2026
Green Bay Press All Zones
Gazette
Mon Jan 19, 2026
Green Bay Press All Zones
Gazette

Account Details

Town Of Lawrence
2400 Shady Ct
De Pere, WI ◆ 54115-9410
920-336-2441
cindyk@lawrencewi.gov
Town Of Lawrence

TOWN OF LAWRENCE, WI
PUBLIC HEARING NOTICE

Please take notice a public hearing will be held with the Town of Lawrence Board of Supervisors on Monday, January 26, 2026, at 6:00PM or as shortly thereafter as possible at the Lawrence Town Hall located at 2400 Shady Court. This meeting will be held to receive testimony, either oral or written on the following:

1. Request for an Ordinance Amendment of Town Ordinance 300-20 Maintenance of Residential Lots in R-1, R-2, R-3 and ER Zoning Districts.

Cindy Kocken, Clerk-Treasurer
Town of Lawrence
December 30, 2025

Posted at the following on January 12, and 19, 2026

*Town Hall, 2400 Shady Court
Town of Lawrence website
Property owners notified within 500 feet
of subject property
Notice in Green Bay Press Gazette
WNAXLP
January 12, 19 2026
LWIX0432336*

ORDINANCE 2026-001 OF THE TOWN OF LAWRENCE, WISCONSIN
TO REPEAL AND REPLACE ORDINANCE SECTION 300-20– Maintenance of residential lots in
R-1, R-2, R-3, and ER Districts.

Purpose: The purpose of this Ordinance is to repeal and replace the current code regarding maintenance of residential lots in R-1, R-2, R-3, and ER Districts.

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

Section 1: Town of Lawrence Ordinance Section 300-20 is hereby repealed and replaced to read as follows:

§ 300-20. Maintenance of residential lots in R-1, R-2, R-3 and ER Districts

Any lots zoned residential shall comply with the following standards:

- A. No large equipment, vehicles, junk, garbage, or salvageable material of any type shall be stored on a residential lot.
- B. The owner/occupant of any property that abuts a public sidewalk shall be responsible for the removal of snow, ice, and debris from said sidewalk. Sidewalks shall be clear of snow, ice, or debris within 24 hours of snowfall. If such snow, ice, or debris is not removed, the Town shall cause said removal, and that cost shall be assessed to the abutting property pursuant to the current state statutes.
- C. Residential lots shall be maintained so that weeds, noxious plants, and grasses do not exceed 12 inches in height at any time.
- D. Fill or topsoil shall not be stored on residential lots except during construction of a house or other buildings.
- E. Lawns/yards shall be planted on residential lots within one year from the issuance of the building permit.
- F. The Town of Lawrence board reserves the right to reasonably determine what meets the definitions listed in Subsections A, B, C, D.

Section 2: Severability

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

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

Passed by the Town Board of Supervisors of the Town of Lawrence, Wisconsin on this _____ day of _____ 2026.

TOWN OF LAWRENCE

Introduced by: Supervisor _____

Seconded by: Supervisor _____

Vote: -ayes, -nays _____ Town Chairman, Lanny Tibaldo

Attest: _____
Town Clerk, Cindy Kocken



Agenda Item Review

Meeting Date: 01/26/2026
Agenda Item#: 10 a

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

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

1. Consideration of Sign Review for Spring Lake Church at 2878 Lawrence Drive, Parcel L-461 by Creative Sign Company.

Proposed wall signage (33sf lighted) complies with ordinance. The 140sf monument sign meets size requirements Section 300-146 G. requires all monument signs be located no less than 200 feet from any residential zoned property. Applicant has modified location to comply with this requirement. Final placement of sign should be confirmed. Min. front setback of 11' and min. 200' from residential parcels.

PZ voted unanimously on 1/14/26 to recommend approval of the signs contingent on meeting those parameters. Staff recommends approval.

