

Town of Lawrence  
Town Board Meeting  
Town Hall 2400 Shady Court, De Pere WI 54115  
Monday, July 11, 2022  
Regular Meeting at 6:30 P.M.

**This meeting can be accessed In-Person, Virtually or by Phone via Zoom. ACCESS INSTRUCTIONS:**  
**<https://zoom.us> "Join a Meeting" - ZOOM Meeting ID 875 6986 8997 – ZOOM Meeting Password - 044580**  
**Call 1-312-626-6799 for phone audio access, use meeting ID & password above.**

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 June 27, 2022, Town Board Meeting
7. Consideration of payment of due invoices
8. Intro and Swearing in of new Hobart/Lawrence Police Officer Mark Stary
9. Consideration of American Drive Change Order #5 – Carl Bowers – Extend Asphalt/Dredging Deadlines
10. Discussion on Hobart-Lawrence Police Dept Vehicle Leasing Proposal via Enterprise Fleet Management
11. Consideration on Future Strategy for Use of Zoom for Town Meetings
12. Administrator/Staff Reports
13. Future Agenda Items
14. **Closed Session** Pursuant to Ch. 19.85(1)(e) Deliberation or negotiation for the purchase of public properties, the investment of public funds, or the conduct of other specific public business, whenever competitive or bargaining reasons require a closed session (*re: parameters on prospective development – Lawrence Parkway Corridor / Integrated Public Resources*).
15. Return to Regular Open Session for possible action pursuant to Ch. 19.85 (2) of Wisconsin Stats
16. Adjourn

Patrick Wetzel for Dr. Lanny J. Tibaldo

*Posted at the following on July 8, 2022:*

- *Town Hall, 2400 Shady Ct*
- *Posted to the Town Website*
- *Notice to News Media*

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

**Town of Lawrence**  
**Proceedings of the Regular Town Board Meeting**  
**Town Hall, 2400 Shady Court, De Pere WI**  
**Monday, June 27, 2022**  
**This meeting was held in person and virtually via Zoom.**

**1. Call to Order**

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

**2. Roll Call**

**Present In-Person**

Chairman: Dr. Lanny Tibaldo

Supervisors: Kevin Brien, Tom Perock, Tonya Wagner, and Kari Vannieuwenhoven

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

**3. Pledge of Allegiance**

**4. Approve Agenda**

Supervisor Brien made the motion to approve the agenda as presented. Supervisor Perock seconded the motion. The motion carried unanimously.

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

Chairman Tibaldo commented on the Food Truck Rally and thanked staff and Fire Dept for their hard work and a well-run event.

**6. Consider minutes of the June 13, 2022, Town Board Meeting:**

Supervisor Brien made the motion to approve the June 13, 2022, Town Board meeting minutes as presented. Supervisor Wagner seconded the motion. The motion carried unanimously.

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

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

**8. Consideration of Resolution 2022-004 – 2021 DNR Compliance Maintenance Annual Report (CMAR):**

Supervisor Perock made the motion to approve Resolution 2022-004 – 2021 DNR Compliance Maintenance Annual Report (CMAR) as presented. Supervisor Wagner seconded the motion. Roll call vote: Supervisor Wagner, aye; Supervisor Brien, aye; Supervisor Vannieuwenhoven, aye; Supervisor Perock, aye; Chairman Tibaldo, aye. The motion carried unanimously.

**9. Consideration of Resolution 2022-005 – Financing the Purchase of Fire Department Tender Truck – State Trust Fund Loan \$290,000:**

Supervisor Perock made the motion to approve Resolution 2022-005 – Financing the Purchase of Fire Department Tender Truck with State Trust Fund Loan for \$290,000 as presented. Supervisor Vannieuwenhoven seconded the motion. Roll call vote: Supervisor Wagner, aye; Supervisor Brien, aye; Supervisor Vannieuwenhoven, aye; Supervisor Perock, aye; Chairman Tibaldo, aye. The motion carried unanimously.

**10. Consideration of Brown County Cost Share and Municipal Project Agreement – New Roundabout for Intersection of Grant Street/CTH EE and Mid Valley Drive (Financed in part by Federal Grant Funds):**

Supervisor Perock made the motion to proceed with preliminary approval to move ahead and explore the possibilities for the Brown County Cost Share and Municipal Project Agreement – New Roundabout for Intersection of Grant Street/CTH EE and Mid Valley Drive (Financed in part by Federal Grant Funds) as presented. Supervisor Brien seconded the motion. The motion carried unanimously.

