

Town of Lawrence
Town Board Meeting
Town Hall 2400 Shady Court, De Pere WI 54115
Monday, October 24, 2022
Regular Meeting at 6:30 P.M.

Discussion and Action on the following:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. Public comments upon matters not on agenda or other announcements
6. Consider minutes of October 6th and October 10th Town Board Meetings
7. Consideration of payment of due invoices
8. Review of Recommendations and Reports from Planning & Zoning Board:
 - a. Consideration of Revised Site Plan Review for New Commercial Construction at 2812 American Blvd. at Parcel L-2187 by Bayland Buildings.
9. Consideration of Resolution 2022-008 Hemlock East Pond Dedication
10. Consideration of Resolution 2022-009 Hemlock South Pond Dedication
11. Consideration of Street Lights Request – Orion’s Run (Andromeda)
12. Consideration of Purchase of Surplus Squad from Hobart-Lawrence Police Dept for Future Fire Chief
13. Consideration of Employee Benefits/Insurance Program Changes for 2023,
14. Consideration of Service Agreement – R&R Insurance Services, Inc.
15. Preliminary Discussion on 2023 Budget Items and Proposed Tax Levy/Rate
16. Administrator/Staff Reports
17. Future Agenda Items
18. **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*) and **Closed Session** Pursuant to Ch. 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (*Employee Benefits and Fire Chief Position*).
19. Return to Regular Open Session for possible action pursuant to Ch. 19.85 (2) of Wisconsin Stats
20. Adjourn

Patrick Wetzel for Dr. Lanny J. Tibaldo

Posted at the following on October 21, 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 Joint Special Town Board Meeting
with Village of Hobart Board
held at 2990 S. Pine Tree Road
Thursday, October 6, 2022**

1. Call to Order

The meeting was called to order by Chairman Tibaldo at 7:30 p.m.

2. Roll Call

Present In-Person

Chairman: Dr. Lanny Tibaldo

Supervisors: Kevin Brien, Tom Perock, Kari Vannieuwenhoven

Others in Attendance: Patrick Wetzel, Administrator; Cindy Kocken, Clerk-Treasurer; Scott Beining Building Inspector/Zoning Administrator; Randy Bani, Police Chief

Excused: Supervisor Tonya Wagner

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. Consideration of the Proposed FY2023 Budget for the Hobart-Lawrence Police Department:

Discussion began by giving the background on how costs are shared between Village of Hobart and Town of Lawrence for the joint police department. The 2023 draft police budget was discussed along with a recommendation to amend the current budget to redirect funds for unpurchased vehicles and use the funds to upgrade the Taser system and the evidence room. Also discussed in detail was the consideration of adding a Direct Enforcement Officer (DEO) position and determining the potential need for each community. This would be a specialized, non-supervisory assignment within the Patrol Division. Some responsibilities would include monitoring and enforcing a variety of applicable ordinances, codes and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern.

6. Adjourn:

Supervisor Perock made the motion at 9:28pm to adjourn the meeting. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

Respectfully submitted by,
Cindy Kocken, Clerk-Treasurer

Town of Lawrence
Proceedings of the Regular Town Board Meeting
Town Hall, 2400 Shady Court, De Pere WI
Monday, October 10, 2022
This meeting was held in person.

1. Call to Order

The meeting was called to order by Chairman Tibaldo at 6:31 p.m.

2. Roll Call

Present In-Person

Chairman: Dr. Lanny Tibaldo

Supervisors: Kevin Brien, Tom Perock, Kari Vannieuwenhoven

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

Excused: Supervisor Tonya Wagner

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:

Supervisor Perock commented on Mr. Vande Hei's public comment at the prior meeting regarding weeds in the right-of-way. After checking with Public Works, most of the weeds referred to are on private property, they are not in town right-of-way.

6. Consider minutes of the September 26, 2022, Town Board Meeting:

Supervisor Perock made the motion to approve the September 26, 2022, Town Board meeting minutes as presented. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

7. Consideration of payment of due invoices:

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

8. Consideration of Brown County Solid Waste Agreement Amendment – Gate Fees:

This agreement lays out the fees to haul waste to the Transfer Station before it heads to the landfill. With the creation of the new southern Brown County landfill, this agreement includes rates for this facility as well.

Supervisor Brien made the motion to approve the Brown County Solid Waste Agreement Amendment #1 as presented. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

9. Consideration of Sewer Service Area Map Amendment Submission to Brown County Sewage Plan Update Process:

Administrator Wetzel reviewed the current Sewer Service Area (SSA) along with the process to add acreage to the Town's existing SSA. The Town has a unique opportunity as Brown County Planning is updating the County's sewage plan. Brown County has informed the Town that we can expect to receive 1,723 acres to be applied to areas of the Town that could reasonably be serviced by municipal sanitary sewer service. We can apply these acres to certain lands now, or the acres will be "banked" to apply later. This is a one-time opportunity to apply the SSA acres at no cost to the Town if we include the acres with the plan update. If we bank acres and apply them later, we will incur the minimum application fee of \$1,500 each time we amend the sewer service area and would need to hire an

engineer with mapping and related supplemental info for each future amendment. Staff recommends applying the acreage immediately to realize cost savings to avoid additional future fees.

Supervisor Perock made and amended his motion to approve 1800 acres into the Sewer Service Area Map Amendment Submission to Brown County Sewage Plan Update as presented. Supervisor Brienens seconded the motion. The motion carried unanimously.

10. Consideration of Fire Chief Vehicle/Upgrades:

With the future addition of a part time fire chief in 2023, a chief car will be needed. The Hobart-Lawrence Police Department has a used squad car available. If the Town purchase the squad car it will need a mobile radio, light package, and graphics. Estimates were received for a radio from Frank's Radio for \$4,980.06 and a light bar and graphics from Truck Equipment for \$7,133.00. ARPA funds would be used to purchase these items. Chairman Tibaldo made the motion to approve Fire Chief Vehicle/Upgrades as presented. Supervisor Perock seconded the motion. The motion carried unanimously.

11. Consideration of Office Hours for Remainder 2022 and Calendar Year 2023 Holidays:

Supervisor Perock made the motion to approve office hours for calendar year 2023 Holidays as presented, to include closing on Monday, Jul 3rd, Monday, December 25th and Tuesday, December 26th. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

12. Consideration of Amendment to 2022 Police Dept Capital Budget:

Discussion to amend the 2022 Police Dept capital budget since we will not be purchasing squad cars in 2022. Recommended amendment is a total upgrade to the Taser system and the evidence room.

Supervisor Perock made the motion to approve the Amendment to 2022 Police Dept Capital Budget to upgrade the Taser system and the evidence room as presented.

Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

13. Consideration to November Meeting of Electors for 2023 Budget & Tax Levy – Week of November 14th:

Supervisor Brienens made the motion to approve to set the November meeting of Electors for 2023 Budget & Tax Levy to November 14th at 6:30pm as presented. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

14. Administrator/Staff Reports

Staff reports were given.

15. Future Agenda Items:

- a. Purchase of surplus police vehicle for Fire Chief
- b. Floating Friday Holiday
- c. Proclamation for 175th Birthday of the Town of Lawrence
- d. Marketing proposal for Town

16. Closed Session: Supervisor Brienens made the motion at 8:15pm to move into 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 – TID 1 and within TID 2*) and **Closed Session** Pursuant to Ch. 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (*2023 Wage, New Positions, Employee Benefits and Fire Chief Position*). Supervisor Perock seconded the motion. Roll call vote: Supervisor Brienens, aye; Supervisor Perock, aye; Supervisor Vannieuwenhoven, aye; Chairman Tibaldo, aye. Motion carried unanimously.

17. **Return to Regular Open Session for possible action pursuant to Ch. 19.85 (2) of Wisconsin Stats:**
Supervisor made the motion to return to regular open session at 9:38pm. Supervisor seconded the motion. The motion carried unanimously.
18. **Adjourn:**
Supervisor made the motion at 9:38pm to adjourn the meeting. Supervisor seconded the motion. The motion carried unanimously.