Scott Beining, Zoning Administrator



25-12-0021
L-461

TOWN OF LAWRENCE SIGN REVIEW APPLICATION FOR PLANNING AND ZONING

GENERAL INFORMATION

Purpose:	The purpose of this article is to promote and protect the public safety, comfort, convenience and general welfare by the orderly placement and erection of signs and billboards in the Town of Lawrence, Brown County, Wisconsin.
Fee:	\$75.00
Meeting Dates/Times:	Meetings of the Planning and Zoning Board occur the second Wednesday of each month at the Lawrence Town Hall, 2400 Shady Ct., De Pere, WI 54115 at 6:00pm. Application must be submitted seven (7) days prior to meeting.
Application/Information Submittal:	A completed application along with appropriate fee must be submitted to the Town's Business Office. One (1) complete copy of the information being presented to the Board must be included with the application along with a .pdf copy via email. A representative is required to attend and present the information at the meeting.
Ordinance:	<u>§ 300-144 Zoning Article XVII Sign Regulations</u>

READ ALL INSTRUCTIONS PROVIDED BEFORE COMPLETING. IF ADDITIONAL SPACE IS NEEDED, ATTACH ADDITIONAL PAGES.

SECTION 1: APPLICANT INFORMATION

Applicant Name:	<u>SPRING LAKE CHURCH</u>		
Mailing Address:	<u>2240. KLONDIKE Rd</u>		
City: <u>GREEN BAY</u>	State: <u>WI</u>	ZIP Code: <u>54311</u>	
Email:			
Phone Number:			

SECTION 2: LANDOWNER/DEVELOPER INFORMATION (IF DIFFERENT FROM APPLICANT)

Owner/Developer Name:	<u>CREATIVE SIGN COMPANY -</u>	<u>PHIL JENNINGS</u>
Mailing Address:	<u>505 LAWRENCE DR -</u>	Email:
City: <u>DEPERE</u>	State: <u>WI</u>	ZIP Code: <u>54115</u>
Email:	<u>PHIL@CREATIVESIGNCOMPANY.COM</u>	
Phone number:	<u>920-360-0557</u>	

SECTION 3: PROJECT OR SITE LOCATION

Project Address:	<u>2878 LAWRENCE DR</u>	Parcel #(s): <u>L-461</u>
Parcel Size:		
Current Zoning District:		Frontage:

Legal Description:



**TOWN OF LAWRENCE SIGN REVIEW APPLICATION
FOR PLANNING AND ZONING**

SECTION 4: SIGN INFORMATION

Two PROPOSED SIGNS -

① - MONUMENT SIGN AT ENTRANCE -
SIGN IS 11' TALL BY 6' WIDE
AT BASE -
ACTUAL BASE IS 6'4" - IT IS TAUX
MATERIAL AND IS 1'10" TALL
THE LOGO OF CHURCH IS LIT -
TOTAL SQUARE FOOTAGE 69.66'

② - FACE LIT CHANNEL LETTERS ON
LEFT SIDE OF BUILDING -
SIGN IS 32.11 SQUARE FEET
LOGO IS 3'9 3/4" IN DIAMETER
LETTERS ARE 13" TALL, "SPRING LAKE"
IS 9'11 9/16" WIDE AND "CHURCH" IS 6'3 1/8" WIDE

Describe Purposed Plan:

Prepare and submit an electronic copy of the sign plan detailing your request completely and any additional information which will support your application.

Signature of Applicant:

Date:

12/23/25



*****FOR OFFICE USE ONLY***
APPLICATION/PAYMENT RECEIVED BY**

Name: _____

Check # 31885 Amount: \$ 75

Date: _____

Meeting Date: 11/14/20

Permit #: 25-12-0021

District: _____

Zoning: _____

Parcel #: L-4681



505 LAWRENCE DR, DE PERE, WI 54115
920.336.8900 CREATIVESIGNCOMPANY.COM

CLIENT: SPRING LAKE CHURCH

LOCATION: 2878 LAWRENCE DR. DE PERE, WI 54115

DRAWN BY: TIMOTHY P

SALESPERSON: PHIL K

DATE: 11/13/25

LEAD #: 5374

PAGE: 2B

REVISION LOG: INTL DATE DESCRIPTION
--- 00/00/0000 DESCRIPTION

FACELIT CHANNEL LETTERS (OPTION B)

QUANTITY: 1

PHOTO EYE/TIMER: BY ELECTRICIAN

INSTRUCTION: PRODUCE & INSTALL

SQ FT: 53.375 SQ FT

COLORS:

- C-2 WHITE
- C-3/P-3 PMS 547 C
- C-4 PMS 2224 C
- C-5 PMS 2233 C
- P-6 PMS 3524 C

P-7 RACEWAY COLOR TO MATCH WALL

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

X

SIGNATURE

DATE

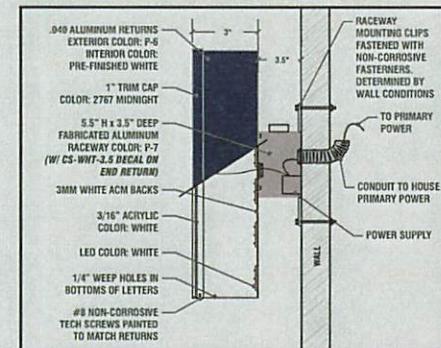
LOCATION VIEW (AFTER)
SCALE: 1/8" = 1'



EXISTING VIEW
N.T.S.