11. **Consideration of Pay Request #1 for 2022 Town Road Improvement Project – MCC, Inc. \$243,521.99:**  
Supervisor Brienens made the motion to approve the Pay Request #1 for 2022 Town Road Improvement Project – MCC, Inc. for \$243,521.99 as presented. Supervisor Perock seconded the motion. The motion carried unanimously.
12. **Consideration of Appointment to the Planning & Zoning Board – Larry Boldt:**  
Supervisor Perock made the motion to approve the appointment of Larry Boldt to the Planning & Zoning Board as presented. Supervisor Wagner seconded the motion. The motion carried unanimously.
13. **Consideration of Appointments to the Board of Appeals:**  
Supervisor Perock made the motion to approve the appointments to the Board of Appeals as presented. Supervisor Wagner seconded the motion. The motion carried unanimously.
14. **Consideration to move the August 8, 2022 Town Board meeting due to Election on August 9, 2022:**  
Supervisor Brienens made the motion to move the August 8, 2022 Town Board meeting to August 15, 2022 due to the election on August 9, 2022. Supervisor Wagner seconded the motion. The motion carried unanimously.
15. **Consideration to Future Strategy for Use of Zoom for Town Meetings:**  
Discussion on the future use of zoom and attending meetings virtually by the consideration of creating a policy to give staff direction.  
Supervisor Brienens made the motion to suspend rules and open the floor for public comments at 7:48pm. Supervisor Perock seconded the motion. The motion carried unanimously.  
Resident, Larry Boldt, 2029 Little Rapids Rd commented-being opposed to the use of Zoom.  
Resident Lori Frigo, 2449 Skyline Oaks commented-being in favor to the use of Zoom.  
Supervisor Brienens made the motion to return to regular session at 7:53pm. Supervisor Perock seconded the motion. The motion carried unanimously.  
Chairman Tibaldo will work with staff regarding a policy on this Item. No action taken.
16. **Administrator/Staff Reports**  
Staff reports were given.
17. **Future Agenda Items:**
  - a. Brown County Cost Share and Municipal Project Agreement – New Roundabout for Intersection of Grant Street/CTH EE and Mid Valley Drive (Financed in part by Federal Grant Funds)
  - b. Future Strategy for Use of Zoom for Town Meetings.
18. **Closed Session:** Supervisor Brienens made the motion to move to closed session at 8:26pm Pursuant to Ch. 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (*Utility/Public Works Position*). Supervisor Perock seconded the motion. Roll call vote: Supervisor Wagner, aye; Supervisor Brienens, aye; Supervisor Vannieuwenhoven, aye; Supervisor Perock, aye; Chairman Tibaldo, aye. The motion carried unanimously.
19. **Return to Regular Open Session for possible action pursuant to Ch. 19.85 (2) of Wisconsin Stats:**  
Supervisor Perock made the motion at 8:59pm to return to regular open session.  
Supervisor Wagner seconded the motion. Roll call vote: Supervisor Wagner, aye; Supervisor Brienens, aye; Supervisor Vannieuwenhoven, aye; Supervisor Perock, aye; Chairman Tibaldo, aye. The motion carried unanimously.
20. **Adjourn:**  
Supervisor Perock made the motion at 9:00pm 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
<b>AIT Business Technologies, LLC</b>								
869	AIT Business Technologies, LLC	38474	Microsoft Office-Anti Virus	07/01/2022	377.00	.00		
869	AIT Business Technologies, LLC	38475	Server Backup	07/01/2022	199.99	.00		
869	AIT Business Technologies, LLC	38476	IT Services	07/01/2022	629.99	.00		
869	AIT Business Technologies, LLC	38477	Water Telephone	07/01/2022	75.00	.00		
869	AIT Business Technologies, LLC	38477	Telephone Service	07/01/2022	150.00	.00		
869	AIT Business Technologies, LLC	38477	Sewer Telephone	07/01/2022	75.00	.00		
Total AIT Business Technologies, LLC:					1,506.98	.00		
<b>Ambrosius Sales &amp; Service</b>								
22	Ambrosius Sales & Service	48068	Park Mower Repairs	07/05/2022	98.66	.00		
Total Ambrosius Sales & Service:					98.66	.00		
<b>Apple Valley Landscaping, LLC</b>								
1082	Apple Valley Landscaping, LLC	2560	Spring Meadows Pond Seeding	06/07/2022	1,000.00	.00		
Total Apple Valley Landscaping, LLC:					1,000.00	.00		
<b>Associated Appraisal Consultan, Inc</b>								
31	Associated Appraisal Consultan, I	163113	Town Assessor	07/01/2022	1,392.37	.00		
Total Associated Appraisal Consultan, Inc:					1,392.37	.00		
<b>Badger Meter, Inc</b>								
37	Badger Meter, Inc	80102611	Service Renewal	06/30/2022	1,800.00	.00		
Total Badger Meter, Inc:					1,800.00	.00		
<b>Bobcat Plus</b>								
55	Bobcat Plus	IG47412	Roads	07/05/2022	613.95	.00		
Total Bobcat Plus:					613.95	.00		
<b>Brown County Port &amp; Resource Recovery</b>								
73	Brown County Port & Resource R	49641	Trash Collection - Sharps	01/31/2022	7.70	.00		
73	Brown County Port & Resource R	49641	Trash Collection	01/31/2022	6,719.67	.00		
73	Brown County Port & Resource R	49641	Recycling Revenue	01/31/2022	2,637.87-	.00		
73	Brown County Port & Resource R	49984	Trash Collection - Sharps	02/28/2022	10.94	.00		
73	Brown County Port & Resource R	49984	Trash Collection	02/28/2022	4,927.36	.00		
73	Brown County Port & Resource R	49984	Recycling Revenue	02/28/2022	2,453.48-	.00		
73	Brown County Port & Resource R	50308	Trash Collection - Sharps	03/31/2022	5.89	.00		
73	Brown County Port & Resource R	50308	Trash Collection	03/31/2022	4,705.01	.00		
73	Brown County Port & Resource R	50308	Recycling Revenue	03/31/2022	2,027.82-	.00		
73	Brown County Port & Resource R	50608	Trash Collection - Sharps	04/30/2022	14.31	.00		
73	Brown County Port & Resource R	50608	Trash Collection	04/30/2022	5,467.25	.00		
73	Brown County Port & Resource R	50608	Recycling Revenue	04/30/2022	2,310.93-	.00		
73	Brown County Port & Resource R	51047	Trash Collection - Sharps	05/31/2022	.50	.00		
73	Brown County Port & Resource R	51047	Trash Collection	05/31/2022	6,218.00	.00		
73	Brown County Port & Resource R	51047	Recycling Revenue	05/31/2022	2,233.31-	.00		