Respectfully submitted by,
Cindy Kocken, Clerk-Treasurer

DRAFT

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
Batteries Plus LLC								
40	Batteries Plus LLC	P55817303	Battery Truck #6	10/10/2022	182.45	.00		
Total Batteries Plus LLC:					182.45	.00		
Bradford Systems Corporation								
1075	Bradford Systems Corporation	37935-1	File Storage System	09/25/2022	11,862.54	.00		
Total Bradford Systems Corporation:					11,862.54	.00		
Brown County Port & Resource Recovery								
73	Brown County Port & Resource R	52212	Trash Collection/Street Sweeping	09/30/2022	420.82	.00		
73	Brown County Port & Resource R	52212	Trash Collection	09/30/2022	4,461.60	.00		
73	Brown County Port & Resource R	52212	Recycle	09/30/2022	223.97	.00		
Total Brown County Port & Resource Recovery:					5,106.39	.00		
Brown County Treasurer								
74	Brown County Treasurer	2022-0000008	Election Supplies	10/05/2022	471.06	.00		
Total Brown County Treasurer:					471.06	.00		
Central Brown County Water Authority								
93	Central Brown County Water Auth	3305	September Billing	10/07/2022	40,655.01	.00		
Total Central Brown County Water Authority:					40,655.01	.00		
Clean Water Testing LLC								
102	Clean Water Testing LLC	9006604326	Water Testing	10/10/2022	208.00	.00		
Total Clean Water Testing LLC:					208.00	.00		
Core & Main LP								
200	Core & Main LP	R696362	Epoxy Coated Lower Rod	10/07/2022	427.00	.00		
Total Core & Main LP:					427.00	.00		
Dan Gatz Construction								
932	Dan Gatz Construction	22-04-0020	Contractor Deposit Refund-2415	10/12/2022	1,000.00	.00		
Total Dan Gatz Construction:					1,000.00	.00		
Diggers Hotline								
125	Diggers Hotline	220-9-19551	WF-Locate Service	09/30/2022	135.72	.00		
125	Diggers Hotline	220-9-19551	SF-Locate Service	09/30/2022	135.72	.00		
Total Diggers Hotline:					271.44	.00		
Diversified Benefit Services, Inc								
1014	Diversified Benefit Services, Inc	363902	Town Health	10/04/2022	9.09	.00		
1014	Diversified Benefit Services, Inc	363902	Clerk Health	10/04/2022	9.09	.00		
1014	Diversified Benefit Services, Inc	363902	Building Insepection Health	10/04/2022	9.09	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1014	Diversified Benefit Services, Inc	363902	Snow Plow Health	10/04/2022	9.09	.00		
1014	Diversified Benefit Services, Inc	363902	Public Works Health	10/04/2022	9.09	.00		
1014	Diversified Benefit Services, Inc	363902	Parks Health	10/04/2022	9.09	.00		
1014	Diversified Benefit Services, Inc	363902	Water Health	10/04/2022	9.09	.00		
1014	Diversified Benefit Services, Inc	363902	Water Health	10/04/2022	9.09	.00		
1014	Diversified Benefit Services, Inc	363902	Sewer Health	10/04/2022	9.09	.00		
1014	Diversified Benefit Services, Inc	363902	Sewer Health	10/04/2022	9.09	.00		
1014	Diversified Benefit Services, Inc	363902	Storm Sewer Health	10/04/2022	9.10	.00		
Total Diversified Benefit Services, Inc:					100.00	.00		
EBI - Emmons Business Interiors								
1074	EBI - Emmons Business Interiors	213898	Clerks Desk/Office Furniture	10/05/2022	5,997.55	.00		
Total EBI - Emmons Business Interiors:					5,997.55	.00		
Graybar								
186	Graybar	9329043307	lighting maintenance	10/06/2022	199.68	.00		
Total Graybar:					199.68	.00		
Great Lakes TV-Seal Inc								
190	Great Lakes TV-Seal Inc	21750	Sanitary Sewer Work	10/10/2022	1,250.00	.00		
Total Great Lakes TV-Seal Inc:					1,250.00	.00		
Green Bay Metropolitan Sewage District								
192	Green Bay Metropolitan Sewage	1378	Monthly Fee	10/12/2022	61,485.18	.00		
Total Green Bay Metropolitan Sewage District:					61,485.18	.00		
Halron Lubricants Inc.								
885	Halron Lubricants Inc.	1357015-00	Windshield Wash	10/19/2022	193.11	.00		
Total Halron Lubricants Inc.:					193.11	.00		
Jim's Johns, Inc.								
233	Jim's Johns, Inc.	16756	Park Portable Restroom	09/30/2022	299.00	.00		
Total Jim's Johns, Inc.:					299.00	.00		
Kocken, Eunice								
1089	Kocken, Eunice	101722	Room Rental Refund	10/17/2022	100.00	.00		
Total Kocken, Eunice:					100.00	.00		
Kodiak Excavating Inc								
254	Kodiak Excavating Inc	3254	Yard Waste Disposal	10/05/2022	362.00	.00		
Total Kodiak Excavating Inc:					362.00	.00		
Konop Beverages, Inc								
255	Konop Beverages, Inc	433347	Water Town Hall	09/12/2022	13.00-	.00		
255	Konop Beverages, Inc	435655	Water Town Hall	10/10/2022	24.00	.00		
Total Konop Beverages, Inc:					11.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Level 3 Communications LLC								
631	Level 3 Communications LLC	612159202	Phone Services	10/01/2022	1,212.62	.00		
Total Level 3 Communications LLC:					1,212.62	.00		
Mathes, Melissa								
1051	Mathes, Melissa	101722	Toaster Oven	10/17/2022	103.99	.00		
1051	Mathes, Melissa	101722	Election Supplies	10/17/2022	10.98	.00		
Total Mathes, Melissa:					114.97	.00		
Meacham Development								
599	Meacham Development	21-11-0018	Contractor Deposit Refund-2801 T	10/12/2022	1,000.00	.00		
599	Meacham Development	22-04-0010	Contractor Deposit Refund-2800 T	10/14/2022	1,000.00	.00		
Total Meacham Development:					2,000.00	.00		
Menards Inc								
286	Menards Inc	5155	Fire Truck Maintenance	10/05/2022	27.90	.00		
286	Menards Inc	5155	Maintenance Shop	10/05/2022	109.61	.00		
286	Menards Inc	5206	Fire Dept Maintenance	10/06/2022	250.97	.00		
286	Menards Inc	5211	Fire Dept Maintenance	10/06/2022	7.96	.00		
286	Menards Inc	5491	Fire Dept Maintenance	10/12/2022	11.49	.00		
286	Menards Inc	5772	Shop Supplies	10/18/2022	189.20	.00		
Total Menards Inc:					597.13	.00		
Northwoods Superior Chemical								
315	Northwoods Superior Chemical	347061	Shop Supplies	10/14/2022	383.62	.00		
Total Northwoods Superior Chemical:					383.62	.00		
Pat's Tire Sales & Service								
1070	Pat's Tire Sales & Service	1-48945	Case 621F	09/29/2022	231.00	.00		
Total Pat's Tire Sales & Service:					231.00	.00		
Perock, Thomas								
1090	Perock, Thomas	101722	Reimbursement	10/17/2022	37.58	.00		
Total Perock, Thomas:					37.58	.00		
QSI, INC								
1088	QSI, INC	794	Truck #4	10/14/2022	6,318.50	.00		
1088	QSI, INC	795	Truck #10	10/14/2022	2,251.00	.00		
Total QSI, INC:					8,569.50	.00		
Quill Corporation								
349	Quill Corporation	28103647	Building Inspection Supplies	10/03/2022	104.90	.00		
Total Quill Corporation:					104.90	.00		
Rent-A-Flash of WI Inc								
361	Rent-A-Flash of WI Inc	82592	Sign Post Cap/Cross Brackets	10/03/2022	437.50	.00		
361	Rent-A-Flash of WI Inc	82781	Street Signs	10/13/2022	134.50	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Rent-A-Flash of WI Inc:					572.00	.00		
Securian Financial Group, Inc								
944	Securian Financial Group, Inc	002832L-1122	Life Insurance	10/01/2022	261.83	.00		
Total Securian Financial Group, Inc:					261.83	.00		
Shefchick, Gary								
1091	Shefchick, Gary	22-03-0027	Contractor Deposit Refund-1789	10/01/2022	1,000.00	.00		
Total Shefchick, Gary:					1,000.00	.00		
TCD Homes								
404	TCD Homes	22-01-0011	Contractor Deposit Refund-2421	01/01/9202	1,000.00	.00		
Total TCD Homes:					1,000.00	.00		
TLB Wood Products LLC								
986	TLB Wood Products LLC	21-1454E	Branch Grinding - 2021	10/01/2022	3,500.00	.00		
986	TLB Wood Products LLC	22-1490E	Branch Grinding	10/10/2022	4,178.00	.00		
Total TLB Wood Products LLC:					7,678.00	.00		
ULINE								
878	ULINE	154984110	New Rugs Town Hall	10/11/2022	392.51	.00		
Total ULINE:					392.51	.00		
Village of Hobart								
450	Village of Hobart	09302022	REV-State Grants	09/30/2022	933.33-	.00		
450	Village of Hobart	09302022	REV-Fines & Forfeitures	09/30/2022	2,959.67-	.00		
450	Village of Hobart	09302022	REV-Police Liaison Program	09/30/2022	.00	.00		
450	Village of Hobart	09302022	Judge Salary	09/30/2022	233.33	.00		
450	Village of Hobart	09302022	Court Clerk Wages	09/30/2022	748.66	.00		
450	Village of Hobart	09302022	Mun Court Payroll Taxes	09/30/2022	55.08	.00		
450	Village of Hobart	09302022	Mun Court Retirement	09/30/2022	.00	.00		
450	Village of Hobart	09302022	Court Health/Dental/Life/WC	09/30/2022	.00	.00		
450	Village of Hobart	09302022	Court Seminars/Conference/Educ	09/30/2022	.00	.00		
450	Village of Hobart	09302022	Municipal Attorney	09/30/2022	1,639.07	.00		
450	Village of Hobart	09302022	Court Supplies	09/30/2022	187.21	.00		
450	Village of Hobart	09302022	Jail Detention Fees	09/30/2022	13.33	.00		
450	Village of Hobart	09302022	Court Capital Outlay	09/30/2022	.00	.00		
450	Village of Hobart	09302022	Police/Admin Salaries	09/30/2022	30,501.67	.00		
450	Village of Hobart	09302022	Police/Adm Payroll Taxes	09/30/2022	2,232.22	.00		
450	Village of Hobart	09302022	Police Retirement Expense	09/30/2022	3,738.56	.00		
450	Village of Hobart	09302022	Health, Dental, Life, Wrk comp	09/30/2022	6,652.08	.00		
450	Village of Hobart	09302022	Police Seminars/Conf/Training	09/30/2022	.00	.00		
450	Village of Hobart	09302022	Telephone/Cell/Radios	09/30/2022	2,484.94	.00		
450	Village of Hobart	09302022	Police Vehicle Maintenance	09/30/2022	598.17	.00		
450	Village of Hobart	09302022	Police Attorney Fees	09/30/2022	.00	.00		
450	Village of Hobart	09302022	Police Supplies	09/30/2022	153.52	.00		
450	Village of Hobart	09302022	Crime Prevention Expense	09/30/2022	13.33	.00		
450	Village of Hobart	09302022	Police Fuel Expenses	09/30/2022	1,635.79	.00		
450	Village of Hobart	09302022	Police Weapons/Ammonition	09/30/2022	.00	.00		
450	Village of Hobart	09302022	Police Uniforms	09/30/2022	356.59	.00		
450	Village of Hobart	09302022	Auto/Property/Profess Insuranc	09/30/2022	.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
450	Village of Hobart	09302022	Police Captial Equipment	09/30/2022	2,419.91	.00		
450	Village of Hobart	09302022	Insurance Reimbursement	09/30/2022	.00	.00		
450	Village of Hobart	09302022	Background Checks	09/30/2022	7.11	.00		
450	Village of Hobart	09302022	Blood Draws	09/30/2022	8.33	.00		
450	Village of Hobart	09302022	Police Repairs & Maintenance	09/30/2022	.00	.00		
450	Village of Hobart	09302022	AARPA Expenses	09/30/2022	7,967.20	.00		
Total Village of Hobart:					57,753.10	.00		
WI Dept of Revenue								
462	WI Dept of Revenue	100722	2022 Manufacturing Fee	10/07/2022	1,655.05	.00		
Total WI Dept of Revenue:					1,655.05	.00		
Wisconsin Media								
175	Wisconsin Media	0004984712	Public Notices	10/10/2022	20.21	.00		
Total Wisconsin Media:					20.21	.00		
Grand Totals:					213,765.43	.00		