NIGHT VIEW
N.T.S.



FACE-LIT CH. LTRS. ON A RACEWAY

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

This is an original, unpublished drawing by Creative Sign Co, Inc. It is for your personal use, in conjunction with a project being planned for you by Creative Sign Co, Inc. It is not to be shown to anyone outside of your organization nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by any other company, without the expressed written permission of Creative Sign Co, Inc., is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign. 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 dates, 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: 1/26/2026
Agenda Item#: 11

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

REPORT TO: Dr. Lanny Tibaldo, Town Board Chairman, Town Board
REPORT FROM: Patrick Wetzel, Town Administrator
AGENDA ITEM: **Consider Res. 2026-002 – Authorize Sale of 2026A GO notes, \$5.89 million**

FISCAL IMPACT:

1. Is there A Fiscal Impact?	<u>Yes</u>
2. Is it Currently Budgeted?	<u>Yes</u>

Item History:

We've been working with Ehlers (financial adviser) and Quarles & Brady (bond counsel) on refinancing the 2023 loan for the Water/Sewer extensions along Packerland Dr (TID 2) and Mid Valley Dr (TID 3), to better match anticipated future revenues with debt service payments.

In addition, we're looking to include with this financing the costs of the upcoming new fire engine purchase and the TID 3 Deep Sewer project.

Uses of funds:

Refinance 2023 Loan for Packerland/Mid Valley Sewer/Water projects: \$3.8 million
New Fire Engine: \$1,250,000
TID 3 Deep Sewer - \$741,750

Last month (December), the Town Board approved resolution setting the sale of the notes, scheduling the sale for a consideration by the Town Board at this upcoming meeting, Jan 26th.

The actual debt sale will occur on Monday and the final details will be provided during the day ahead of the meeting. Jon Cameron (Ehlers) will be discussing during the board meeting on Jan 26th.

Recommended Action: Consider Resolution 2026-002, Authorizing the Sale of Approximately \$5.89 million GO Promissory Notes.

RESOLUTION NO. 2026-002

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE
OF \$5,890,000 GENERAL OBLIGATION PROMISSORY
NOTES, SERIES 2026A

WHEREAS, on December 22, 2025, the Town Board of the Town of Lawrence, Brown County, Wisconsin (the "Town") adopted a resolution (the "Set Sale Resolution"), providing for the sale of General Obligation Promissory Notes, Series 2026A (the "Notes") for public purposes, including (a) paying the cost of deep sewer improvements, including within Tax Incremental District No. 3 and acquiring a fire engine (collectively, the "Project") and (b) refunding the Town's State Trust Fund Loan, dated November 17, 2023 (the "Refunded Obligations") (the "Refunding");

WHEREAS, the Town Board hereby finds and determines that the Project is within the Town's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, the Town Board deems it to be necessary, desirable and in the best interest of the Town to refund the portion of the Refunded Obligations which financed TID 2 projects for the purpose of achieving debt service savings and the portion of the Refunded Obligations which financed TID 3 projects for the purpose of restructuring the Town's debt;

WHEREAS, the Town is authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue the Notes for such public purposes and to refinance its outstanding obligations;

WHEREAS, pursuant to the Set Sale Resolution, the Town has directed Ehlers & Associates, Inc. ("Ehlers") to take the steps necessary to sell the Notes to pay the cost of the Project and the Refunding;

WHEREAS, Ehlers, in consultation with the officials of the Town, prepared a Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on January 26, 2026;

WHEREAS, the Town Clerk (in consultation with Ehlers) caused a form of notice of the sale to be published and/or announced and caused the Notice of Sale to be distributed to potential bidders offering the Notes for public sale on January 26, 2026;

WHEREAS, the Town has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Notice of Sale and is deemed to be the most advantageous to the

Town. Ehlers has recommended that the Town accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town that:

Section 1. Ratification of the Notice of Sale and Offering Materials. The Town Board hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Notice of Sale and any other offering materials prepared and circulated by Ehlers are hereby ratified and approved in all respects. All actions taken by officers of the Town and Ehlers in connection with the preparation and distribution of the Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Authorization and Award of the Notes. For the purpose of paying the cost of the Project and the Refunding, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of FIVE MILLION EIGHT HUNDRED NINETY THOUSAND DOLLARS (\$5,890,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted. The Chairperson and Town Clerk or other appropriate officers of the Town are authorized and directed to execute an acceptance of the Proposal on behalf of the Town. The good faith deposit of the Purchaser shall be applied in accordance with the Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2026A"; shall be issued in the aggregate principal amount of \$5,890,000; shall be dated February 18, 2026; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on February 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on February 1 and August 1 of each year commencing on February 1, 2027. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 2A. Designation of Maturities. For purposes of State law, the Notes of the earliest maturities are designated as being issued for the Refunding and such Notes are further designated as being issued to pay and discharge the debts incurred by the Town through the issuance of the Refunded Obligations. The balance of the Notes is designated as being issued to finance the Project.

Section 3. Redemption Provisions. The Notes maturing on February 1, 2035 and thereafter shall be subject to redemption prior to maturity, at the option of the Town, on February 1, 2034 or on any date thereafter. Said Notes shall be redeemable as a whole or in part, and if in part, from maturities selected by the Town, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

[The Proposal specifies that [some of] the Notes shall be subject to mandatory redemption. The terms of such mandatory redemption are set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Notes in such manner as the Town shall direct.]

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the Town are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the Town a direct annual irrepealable tax in the years 2026 through 2045 for the payments due in the years 2027 through 2046 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the Town shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the Town and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the Town for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the Town then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There shall be and there hereby is established in the treasury of the Town, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the Town may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2026A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the Town at the time of delivery of and payment for the Notes; (ii) any premium not used for the Refunding which may be received by the Town above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the Town, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the Town, unless the Town Board directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund

Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the Town and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the Town, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The Town represents and covenants that the projects financed by the Notes and by the Refunded Obligations and the ownership, management and use of the projects will not cause the Notes or the Refunded Obligations to be "private activity bonds" within the meaning of Section 141 of the Code. The Town further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The Town further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Town Clerk or other officer of the Town charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the Town certifying that the Town can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The Town also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the Town will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the Town by the manual or facsimile signatures of the Chairperson and Town Clerk, authenticated, if required, by the Fiscal Agent (defined below),

sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the Town of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the Town has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The Town hereby authorizes the officers and agents of the Town to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Bond Trust Services Corporation, which is hereby appointed as the Town's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The Town hereby authorizes the Chairperson and Town Clerk or other appropriate officers of the Town to enter into a Fiscal Agency Agreement between the Town and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 13. Persons Treated as Owners; Transfer of Notes. The Town shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and Town Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The Town shall cooperate in any such transfer, and the Chairperson and Town Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the Town at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the Town agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Town Clerk or other authorized representative of the Town is authorized and directed to execute and deliver to DTC on behalf of the Town to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the Town Clerk's office.

Section 16. Payment of Issuance Expenses. The Town authorizes the Purchaser to forward the amount of the proceeds of the Notes allocable to the payment of issuance expenses to a financial institution selected by Ehlers at Closing for further distribution as directed by Ehlers.

Section 17. Official Statement. The Town Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the Town in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate Town official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Town Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 18. Undertaking to Provide Continuing Disclosure. The Town hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the Town to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and Town Clerk, or other officer of the Town charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the Town's Undertaking.

Section 19. Redemption of the Refunded Obligations. The Town hereby calls the Refunded Obligations for redemption on March 3, 2026. The Town hereby directs the Town Clerk to work with Ehlers to cause timely notice of redemption to be sent to the Board of Commissioners of Public Lands by registered or certified mail at least 30 days prior to the date of redemption of the Refunded Obligations.

Section 20. Record Book. The Town Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 21. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the Town are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Town Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Town Clerk including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 22. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Town Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded January 26, 2026.