[illegible]

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1014	Diversified Benefit Services, Inc	357724	Health Reimbursement	07/05/2022	9.09	.00		
1014	Diversified Benefit Services, Inc	357724	Health Reimbursement	07/05/2022	9.09	.00		
1014	Diversified Benefit Services, Inc	357724	Health Reimbursement	07/05/2022	9.09	.00		
Total Diversified Benefit Services, Inc:					100.00	.00		
<b>Franks Radio</b>								
167	Franks Radio	121000	Fire Radio Repair	07/08/2022	914.66	.00		
Total Franks Radio:					914.66	.00		
<b>GFL Solid Waste Midwest, LLC</b>								
1015	GFL Solid Waste Midwest, LLC	U60000078610	Garbage	06/20/2022	11,818.29	.00		
1015	GFL Solid Waste Midwest, LLC	U60000078610	Recycling	06/20/2022	6,913.89	.00		
Total GFL Solid Waste Midwest, LLC:					18,732.18	.00		
<b>Great Lakes TV-Seal Inc</b>								
190	Great Lakes TV-Seal Inc	21536	Storm Sewer - Goblet Lane	06/30/2022	794.96	.00		
Total Great Lakes TV-Seal Inc:					794.96	.00		
<b>Jim's Johns, Inc.</b>								
233	Jim's Johns, Inc.	16289	Park Portable Restroom	06/30/2022	299.00	.00		
Total Jim's Johns, Inc.:					299.00	.00		
<b>Kodiak Excavating Inc</b>								
254	Kodiak Excavating Inc	3187	Yard Waste Disposal	06/21/2022	185.00	.00		
Total Kodiak Excavating Inc:					185.00	.00		
<b>Level 3 Communications LLC</b>								
631	Level 3 Communications LLC	300294100	Phone Services	07/01/2022	2,807.42	.00		
Total Level 3 Communications LLC:					2,807.42	.00		
<b>Mail Haus, Inc</b>								
410	Mail Haus, Inc	172355	Water Billing- Water Fund	06/28/2022	982.55	.00		
410	Mail Haus, Inc	172355	Water Billing-Sewer Fund	06/28/2022	982.55	.00		
410	Mail Haus, Inc	172955	Newsletter 2022	06/17/2022	2,305.20	.00		
Total Mail Haus, Inc:					4,270.30	.00		
<b>Matrix Sciences</b>								
314	Matrix Sciences	IV-00-34834	Water Samples	06/25/2022	120.51	.00		
Total Matrix Sciences:					120.51	.00		
<b>MCC Inc</b>								
282	MCC Inc	24284	Road Improvements	06/07/2022	243,521.99	243,521.99	06/28/2022	
Total MCC Inc:					243,521.99	243,521.99		
<b>McMahon Associates, Inc.</b>								
285	McMahon Associates, Inc.	0926596	GIS-SF	05/13/2022	60.60	.00		
285	McMahon Associates, Inc.	0926596	GIS-SWF	05/13/2022	60.60	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
285	McMahon Associates, Inc.	0926596	GIS- WF	05/13/2022	60.60	.00		
285	McMahon Associates, Inc.	0926596	GIS - GF	05/13/2022	60.60	.00		
285	McMahon Associates, Inc.	0926598	New Water Sewer Planning Capa	05/13/2022	744.00	.00		
285	McMahon Associates, Inc.	0926599	American Drive Extension - TID #	05/13/2022	5,675.65	.00		
285	McMahon Associates, Inc.	0926604	Autumn Heights Review - Billable	05/13/2022	1,465.90	.00		
285	McMahon Associates, Inc.	0926666	Spring Meadow Pond Eco Svcs	05/25/2022	112.50	.00		
285	McMahon Associates, Inc.	0926947	New Water Sewer Planning Capa	06/17/2022	1,116.00	.00		
285	McMahon Associates, Inc.	0926949	Lawrence Parkway Flood Study	06/17/2022	2,684.50	.00		
285	McMahon Associates, Inc.	0926950	American Drive Extension - TID #	06/17/2022	5,185.10	.00		
285	McMahon Associates, Inc.	0926964	Derouin Pond	06/20/2022	7,660.75	.00		
285	McMahon Associates, Inc.	0926975	Autumn Heights Review - Billable	06/21/2022	11,662.45	.00		
285	McMahon Associates, Inc.	0926993	Spring Meadow Pond Eco Svcs	06/24/2022	786.20	.00		
285	McMahon Associates, Inc.	0927019	WisDOT I-41 Expansion Project	06/24/2022	119.00	.00		
Total McMahon Associates, Inc.:					37,454.45	.00		
<b>Menards Inc</b>								
286	Menards Inc	00939	Shop Supplies	07/06/2022	50.48	.00		
286	Menards Inc	538	Shop Supplies	06/27/2022	95.94	.00		
286	Menards Inc	666	Shop Supplies	06/30/2022	118.48	.00		
Total Menards Inc:					264.90	.00		
<b>Motorola Solutions Inc.</b>								
499	Motorola Solutions Inc.	8281348166	Fire Dept Radios	03/23/2022	473.05	.00		
Total Motorola Solutions Inc.:					473.05	.00		
<b>Northwoods Superior Chemical</b>								
315	Northwoods Superior Chemical	336800	Park Supplies	06/17/2022	210.52	.00		
Total Northwoods Superior Chemical:					210.52	.00		
<b>Rent-A-Flash of WI Inc</b>								
361	Rent-A-Flash of WI Inc	81026	Street Signs	06/27/2022	261.00	.00		
Total Rent-A-Flash of WI Inc:					261.00	.00		
<b>Rhyme Business Products</b>								
10	Rhyme Business Products	31915082	Copier Lease Payment -GF	06/27/2022	116.67	.00		
10	Rhyme Business Products	31915082	Copier Lease Payment-SF	06/27/2022	58.33	.00		
10	Rhyme Business Products	31915082	Copier Lease Payment-WF	06/27/2022	58.33	.00		
Total Rhyme Business Products:					233.33	.00		
<b>Securian Financial Group, Inc</b>								
944	Securian Financial Group, Inc	002832L-0822	Life Insurance	07/05/2022	257.21	.00		
Total Securian Financial Group, Inc:					257.21	.00		
<b>Swinkles Trucking &amp; Excavating Corp</b>								
400	Swinkles Trucking & Excavating C	52719	Water Leak Repair	06/29/2022	96.00	.00		
Total Swinkles Trucking & Excavating Corp:					96.00	.00		
<b>Truck Equipment Inc.</b>								
429	Truck Equipment Inc.	1009129-00	Vehicle Maintenance	06/28/2022	169.16	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
429	Truck Equipment Inc.	1009885-00	Truck #4	07/05/2022	81.54	.00		
429	Truck Equipment Inc.	1010421-00	Truck #4	07/08/2022	86.37	.00		
Total Truck Equipment Inc.:					337.07	.00		
<b>Village of Ashwaubenon</b>								
448	Village of Ashwaubenon	5567	2nd QTR Water Usage	06/22/2022	185.89	.00		
Total Village of Ashwaubenon:					185.89	.00		
<b>Weyers Equipment Inc</b>								
460	Weyers Equipment Inc	01-181878	Lawn Mower Blades	07/06/2022	124.35	.00		
Total Weyers Equipment Inc:					124.35	.00		
<b>Wisconsin Media</b>								
175	Wisconsin Media	0004667810	Liquor License Notice	06/20/2022	216.20	.00		
Total Wisconsin Media:					216.20	.00		
<b>WP Beverages, LLC</b>								
328	WP Beverages, LLC	92142141	fire dept soda	06/30/2022	212.88	.00		
Total WP Beverages, LLC:					212.88	.00		
Grand Totals:					396,701.11	243,521.99		