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: 10/24/22

Agenda Item#: 8

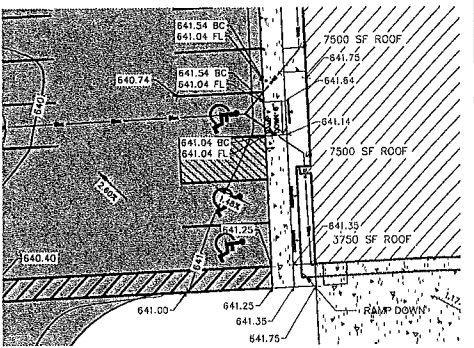
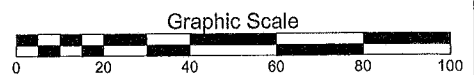
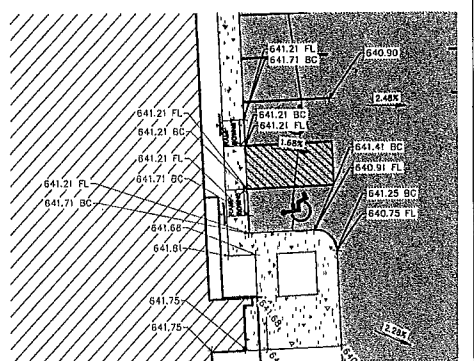
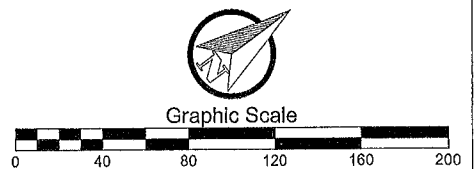
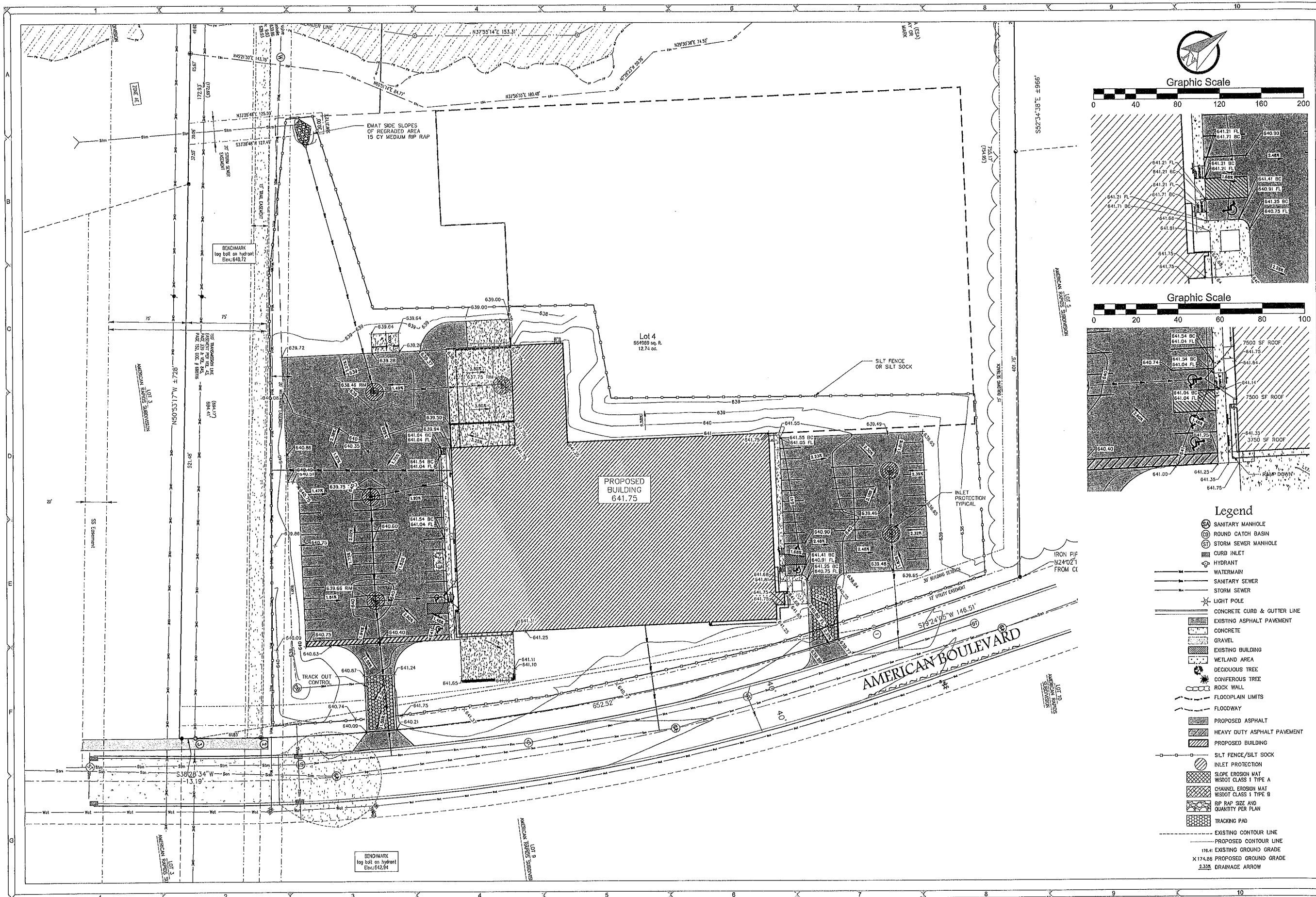
TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

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

1. [Consideration of Site Review Update for New Commercial Construction at 2812](#)

[American Blvd. at Parcel L-2187 by Bayland Buildings.](#)

- a. See attached plan and elevation renderings. The building size changed since our first review. There has been some discussion in the past regarding the trail, power line easements, and water easement. The trail will remain as-in on top of the water line. No significant changes will be made to the elevation in the easements. Lighting and landscape plan included. Building materials include masonry, “wave” metal panel system, glass. Building materials and site details were reviewed by Planning/Zoning Committee on 10/12/22. Approval was recommended with a unanimous vote (7-0). Staff recommends approval pending any developer agreements.