Lanny J. Tibaldo
Chairperson

ATTEST:

Cindy Kocken
Town Clerk

(SEAL)

EXHIBIT A

Notice of Sale

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Proposal

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT MRP

Mandatory Redemption Provision

The Notes due on February 1, ____, ____ and ____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on February 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on February 1,

Redemption Date	Amount
____	\$ _____
____	_____
____	_____ (maturity)

For the Term Bonds Maturing on February 1,

Redemption Date	Amount
____	\$ _____
____	_____
____	_____ (maturity)

For the Term Bonds Maturing on February 1,

Redemption Date	Amount
____	\$ _____
____	_____
____	_____ (maturity)

For the Term Bonds Maturing on February 1,

Redemption Date	Amount
____	\$ _____
____	_____
____	_____ (maturity)]

EXHIBIT E

(Form of Note)

REGISTERED	UNITED STATES OF AMERICA STATE OF WISCONSIN BROWN COUNTY TOWN OF LAWRENCE	DOLLARS
NO. R-_____	GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2026A	\$_____
MATURITY DATE:	ORIGINAL DATE OF ISSUE:	INTEREST RATE:
February 1, _____	February 18, 2026	_____ %
DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.		
PRINCIPAL AMOUNT:	THOUSAND DOLLARS	
	(\$ _____)	

FOR VALUE RECEIVED, the Town of Lawrence, Brown County, Wisconsin (the "Town"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on February 1 and August 1 of each year commencing on February 1, 2027 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Bond Trust Services Corporation (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the Town are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$5,890,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the Town pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for public purposes, including paying the cost of deep sewer improvements, including within Tax Incremental District No. 3 and acquiring a fire engine and refunding certain obligations of the Town, as authorized by a resolution adopted on January 26, 2026. Said resolution is recorded in the official minutes of the Town Board for said date.

The Notes maturing on February 1, 2035 and thereafter are subject to redemption prior to maturity, at the option of the Town, on February 1, 2034 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the Town, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Notes maturing in the years _____ are subject to mandatory redemption by lot as provided in the resolution referred to above, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the Town, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the Town Board as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the Town kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the Town appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the Town for any tax, fee or other governmental charge required to be paid with respect to such

registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and Town may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the Town of Lawrence, Brown County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and Town Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

TOWN OF LAWRENCE
BROWN COUNTY, WISCONSIN

By: _____

Lanny J. Tibaldo
Chairperson

(SEAL)

By: _____

Cindy Kocken
Town Clerk

Date of Authentication: _____, _____

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned resolution of the Town of Lawrence, Brown County, Wisconsin.

BOND TRUST SERVICES CORPORATION

By _____
Authorized Signatory

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

DRAFT



Agenda Item Review

Meeting Date: 1/26/2026
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: **Staff Update Discussion on Lawrence Parkway Traffic/Parking Corridor Topics**

FISCAL IMPACT:

1. Is there A Fiscal Impact?	<u>n/a</u>
2. Is it Currently Budgeted?	<u>n/a</u>

Item History:

This item provides for the ability for staff and Town Board discussion on the agenda related to Lawrence Parkway corridor traffic and parking topics.

As staff mentioned at the Jan 12th board meeting, a number of discussions and actions had been happening as a result of the opening of the Sports Emporium/One Wisconsin Volleyball facility in the new year. These discussions have resulted in short-term topics the Town has addressed to help these private businesses fine tune their operations and management of events.

Residents from Lawrence Parkway Estates attended the Jan 12th Town Board and provided feedback related to a number of specific concerns and made certain requests related to action and deadlines.

While the Town Board is not able to act on these items in the same meeting, Town staff did provide some feedback to confirm we had previously become aware of many of the same topics, and that efforts were underway to coordinate with the businesses on many of these concerns.

We have been meeting 1-2 times per week with the businesses related to operations/events to address concerns and plan to continue to do so weekly through the winter months. Our staff has included Fire and Police administrative contacts in these meetings, as well.

We will plan to discuss our status on these topics at this Town Board meeting, as well as to comment on all of the topics residents raised at the Jan 12th board meeting, too.

Recommended Action: Will review existing conditions, short-term actions and provide an overview of the longer term parking discussions/maps that we've been developing since 2018.



Agenda Item Review

Meeting Date: 1/26/2026
Agenda Item#: 13

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

REPORT TO: Dr. Lanny Tibaldo, Town Board Chairman, Town Board

REPORT FROM: Patrick Wetzel, Town Administrator

AGENDA ITEM: Discussion on Advertising for Town Hall Administrative Position

FISCAL IMPACT:

1. Is there A Fiscal Impact?	<u>Yes</u>
2. Is it Currently Budgeted?	<u>In progress</u>

Item History:

As had been discussed at the end of 2025, we're reviewing a bit of a re-organization of some Town Hall staff and functions to assist with handling the workload at the Town Hall now and into the future.