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: July 11, 2022  
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:** **Intro/Oath – New Hobart-Lawrence Police Officer Mark Sary**

#### **FISCAL IMPACT:**

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

#### **Item History**

Newly hired Hobart-Lawrence Police Officer Mark Sary will be present for introductions and the Oath of Office and Law Enforcement Oath of Honor.

Officer Sary has a degree in criminal justice and comes to the department with 8 years of corrections experience, most recently working as a Sergeant at the Manitowoc County Jail.

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

No action by Town Board. Officer Sary will be present for oath and introduction

NEW HIRE

# POLICE OFFICER



*Hello!* ABOUT ME

I'm Mark Stary  
WORK-LIFE



## EXPERIENCE

CORRECTIONS FOR 8 YEARS -  
WORK AS A SGT. AT  
MANITOWOC COUNTY JAIL



## EDUCATION

KAUKAUNA HIGH SCHOOL  
UW - OSHKOSH -  
BACHELOR'S DEGREE IN CJ



## HOBBIES

GUITARIST IN A BAND  
EXERCISE

# HOBART-LAWRENCE POLICE DEPARTMENT

## OATH OF OFFICE



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

I, Mark David Stary, 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 11th day of July, 2022.

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CINDY KOCKEN  
CLERK-TREASURER

7/11/2022

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MARK DAVID STARY

# 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.

7/11/2022

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MARK DAVID STARY



## Agenda Item Review

Meeting Date: July 11, 2022

Agenda Item#: 9

### TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

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

**REPORT FROM:** Patrick Wetzel, Town Administrator

**AGENDA ITEM:** Consider American Drive Change Order #5 – Extend Asphalt/Dredging Deadlines

#### FISCAL IMPACT:

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

#### Item History

The Town contracted with Carl Bowers & Sons for American Drive Phase I Infrastructure project.