- Legend**
- SA SANITARY MANHOLE
 - CB ROUND CATCH BASIN
 - SM STORM SEWER MANHOLE
 - CI CURB INLET
 - HYD
 - HYDRANT
 - WM WATERMAIN
 - SS SANITARY SEWER
 - SS STORM SEWER
 - LP LIGHT POLE
 - CG CONCRETE CURB & GUTTER LINE
 - EA EXISTING ASPHALT PAVEMENT
 - CO CONCRETE
 - GR GRAVEL
 - EB EXISTING BUILDING
 - WA WETLAND AREA
 - DT DECIDUOUS TREE
 - CT CONIFEROUS TREE
 - RW ROCK WALL
 - FL FLOODPLAIN LIMITS
 - FW FLOODWAY
 - PA PROPOSED ASPHALT
 - HPA HEAVY DUTY ASPHALT PAVEMENT
 - PB PROPOSED BUILDING
 - SF SILT FENCE/SILT SOCK
 - IP INLET PROTECTION
 - SEM SLOPE EROSION MAT WSDOT CLASS 1 TYPE A
 - CEM CHANNEL EROSION MAT WSDOT CLASS 1 TYPE B
 - RR RIP RAP SIZE AND QUANTITY PER PLAN
 - TP TRACKING PAD
 - EL EXISTING CONTOUR LINE
 - PL PROPOSED CONTOUR LINE
 - EG 174.26 EXISTING GROUND GRADE
 - PG 2.33% DRAINAGE ARROW

DESIGNED BY
TAW

DATA FILE
H-1002.M

DATE
09/21/2022

Number	Date	Comments

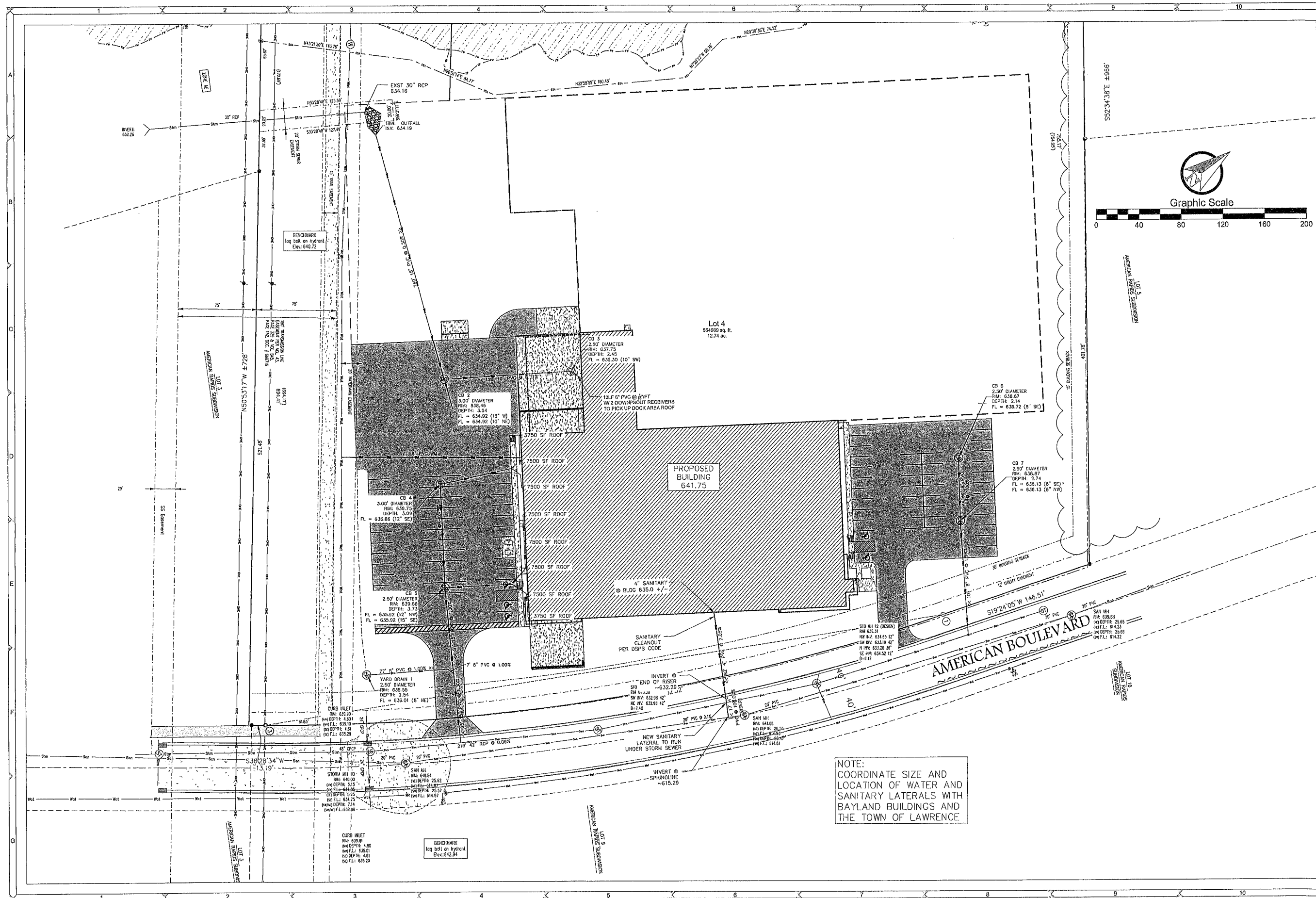
Mau & Associates
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Fax: 920-434-9672

Grading, & Erosion Control Plan
Seaway Printing

PROJECT NO.
H-1002

SHEET NO.
C4.0

DRAWING NO.
S-3581



DESIGNED BY
TAW

DATA FILE
H-1002.txt

DATE
09/21/2022

Number	Date	Comments
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

Mau & Associates
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Fax: 920-434-9672

Utility Plan Seaway Printing

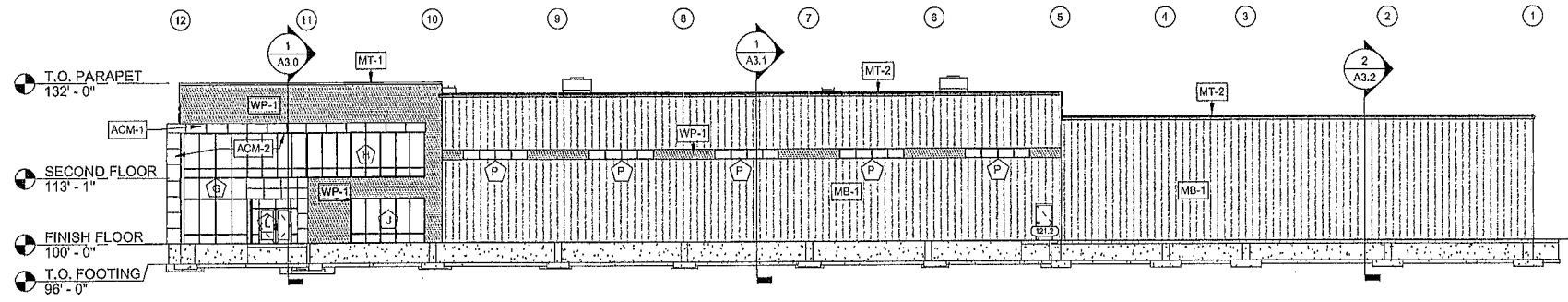
PROJECT NO	H-1002
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SHEET NO.
C5.0