As part of this process, I'm aiming to hire a full-time administrative assistant position with the goal of eventually assigning their primary work to assisting in Building Permit/Inspections and zoning functions.

An updated draft job description is in progress (attached).

My goal is to have this new person in place prior to the bulk of the summer construction season.

With that in mind, we'd anticipate advertising for this position through the month of February, review/interview candidates in the month of March, and look to have someone in place by late April or early May (depending on any existing job notice requirements of a potential successful candidate).

We'll look to discuss the schedule and hope to start advertising this position next week.

Recommended Action: Will discuss planning, tasks and upcoming advertising and related schedule for Town Hall Admin Assistant hiring process

Town of Lawrence
Job Description

Job Title: Administrative Support – Building Inspection

Department: Building Inspection/Community Development

Reports to: Building Inspector/Town Administrator

FLSA Status: Non Exempt

Prepared Date: January 2026

Approved By:

Approved Date:

GENERAL PURPOSE

The Administrative Support – Building Inspection position provides essential administrative, clerical, and customer service support to the Building Inspector and the Building Inspection Department. This role assists with processing building permits, managing department records, responding to public inquiries, coordinating inspections, and supporting overall compliance with local codes and ordinances. Work requires strong organizational skills, attention to detail, and the ability to communicate effectively with residents, contractors, and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receive, review, and process building permit applications, ensuring completeness and compliance with department requirements.
- Assist customers at the counter, by phone, and via email with questions related to permits, inspections, and general building code processes.
- Schedule and coordinate inspections with the Building Inspector, contractors, and homeowners.
- Maintain accurate electronic and paper files for permits, inspections, plan reviews, and code enforcement activities.
- Enter data and update permit status in the permitting software and/or municipal management system.
- Prepare letters, notices, reports, and correspondence for the Building Inspection Department.
- Handle payments for permits and issue receipts.
- Assist with tracking and processing contractor licenses and registrations if required by the Town.
- Assist with Town code enforcement efforts.
- Support compliance efforts by preparing follow-up notices and documentation for code violations.

- Coordinate with other Town departments (Planning, Public Works, Fire) to route permit information when necessary.
- Prepare monthly or annual permit activity reports for internal use or state reporting requirements.
- Maintain department forms, documents, website content, and public-facing information.
- Provide general clerical support including copying, scanning, filing, and data entry.

GENERAL ADMINISTRATIVE DUTIES

- Maintain confidentiality of financial and personnel information.
- Assist other staff members with administrative projects as needed.
- Prepare reports, correspondence, and public notices as directed.
- Provide back-up support for other office functions and departments as required.
- Assist in preparation, design, and distribute the Town's biannual newsletter.
- Assist to create, schedule, and manage Facebook posts and other social media communications for the Town.
- Assist with updates to the Town website, including posting notices, meeting documents, alerts, and timely community information.
- Process Short-Term Rental (STR) permit applications, including reviewing submissions, tracking compliance requirements, and maintaining accurate records.
- Provide general office support such as answering phones, assisting residents, and coordinating with staff as needed.
- Assist with special projects, public communications, and other administrative responsibilities as assigned.

PERIPHERAL DUTIES

Provide clerical support to Town staff as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of general office practices and procedures.
- Familiarity with municipal permitting processes is helpful but not required.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and financial software systems.
- Strong organizational skills and attention to detail.
- Excellent customer service and communication skills.
- Ability to handle confidential and sensitive information responsibly.
- Ability to work independently and manage multiple priorities effectively and meet deadlines.
- Ability to establish successful working relationships.

- Work schedule is Monday – Thursday 7:00am-4:00pm, Friday 7:00am-11:00am. This position requires attendance at monthly committee meetings, which are typically held during evening hours.
- Ability to work respectfully and professionally with the public, contractors and staff.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required; associate degree in administrative support, business, or a related field preferred.
- Prior municipal, construction, or permitting office experience is helpful but not required.
- Experience with permit or licensing software is a plus.

WORKING CONDITIONS

- Work is performed primarily in an office environment.
- Requires sitting, standing, and using office equipment for extended periods.
- Monthly attendance at some evening meetings required.