This change order addresses expected deadlines for the completion of asphalt paving on American Boulevard (road subsequently changed to American Boulevard after construction project had started).

The Town required the first layer of asphalt to be paved on American Boulevard from Little Rapids Road north to extend beyond the new driveways for Trinks, Inc. This was completed in 2021. The remainder of the new road was left in gravel to allow the road base to settle through this past winter with an expectation that paving would be completed mid-2022.

Subsequent to this, the Town elected in 2022 to extend the roadway further north to near the JIMIDA LLC owned properties on American Boulevard (Change Order #4), which would complete construction of the roadway to accomodate expected development by Felts LLC just north of the ATC powerlines. With the additional roadway to be constructed, we're recommending to extend the asphalt paving deadline to November 11, 2022, so that the first layer of asphalt can be installed in one effort along the new American Boulevard roadway in the Town (paving from near the Trinks property all the way north to near the JIMIDA property).

The Town also contracted with Carl Bowers to dredge the navigable stream (ditch grading) in the vicinity of American Boulevard on Town owned property (Change Order #3). The project schedule was impacted by a 60 day spring moratorium on stream maintenance activities like this. We're proposing extending the deadline for stream dredging to be completed by August 15, 2022.

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

Recommend approval of American Drive Change Order #5 – extending deadlines for stream dredging and asphalt pavement with no cost impact.







June 29, 2022

Town of Lawrence  
Attn: Patrick Wetzel, Administrator  
2400 Shady Court  
De Pere, WI 54115

Re: Town of Lawrence  
2021 American Drive  
Change Order # 5  
McM. No. L0017-09-20-00645

Enclosed herewith is Change Order # 5 for the above referenced project. This change is an increase in the Contract time. The current Contract Price is \$ 2,484,710.65.

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

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

Respectfully,

McMahon Associates, Inc.

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

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

MJG:mck

Enclosure: Change Order # 5

W:\PROJECTS\L0017\92000645\Constr\Contract\Change Order\#05\American Drive CO 05 Ltr-Owner



1445 MCMAHON DRIVE P.O. BOX 1025  
NEENAH, WI 54956 NEENAH, WI 54957-1025

TELEPHONE: 920.751.4200  
FAX: 920.751.4284

# CHANGE ORDER

Contract No.	L0017-09-20-00645
Project File No.	L0017-09-20-00645
Change Order No.	Five (5)
Issue Date:	June 21, 2022
Project:	Town of Lawrence
	2021 American Drive

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

	(Item Description)	(Price)
5.1	Asphalt Paving to be Completed with Added Extension of American Boulevard to the North (Change Order #4) – Final Completion November 11, 2022	
5.2	Ditch Grading (Change Order #3) – August 15, 2022	
	<b>TOTAL</b>	<b>\$0.00</b>

**The Changes Result In The Following Adjustments:**

	CONTRACT PRICE	TIME
Prior To This Change Order	\$2,484,710.65	- days
Adjustments Per This Change Order	\$0.00	See Above Description
Current Contract Status	\$2,484,710.65	- days

Date:

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





## Agenda Item Review

Meeting Date: July 11, 2022

Agenda Item#: 10

## 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 HLPD Vehicle Leasing Proposal – Enterprise Fleet Management

### FISCAL IMPACT:

- |                              |                         |
|------------------------------|-------------------------|
| 1. Is there A Fiscal Impact? | Yes, in 2023 and beyond |
| 2. Is it Currently Budgeted? | Yes                     |

### Item History

The Village of Hobart is investigating the use of leased vehicles for their fleet management program for police and public works vehicles.

As a partner with the Village of Hobart in the Hobart-Lawrence Police Department, we've had recent discussions about Hobart's interest in pursuing leased vehicles as part of their fleet management program. I've attached the Hobart July 5<sup>th</sup> staff report and accompanying info from Enterprise Fleet Management for your preliminary review.

Currently, the department purchases approximately two new squad cars each year. We run them for 5.5 years and sell at auction for a small return as discarded surplus property. The Town and Village share in capital purchases 50%-50%. Operating costs (maintenance, fuel, etc) are split Village 2/3 and Town 1/3.

In general, the intent of a potential lease program is to operate the department with newer vehicles which are essentially less expensive to maintain and more fuel efficient. The intent is to run these vehicles for 4 years and resell them on the private market to optimize resale value, in lieu of selling at 5.5 years as we currently do.

In the projected lease transition period, specifically looking at 2027 and beyond, it appears to me that a fully leased vehicle program is close to budget neutral compared to fleet costs today.

In the early part of the 10 year projection, specifically the 2023-2027 years, the Enterprise info projects substantial savings or net cash. This appears to be the difference between annual lease payments on a handful of vehicles (compared to outright purchasing new vehicles in a single year) as well as maximizing the return of value on existing vehicles at optimum price, as opposed to stretching them out to 5.5 years and selling at auction.

### Recommended Action By Town Board

No action by Town Board. Will review the topic and are prepared for preliminary discussion with the Town Board on the proposal. We anticipate action at the July 25<sup>th</sup> Town Board meeting.