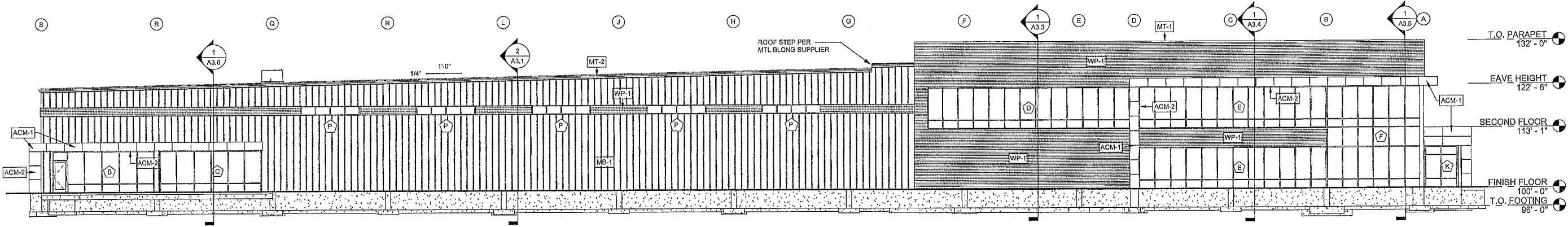
DRAWING NO.
S-3581

EXTERIOR FINISH LEGEND

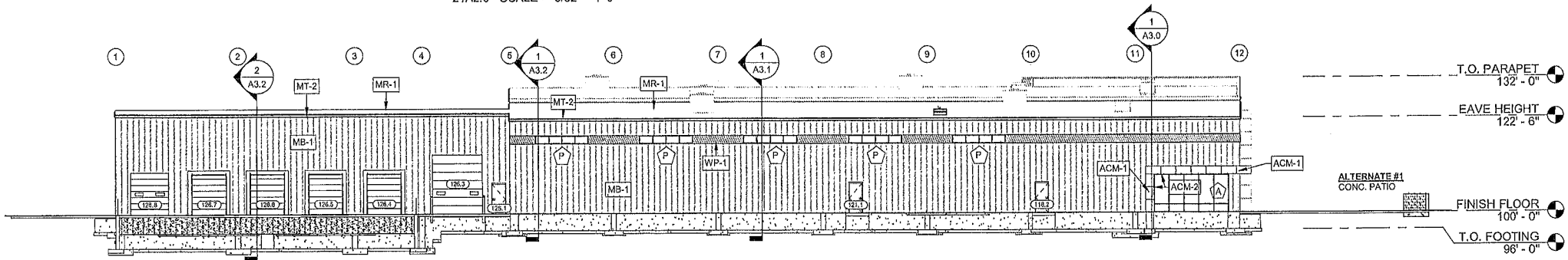
MARK	DESCRIPTION
WP-1	LOCATION: HORIZONTAL PANEL MATERIAL: 24GA WAVE PANEL SUPPLIER: MICELROY COLOR: CHARCOAL COMMENTS:
ACM-1	LOCATION: DECORATIVE CANOPY / ENTRY (TOP / FACE) MATERIAL: 2" ALPOLIC PANEL SUPPLIER: MUZA COLOR: JBR BRONZE COMMENTS: TOP IS MTL TRIM NOT ACM
ACM-2	LOCATION: DECORATIVE CANOPY / ENTRY (SOFFIT / BOTTOM / INSIDE FACE) MATERIAL: 2" ALPOLIC PANEL SUPPLIER: MUZA COLOR: DQO ORANGE PEARLSCENT COMMENTS:
MT-1	LOCATION: PARAPET CAP MATERIAL: 26GA METAL SUPPLIER: ROOFING CONTRACTOR / MUZA COLOR: CHARCOAL COMMENTS:
MT-2	LOCATION: RAKE, GUTTERS & TRIMS MATERIAL: 26GA METAL SUPPLIER: PEMB COLOR: WARM WHITE COMMENTS:
MB-1	LOCATION: WALL PANEL MATERIAL: 26GA SEMI-CONCEALED SUPPLIER: PEMB COLOR: WARM WHITE COMMENTS:
MR-1	LOCATION: ROOF PANEL MATERIAL: 24GA SSR SUPPLIER: PEMB COLOR: GALVALUME COMMENTS:



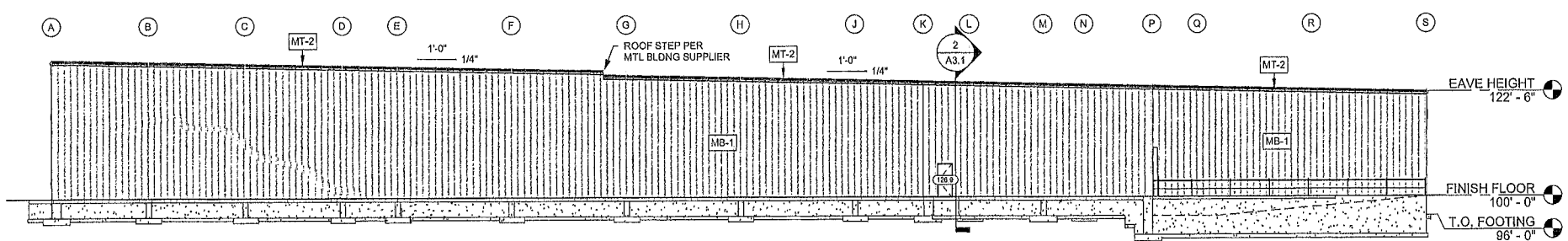
BUILDING ELEVATION - NORTH
1/A2.0 SCALE = 1/16" = 1'-0"



BUILDING ELEVATION - EAST
2/A2.0 SCALE = 3/32" = 1'-0"



BUILDING ELEVATION - SOUTH
3/A2.0 SCALE = 1/16" = 1'-0"



BUILDING ELEVATION - WEST
4/A2.0 SCALE = 1/16" = 1'-0"

PROPOSED BUILDING FOR:
SEAWAY PRINTING
DE PERE, WISCONSIN; COUNTY OF: BROWN

SCALE VERIFICATION

THIS DRAWING MEASURES 1" ON DISK/PRINT
ADJUST SCALE ACCORDINGLY

NOTICE OF COPYRIGHT
THESE PLANS ARE COPYRIGHTED AND ARE SUBJECT TO
COPYRIGHT PROTECTION AS AN "ARCHITECTURAL WORK" UNDER
SEC. 102 OF THE COPYRIGHT ACT, 17 U.S.C. AS AMENDED
DECEMBER 1990 AND KNOWN AS "ARCHITECTURAL WORKS"
COPYRIGHT PROTECTION ACT OF 1990. THE PROTECTION
INCLUDES BUT IS NOT LIMITED TO THE OVERALL FORM AS WELL
AS THE ARRANGEMENT AND COMPOSITION OF SPACES AND
ELEMENTS OF THE DESIGN UNDER SUCH PROTECTION.
UNAUTHORIZED USE OF THESE PLANS, WORK OR BUILDING
REPRESENTED, CAN LEGALLY RESULT IN THE CESSATION OF
CONSTRUCTION OR SUIT/INJURY BEING SEIZED AND/OR MONETARY
COMPENSATION TO BAYLAND BUILDINGS, INC.

JOB NUMBER: 22-5127

PROJECT
EXECUTIVE: JIM THYES
(920) 371-2011

DRAWN BY: LJP

DATE: 09/20/22

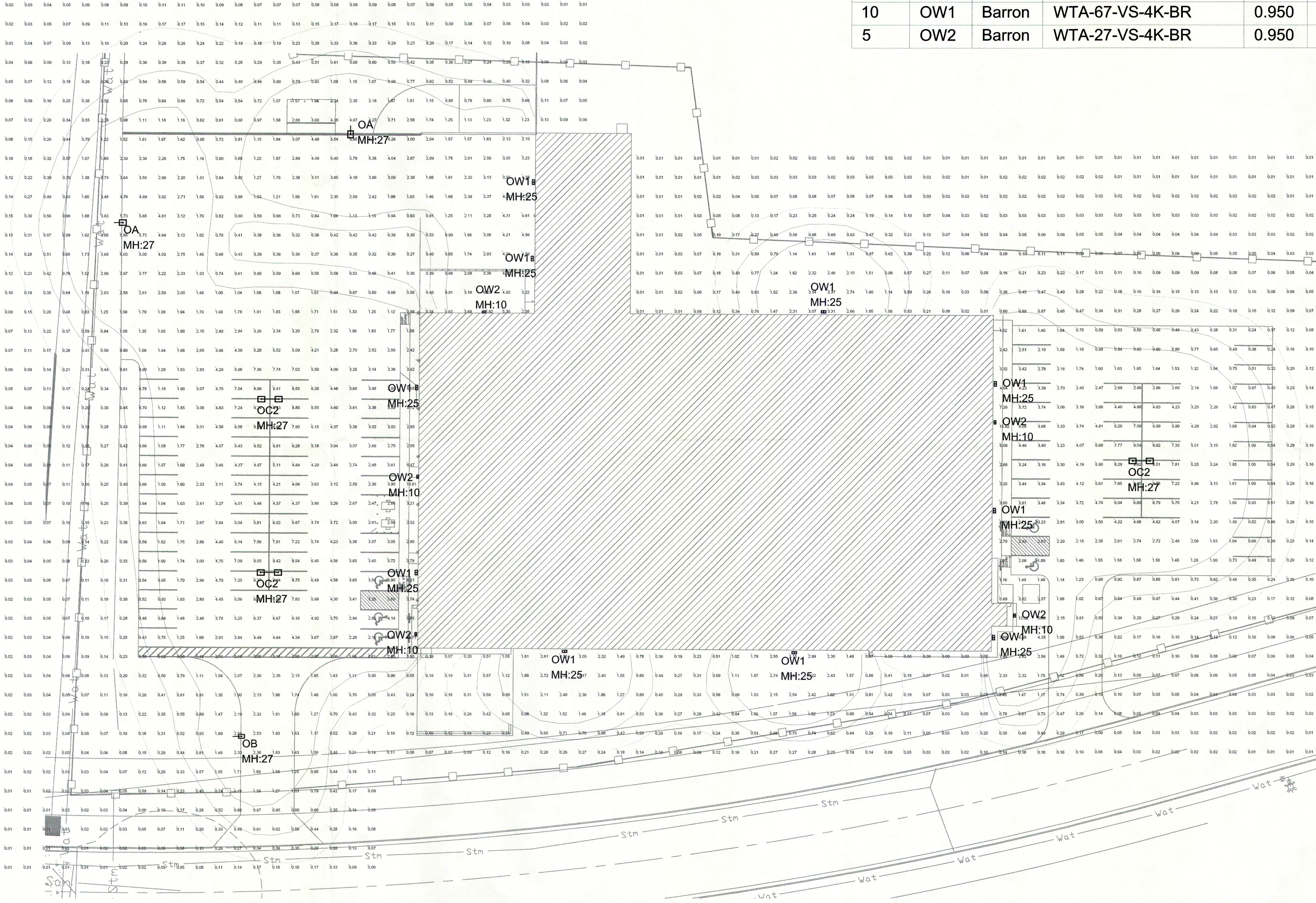
REVISIONS:

ISSUED FOR: CHECKED DATE:
BY:

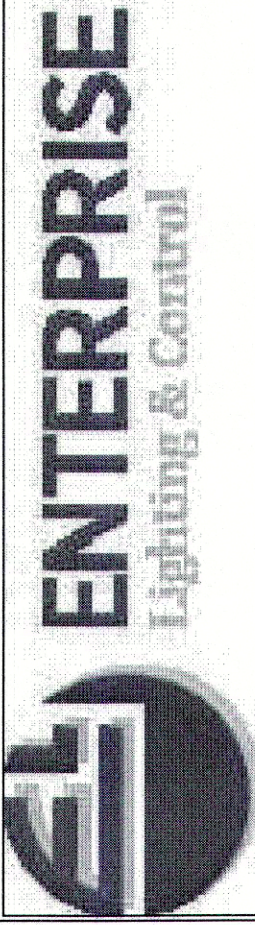
- ☐ PRELIMINARY
- ☒ BID SET
- ☐ DESIGN REVIEW
- ☐ CHECKSET
- ☐ CONSTRUCTION

EXTERIOR ELEVATIONS

A2.0



Luminaire Schedule						
QTY	TYPE	MFR	PART NUMBER	LLF	Lum. Watts	Total Watts
2	OA	Barron	PK251-200-4-VS-4K-BR	0.950	200	400
1	OB	Barron	PK251-70-3-VS-4K-BR	0.950	70	70
3	OC2	Barron	PK252-200-5-VS-4K-BR	0.950	200	1200
10	OW1	Barron	WTA-67-VS-4K-BR	0.950	67	670
5	OW2	Barron	WTA-27-VS-4K-BR	0.950	27	135



REVISIONS		
#	DATE	COMMENTS

DRAWN BY: JS	DATE: 9 / 26 / 2022	SCALE: 1" = 30'-0"

SEAWAY PRINTING	SITE LIGHTING CALCULATIONS	
-----------------	----------------------------	--

Key	Qty	Botanical Name	Common Name	Size/Condition
Trees				
AFJ	8	Acer x freemanii 'Jeffersred'	AUTUMN BLAZE FREEMAN MAPLE	7'-21/2" b/b
JS	6	Juniperus scopulorum 'Skyrocket'	SKYROCKET JUNIPER	4'-5 b/b
MRJ	3	Malus x 'Red Jewel'	RED JEWEL FLOWERING CRAB	11/2'-2" b/b
Pg	5	Picea glauca	WHITE SPRUCE	5'-6' b/b
ToS	10	Thuja occidentalis 'Smaragd'	EMERALD ARBORVITAE	4'-5' b/b
Shrubs				
BGV	12	Buxus 'Green Velvet'	GREEN VELVET BOXWOOD	18"-24" potted
EaC	8	Euonymus alatus 'Compactus'	DWARF BURNING BUSH	18"-24" potted
PpG	1	Picea pungens 'Globosa'	GLOBOSA BLUE SPRUCE ON STANDARD	18"-24" potted
SJM	6	Spiraea japonica 'Magic Carpet'	MAGIC CARPET SPIREA	12"-15" potted
Ornamental Grasses				
CaK	39	Calamagrostis x acutiflora 'Karl Foerster'	KARL FOERSTER FEATHER REED GRASS	1 gal
Perennials and Annuals				
Hsd	12	Hemerocallis 'Stella doro'	STELLA DORO DAYLILY	1 gal

BEDS TO HAVE:

- BLACK VINYL EDGING
- WEED ENDER LANDSCAPE FABRIC
- 1 1/2" MISSISSIPPI RIVER STONE
- LIME STONE OUTCROPPING PER PLAN

TREES TO HAVE 3' RING OF HARDWOOD MULCH

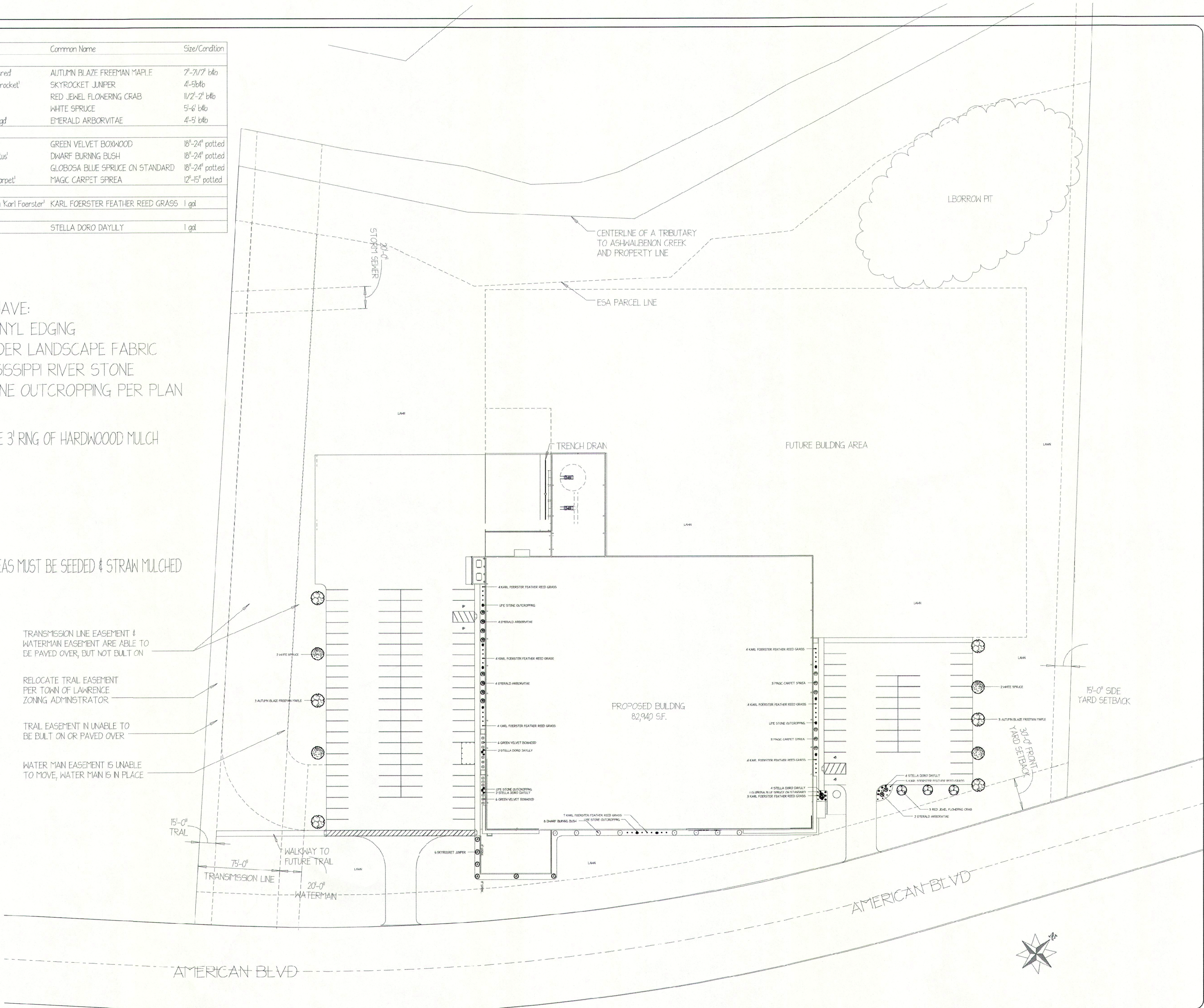
ALL DISTURBED AREAS MUST BE SEEDED & STRAW MULCHED

TRANSMISSION LINE EASEMENT & WATERMAN EASEMENT ARE ABLE TO BE PAVED OVER, BUT NOT BUILT ON

RELOCATE TRAIL EASEMENT PER TOWN OF LAWRENCE ZONING ADMINSTRATOR

TRAIL EASEMENT IN UNABLE TO BE BUILT ON OR PAVED OVER

WATER MAN EASEMENT IS UNABLE TO MOVE, WATER MAN IS IN PLACE



PRINTING COMPANY
BROWN COUNTY, WI

No.	Date	Description
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

LANDSCAPE PLAN



SCALE 1" = 40'	PROJECT NO.
DRAWN BY MIGUEL REYES	
CHECKED BY	SHEET NO.
DATE 4 / 3 / 2022	
DATE OF PRINT	





Agenda Item Review

Meeting Date: 10/24/2022

Agenda Item#: 9 & 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: **Consider Resolutions 2022-008 and 2022-009 –Hemlock East/South Pond Dedication**

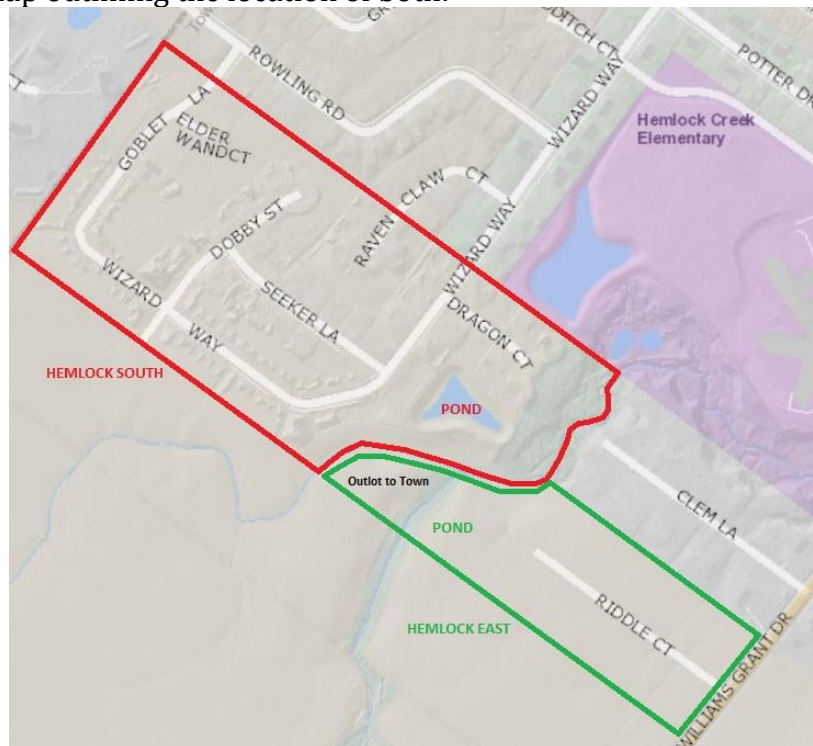
FISCAL IMPACT:

1. Is there A Fiscal Impact? Yes, ongoing maintenance in future
2. Is it Currently Budgeted? Yes

Item History

Seven for Land LLC developed both the Hemlock South and Hemlock East Subdivisions, installing infrastructure and privately constructing a storm water pond and outlet for each, designed to be dedicated to the Town for future ownership and ongoing maintenance.

The development agreements for both stipulate that the ponds and infrastructure would be dedicated to the Town via deed, approved by Town resolution. For general reference, here's a brief map outlining the location of both:



Recommended Action:

Recommend approval of both resolutions accepting storm ponds/improvements.

RESOLUTION 2022-008

Town of Lawrence, Wisconsin

RESOLUTION ACCEPTING DEDICATION OF STORMWATER TREATMENT FACILITIES AND OTHER PUBLIC IMPROVEMENTS IN THE HEMLOCK EAST SUBDIVISION

RECITALS

Seven for Land, LLC (“Developer”) and the Town of Lawrence (“Town” or “Town of Lawrence”) (the Town and Developer are hereinafter referred to as “Parties”), entered into a Development Agreement for the approximately 18.217 acres of property known as the Hemlock East Subdivision (filed at Volume 24 Pages 194-195 as document 2977247, Brown County Register of Deeds), for the purpose of a single-family residential development in accordance with Town specifications on May 19, 2021 (the “Agreement”).

Pursuant to the Agreement, Developer submitted a Final Plat (“Final Plat or Plat”) of Hemlock East Subdivision needing approval and recording such Plat with the Brown County Register of Deeds on September 23, 2021.

The Final Plat includes Outlot 1, which is designated a stormwater pond dedicated to the Town. The Agreement provides the Developer shall unconditionally grant convey and fully dedicate the improvements to the Town in its successors and assigns free and clear of all encumbrances and also provides that dedication alone shall not constitute acceptance of any improvement by the Town, requiring that all improvements will be accepted by the Town by separate resolution at such time the improvements are in acceptable form according to Town specifications; and

As the Agreement does not specify a time for acceptance of the stormwater drainage facilities, pursuant to Section 236.29, Wis. Stats., the Parties agree the Hemlock East Subdivision is more than eighty percent (80%) sold, and a professional engineer registered under Chapt. 443 has certified to the Town that:

1. The facility is functioning properly in accordance with the plans and specifications under the municipality.
2. Any required plantings are adequate while established and free of invasive species.
3. Any necessary maintenance, including the removal of construction sediment has been properly performed.

The Developer has completed a Deed of Dedication to the Town of Lawrence, dedicating all roadways, stormwater drainage systems and other public improvements depicted in the Plat to the Town; and

The Town desires to accept the public improvements described above:

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Lawrence:

That the dedication of all street improvements, stormwater drainage improvements, water and sanitary improvements, constructed pursuant to the Agreement and in accordance with the Final Plat of the Hemlock East Subdivision are hereby accepted by the Town of Lawrence.

BE IT FURTHER RESOLVED:

The Town of Lawrence accepts the Deed attached hereto as Exhibit 1, dedicating such the stormwater drainage pond to the Town, and directs its Administrator and/or Clerk to file a copy with the Brown County Register of Deeds.

Dated in the Town of Lawrence this _____, day of _____, 2022.

TOWN OF LAWRENCE

By: _____
Dr. Lanny Tibaldo, Town Chairman

Attest: _____
Cindy Kocken, Town Clerk-Treasurer

RESOLUTION 2022-009

Town of Lawrence, Wisconsin

RESOLUTION ACCEPTING DEDICATION OF STORMWATER TREATMENT FACILITIES AND OTHER PUBLIC IMPROVEMENTS IN THE HEMLOCK SOUTH SUBDIVISION

RECITALS

Seven for Land, LLC (“Developer”) and the Town of Lawrence (“Town” or “Town of Lawrence”) (the Town and Developer are hereinafter referred to as “Parties”), entered into a Development Agreement for the approximately 37 acres of property known as the Autumn Heights Subdivision (filed at Volume 24 Page 79 as document 2827132, Brown County Register of Deeds), for the purpose of a single-family residential development in accordance with Town specifications on July 11, 2018 (the “Agreement”).

Pursuant to the Agreement, Developer submitted a Final Plat (“Final Plat or Plat”) of Hemlock South needing approval and recording such Plat with the Brown County Register of Deeds on August 30, 2018

The Final Plat includes Outlot 1, which is designated a stormwater pond dedicated to the Town. The Agreement provides the Developer shall unconditionally grant convey and fully dedicate the improvements to the Town in its successors and assigns free and clear of all encumbrances and also provides that dedication alone shall not constitute acceptance of any improvement by the Town, requiring that all improvements will be accepted by the Town by separate resolution at such time the improvements are in acceptable form according to Town specifications; and

As the Agreement does not specify a time for acceptance of the stormwater drainage facilities, pursuant to Section 236.29, Wis. Stats., the Parties agree the Hemlock South Subdivision is more than eighty percent (80%) sold, and a professional engineer registered under Chapt. 443 has certified to the Town that:

1. The facility is functioning properly in accordance with the plans and specifications under the municipality.
2. Any required plantings are adequate while established and free of invasive species.
3. Any necessary maintenance, including the removal of construction sediment has been properly performed.

The Developer has completed a Deed of Dedication to the Town of Lawrence, dedicating all roadways, stormwater drainage systems and other public improvements depicted in the Plat to the Town; and

The Town desires to accept the public improvements described above:

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Lawrence:

That the dedication of all street improvements, stormwater drainage improvements, water and sanitary improvements, constructed pursuant to the Agreement and in accordance with the Final Plat of the Hemlock South Subdivision are hereby accepted by the Town of Lawrence.

BE IT FURTHER RESOLVED:

The Town of Lawrence accepts the Deed attached hereto as Exhibit 1, dedicating such the stormwater drainage pond to the Town, and directs its Administrator and/or Clerk to file a copy with the Brown County Register of Deeds.

Dated in the Town of Lawrence this _____, day of _____, 2022.

TOWN OF LAWRENCE

By: _____
Dr. Lanny Tibaldo, Town Chairman

Attest: _____
Cindy Kocken, Town Clerk-Treasurer

Warranty Deed

Seven For Land, LLC, a Wisconsin limited liability company
("Grantor"),

conveys and warrants to:

Town of Lawrence
("Grantee")

Grantor for a valuable consideration, conveys and
warrants to Grantee the following described real estate,
together with the rents, profits, fixtures and other
appurtenant interests, in Brown County, State of Wisconsin
("Property").

Return recorded document to:
Legends Title GB, LLC
839 Lombardi Ave.
Green Bay, WI 54304

Outlot 1, Hemlock South, in the Town of Lawrence, Brown County, Wisconsin.
Tax Parcel No: L-1938

AND

Outlot 1, Hemlock East, in the Town of Lawrence, Brown County, Wisconsin.
Tax Parcel No: L-2183

This is not homestead property.