**TO:** Village Board  
**FROM:** Aaron Kramer, Village Administrator  
**RE:** Proposed Leasing of Police and Public Works Vehicle with Enterprise Fleet Management  
**DATE:** July 5<sup>th</sup> 2022

### **BACKGROUND**

As inflationary pressures, future maintenance planning and our long-term capital needs (in terms of vehicle replacement) continue to put stress on our current and future budgets, staff has made a thorough review of a proposal to lease our Police Department and Public Works Vehicles from Enterprise Fleet Management. The staff has met with Enterprise on several occasions, and, due to the Town of Lawrence's partnership in the Police Department, have held two recent meetings with Lawrence staff and Enterprise. We are now ready to present our findings and recommendations.

Due to the complexity of this proposal, and the long-term impacts if implemented, we are recommending the Board receive the information this evening, and hold one more meeting – July 19<sup>th</sup> – to make a decision on which route we will choose. This would allow us adequate time to prepare the 2023-27 Capital Project plan, which will be presented in August.

### **CURRENT PLAN**

The information in this portion of the presentation comes from the 2022-26 Capital Projects plan, which the Board adopted last summer. The price estimates were determined last summer, and will not reflect the inflationary increases we have seen since that time.

#### **POLICE DEPARTMENT**

We are proposing the replacement of two (2) cars each fiscal year:

- 2023 - \$77,000
- 2024 - \$82,000
- 2025 - \$85,000
- 2026 - \$90,000

#### **PUBLIC WORKS DEPARTMENT**

We are proposing the following vehicle replacements (not including lawn mowers over the next four years:

- 2023 – \* Replace 2007 Plow Truck (\$250,000)
- 2024 – Replace 2016 ¾ ton pickup truck (\$28,000)
- 2025 – Replace 2020 Director's Vehicle (\$35,000), \* Replace 2015 front end loader (\$150,000), \* Replace Skid Loader (\$40,000)
- 2026 – \* Replace 2007 Plow Truck (\$275,000)

\* - Not included in the Enterprise Fleet Management proposal.

## **ENTERPRISE PROPOSAL**

### **POLICE DEPARTMENT**

Under the Enterprise proposal, the Department would lease all future vehicles, and sell its existing fleet (shown in the equity-owned column) and leased vehicles (shown in the equity-leased column), which would reduce the cost of the annual payment.

**MAINTENANCE** – Through the Enterprise program, we project a 15 percent reduction in maintenance spend, as well as a reduction in vehicle down time. This will be achieved by shortening the typical cycle of a police vehicle from 5-plus years to four (4) years and utilizing local vendors throughout the community. Enterprise's program will provide a single consolidated monthly invoice for all maintenance performed across the fleet, and life-to-date maintenance records for each vehicle housed on their client website. We anticipate our current maintenance program will need to be changed in the next few years, likely resulting in considerable cost increases.

**FUEL** – Fuel costs are projected to be reduced by 9 percent due to the better fuel efficiency of the newer vehicles, notwithstanding the current increases in overall fuel prices. With fuel costs reaching record highs and continuing to rise, this opportunity presents significant potential savings beyond that showed in Enterprise's initial 10-year projections.

**PROJECTED BUDGETARY IMPACT** – We anticipate considerable budgetary savings in the FY2023-27 period, as we lease vehicles, rather than purchasing, as well as lower costs for fuel and maintenance than if we maintained our current program. The proposal would be relatively neutral in terms of the budget from FY2027 forward. This is shown in the net cash column of the proposal. These savings, even if revenue/expenditure neutral, will be shared with Lawrence. The lease payments would be included in future Capital budgets; maintenance and fuel costs would remain in the General Fund budget.

### **PUBLIC WORKS DEPARTMENT**

Under the Enterprise proposal, the Department would lease nearly all of its future vehicles (non-CDL), and sell its existing fleet (shown in the equity-owned column) and leased vehicles (shown in the equity-leased column), which would reduce the cost of the annual payments.

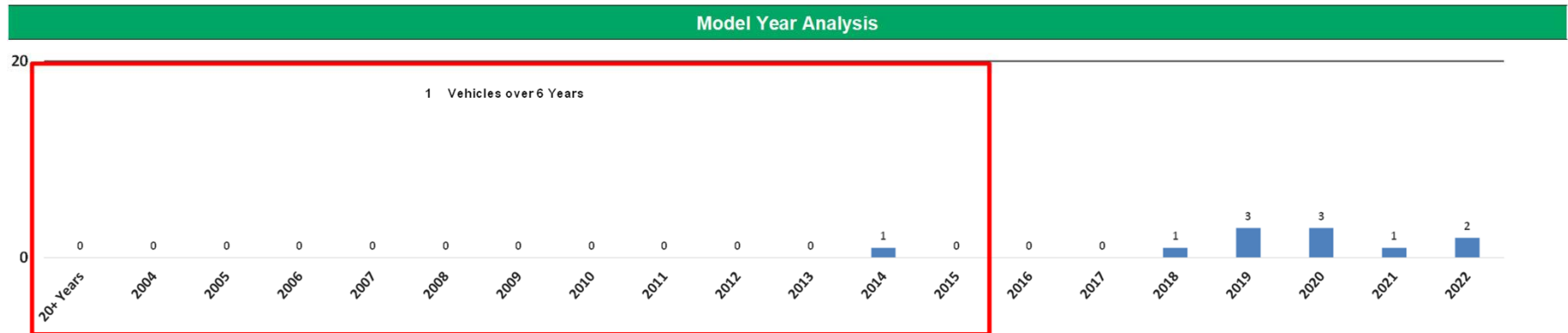
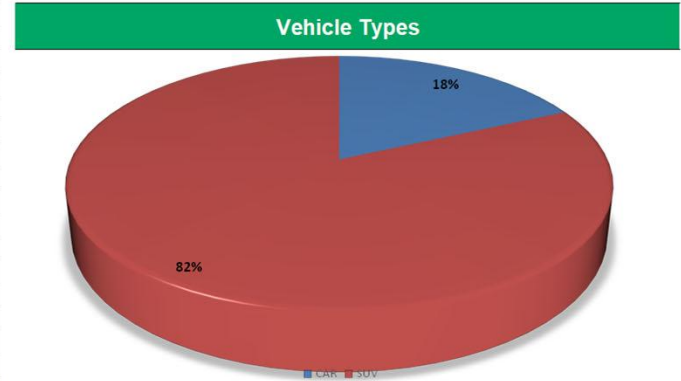
**MAINTENANCE** – Enterprise would oversee the maintenance program. We anticipate noticeable savings in the near term as the age of the fleet is significantly reduced. Through the Enterprise program, we project a greater than 60 percent reduction in maintenance costs as well as a reduction in vehicle down time. This will be achieved by shortening the typical cycle of these vehicle from 9-plus years to around 2.5 years, and utilizing local vendors throughout the community. Enterprise's program will provide a fixed/inflation-proof monthly cost for maintenance based on vehicle type and mileage pattern, a single consolidated monthly invoice for all maintenance performed across the fleet, and life-to-date maintenance records for each vehicle housed on their client website. Through their program repairs over \$120 will be evaluated by Enterprise's internal team of ASE Certified Technicians to ensure only necessary work is being done and at appropriate prices for parts and labor.

**FUEL** – Fuel costs are projected to be reduced by 20 percent due to the better fuel efficiency of the newer vehicles, notwithstanding the current increases in overall fuel prices. With fuel costs reaching record highs and continuing to rise, this opportunity presents significant potential savings beyond that showed in Enterprise's initial 10-year projections.

**PROJECTED BUDGETARY IMPACT** – We anticipate considerable budgetary savings in the FY2023-28 period, as we lease vehicles, rather than purchasing, as well as lower costs for fuel and maintenance than if we maintained our current program. The proposal would be relatively neutral in terms of the budget from FY2029 forward. This is shown in the net cash column of the proposal. The lease payments would be included in future Capital budgets; maintenance and fuel costs would remain in the General Fund budget.

## Village of Hobart - Fleet Profile

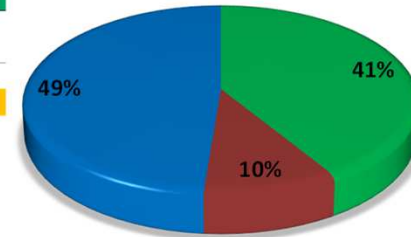
Fleet Profile				Fleet Replacement Schedule						Replacement Criteria
Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2022	2023	2024	2025	2026	Under-Utilized	
Full-size Sedan	2	5.8	8,400	1	1	0	0	0	0	* Fiscal Year 2022 = 4 years old and older, or odometer over 100,000
Mid Size SUV 4x4	9	2.3	23,500	1	3	2	1	2	0	* Fiscal Year 2023 = 3 years old and older, or odometer over 75,000
										* Fiscal Year 2024 = 2 years old and older, or odometer over 50,000
										* Fiscal Year 2025 = 1 years old and older, or odometer over 25,000
										* Fiscal Year 2026 = Remaining Vehicles
										* Underutilized = Annual Mileage less than 1,000
Totals/Averages	11	3.0	20,800	2	4	2	1	2	0	



## Village of Hobart - Fleet Planning Analysis

Current Fleet	11	Fleet Growth	0.00%	Proposed Fleet	11
Current Cycle	5.50	Annual Miles	20,800	Proposed Cycle	4.18
Current Maint.	\$150.00			Proposed Maint.	\$125.00
Maint. Cents Per Mile	\$0.09	Current MPG	10	Price/Gallon	\$3.50

### Fleet Costs Analysis



Fiscal Year	Fleet Size	Fleet Mix		Fleet Cost						Annual		
		Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	11	2.0	11	0	94,930	0			19,800	80,080	194,810	0
'22	11	2	9	2	0	18,167	-16,500	60	19,200	78,756	99,624	95,187
'23	11	4	5	6	0	58,202	-41,650	60	18,000	76,109	110,661	84,149
'24	11	2	3	8	0	80,069	-17,500	60	17,400	74,785	154,755	40,056
'25	11	1	2	9	0	91,003	-8,250	-1,214	17,100	74,124	172,763	22,047
'26	11	3	0	11	0	112,871	-20,000	-10,449	16,500	72,800	171,721	23,089
'27	11	4	0	11	0	112,871		-9,235	16,500	72,800	192,935	1,875
'28	11	3	0	11	0	112,871		-1,214	16,500	72,800	200,957	-6,147
'29	11	1	0	11	0	112,871		-3,641	16,500	72,800	198,529	-3,719
'30	11	3	0	11	0	112,871		-3,641	16,500	72,800	198,529	-3,719
'31	11	3	0	11	0	112,871		-9,235	16,500	72,800	192,935	1,875

10 Year Savings

\$254,694

Avg. Sustainable Savings

-\$1,967

### Current Fleet Equity Analysis

YEAR	2022	2023	2024	2025	2026	Under-Utilized
QTY	2	4	2	1	2	0
Est \$	\$8,250	\$10,413	\$8,750	\$8,250	\$10,000	\$0
TOTAL	\$16,500	\$41,650	\$17,500	\$8,250	\$20,000	\$0
Estimated Current Fleet Equity**					\$103,900	

\* Lease Rates are conservative estimates

\*\*Estimated Current Fleet Equity is based on the current fleet "sight unseen"

and can be adjusted after physical inspection

Lease Maintenance costs are exclusive of tires unless noted on the lease rate quote.

### KEY OBJECTIVES

#### Lower average age of the fleet

9% of the current light and medium duty fleet is over 10 years old

Resale of the aging fleet is significantly reduced

#### Reduce operating costs

Newer vehicles have a significantly lower maintenance expense

Newer vehicles have increased fuel efficiency with new technology implementations

#### Maintain a manageable vehicle budget

Challenged by inconsistent yearly budgets

Currently vehicle budget is underfunded



FLEET MANAGEMENT



0K – 20k



20K – 40k



40K – 60k



60K – 80k



80K – 100k

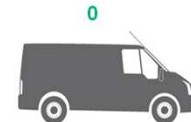


100k &amp; &gt;

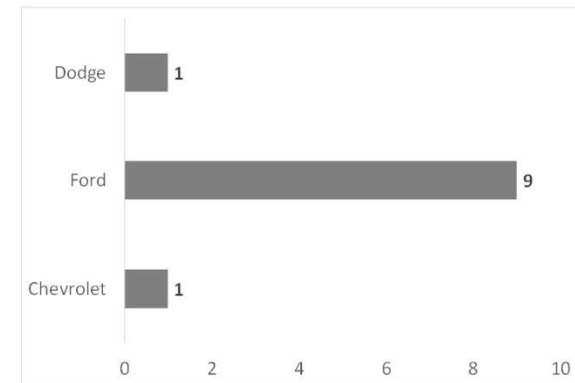
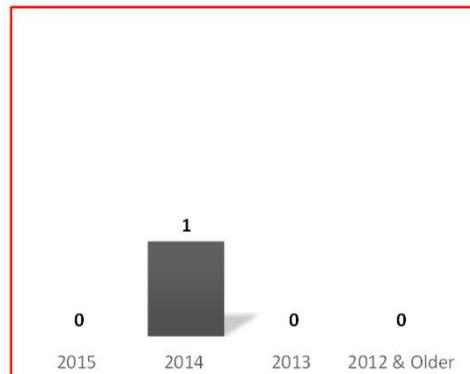
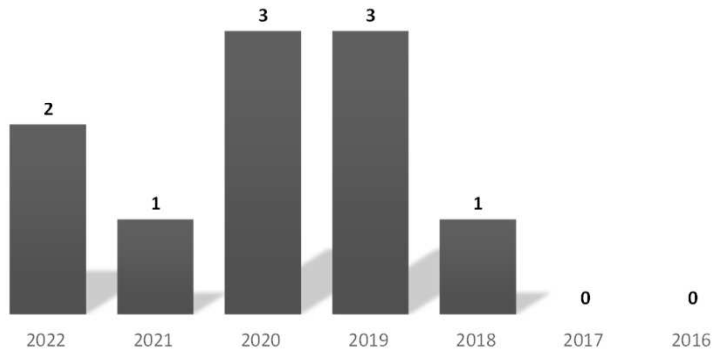
## Vehicle Class



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## Agenda Item Review

Meeting Date: July 11, 2022

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:** **Consideration on Future Use of Zoom for Town Meetings**

#### **FISCAL IMPACT:**

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

#### **Item History**

The Town Board has discussed whether to continue operating Town Board meetings via Zoom, which was started in early 2020 with the onset of the pandemic and gathering restrictions.

Options discussed have been:

- Continue regular use of Zoom for all Town Board meetings
  - o If this option ultimately selected, continue operating in same manner since 2020
- Discontinue regular use of Zoom for all Town Board meetings
  - o If this option selected, will need to determine whether to and/or on what conditions to maintain ability to utilize Zoom for future meetings or events:
    - In event of public/health emergency
    - If needed to obtain a quorum of board members to hold meeting(s)
    - If needed to accommodate large events or audiences

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

Review prior discussion and feedback regarding the use of Zoom for Town Meetings and provide guidance on Town Board expectations for future use of Zoom or virtual meetings