Exception to warranties:

Municipal and zoning ordinances, any recorded easement(s) for public utilities serving the property,
recorded building and use restrictions and covenants and general taxes levied in the year of closing.

Dated this ____ day of _____ 2022.

Seven For Land LLC

By: MLZ LLC, Managing Member

By: _____ (Seal)
Michael J. Selner, Managing Member

ACKNOWLEDGMENT

STATE OF WISCONSIN)
)ss.
COUNTY OF BROWN)

Personally came before me this ____ day of _____, 2022, the above-named Michael J. Selner to
me known to be the Managing Member of MLZ LLC and the person who executed the foregoing
instrument and acknowledged the same.

Drafted by:
Davis & Kuelthau, s.c.
Attorney Timothy J. Feldhausen
318 S. Washington St., Ste. 300
Green Bay, WI 54301

*
Notary Public, State of Wisconsin
My commission expires: _____



Date of Billing
October 13, 2022

Client: **Seven for Land, LLC**
c/o Legends Title GB, LLC
Green Bay, WI 54304

<u>Date</u>	<u>Service Provided</u>	<u>Credits</u>	<u>Hourly Items</u>	<u>Other Charges</u>
October 13, 2022	Draft Deed Tax Parcel No L-1938 & L-2183			\$50.00
Total Non-Hourly Charges:				\$50.00
Total Time and Hourly Charges:				
Less, Total Credits:				
BALANCE DUE:				\$50.00

**Please return one copy with your payment.

Phone 920.435.9378 Direct 920.431.2235 Fax 920.431.2275
318 S. Washington Street, Suite 300, Green Bay, WI 54301
tcisler@dkattorneys.com
BROOKFIELD | GREEN BAY | MADISON | MILWAUKEE | OSHKOSH | SHEBOYGAN
www.dkattorneys.com



Agenda Item Review

Meeting Date: 10/24/2022
Agenda Item#: 11

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

REPORT TO: Dr. Lanny Tibaldo, Town Board Chairman, Town Board
REPORT FROM: Patrick Wetzol, Town Administrator
AGENDA ITEM: **Consider Resident Request for Two New Street Lights – Orion’s Run Subdivision**

FISCAL IMPACT:

1. Is there A Fiscal Impact? Yes
2. Is it Currently Budgeted? No, but will find funds if approved

Item History

We’ve received a request from residents of the Orion’s Run Subdivision for consideration to install two new street lights at certain intersections that do not have them.

Since 2017, we’ve required new subdivisions to install street lights at each intersection and every cul de sac, with some additional considerations given if there are longer streets that wouldn’t have a street light or intersection nearby, as well. In this case the developers pay for them to be installed.

Orion’s Run was constructed prior to 2017 and two intersections did not have the street lights installed. There is not a street light at the intersections of Pisces/Andromeda or Cosmos/Andromeda. The Town would not be able to recoup the costs of these additional lights from the developer after these contracts/projects have been closed out.

We are waiting on Wisconsin Public Service quotes for two new street lights with fiberglass poles, and will be able to share those with the Town Board when available. Prior to recent fluctuations in the availability and pricing of materials, we’d anticipated each new pole to cost around \$3,500 (when WPS was also constructing electric/gas facilities). Adding these poles after the fact is likely to be a bit more expensive.

We advised the requester that it would be helpful if they could show neighborhood support for the new street lights and they’ve submitted documentation from 14 other residents in the area for this request.

Recommended Action:

Recommend approving request for two new street lights to be installed in Orion’s Run subdivision, as requested, subject to final verification on cost estimate from Wisconsin Public Service.

Patrick Wetzel

From: Scott Beining
Sent: Thursday, September 29, 2022 2:18 PM
To: jollmann2@gmail.com
Cc: Patrick Wetzel
Subject: Streetlight request

Hello Jack,

We received your request for additional street lights in your subdivision. I would assume the location should be at the intersections of Pisces/Andromeda and Cosmos/Andromeda?
We will look into the cost estimate and design options from WPS. We will need this info before an consideration by the Town Board.

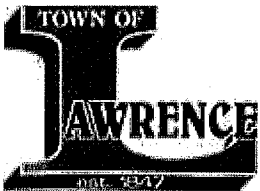
One thing that would be helpful in moving this request forward would be support from your neighbors. Past experiences prove that some residents want street lights, some do not.
If you could get some written support for your request it may help with the Town Board discussion.
Also a map highlighting the desired locations.

In the meantime, we will look into the logistics of this.

Let me know if you have any questions.

Thanks,

Scott Beining
Building Inspector/Zoning Administrator
O: (920) 347-3715 M: (920) 621-1775
www.lawrencewi.gov



Please note we have updated our email addresses

Patrick Wetzel

From: Jack Ollmann <jollmann2@gmail.com>
Sent: Wednesday, September 28, 2022 3:14 PM
To: Town of Lawrence

My name is Jack Ollmann, I live at 2683 Andromeda Dr. I would like to put in a request to have two street lights installed the east end on Andromeda Dr. This section of the Orions Run Subdivision doesn't have any lights at all. Being as dark as it now is, lighting would be a safety deteriorate of possible mischievous activity.

I hope you would check into taking this under consideration.

Thank you,

Jack Ollmann
2683 Andromeda Dr, De Pere, WI 54115. 920-737-2414



Agenda Item Review

Meeting Date: 10/24/2022

Agenda Item#: 12

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

REPORT TO: Dr. Lanny Tibaldo, Town Board Chairman, Town Board
REPORT FROM: Patrick Wetzol, Town Administrator
AGENDA ITEM: **Consideration to Purchase Surplus Police Squad for Future Fire Chief Vehicle**

FISCAL IMPACT:

1. Is there A Fiscal Impact? Yes
2. Is it Currently Budgeted? Yes, Fire Capital/ARPA as needed

Item History

As the Hobart-Lawrence Police Department capital is split 50%-50% between the Town and Village, each community owns 50% of capital items.

As police squad vehicles are replaced and rotated out of service, typically the surplus vehicles are stripped of police equipment and sold at auction. The Town and Village evenly split the proceeds as revenue.

In the event one community wishes to purchase and repurpose the vehicle, that community can purchase the vehicle by paying the other community the amount they could have expected to receive if the vehicle was sold at auction. We've done this in the past, most recently, in outfitting Kurt with a surplus squad for Fire/Public Works for a period of time until we purchased his current vehicle.

A 2020 Ford Explorer is ready to be sold as a surplus police vehicle. As we will be hiring a new Fire Chief in the coming months, we will have a need for an additional vehicle. The market for new or used vehicles has fluctuated recently in both price and availability, making a surplus police vehicle a potentially attractive option as a solution for a Fire Chief vehicle.

It's been estimated by Enterprise Fleet Management and auction contacts that the 2020 Explorer would likely fetch about \$11,000 at auction. In order to purchase it for our needs, we'd then need to consider paying Hobart 50% of this estimate as their share of the revenue, \$5,500 for the vehicle. We believe this is a value and a good decision at this time.

Recommended Action:

Recommend approving purchase of surplus police squad vehicle to be used as future Fire Chief vehicle in the amount of \$5,500 to the Village of Hobart.



Agenda Item Review

Meeting Date: 10/24/2022

Agenda Item#: 14

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

REPORT TO: Dr. Lanny Tibaldo, Town Board Chairman, Town Board
REPORT FROM: Patrick Wetzol, Town Administrator
AGENDA ITEM: **Consideration of R&R Insurance Service Agreement – Health Insurance Consultation**

FISCAL IMPACT:

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

Item History

We've been working with R&R Insurance Services for the past few months as we've reviewed whether a switch to the state health insurance plan is a sensible option for the Town to pursue.

Historically, when you have an insurance advisor, those entities are paid a commission/fee by the insurance carriers (which is included in the premiums paid to: Anthem, United Health, etc).

When switching to the state health insurance plan, there are no commissions or fees paid by the state to an advisor like R&R Insurance. At the same time, the advice and counsel that they provide has a value to the employer. R&R Insurance provided us with a proposed fee to pay to them for advice and assistance with the transition to the state plan and moving forward. The fee seems reasonable at \$225 per month. The arrangement can be cancelled on a month-to-month basis, if needed, as well.

It would be helpful to keep R&R Insurance Services at the ready to assist with the transition to the state plan over the upcoming year. It's also reasonable that they would be compensated for their assistance and their proposed fee seems reasonable.

Recommended Action:

Recommend approving R&R Insurance Services Consultation Agreement for Health Insurance advisory services in the amount of \$225 per month for 2023.



Service Agreement

R&R Insurance Services, Inc. for Town of Lawrence, Wisconsin

Whereas R&R Insurance Services, Inc. (referred to as "R&R") operates insurance agencies and related businesses which procure numerous lines and types of insurance products and provide related brokerage services to its customers; and,

Whereas, Town of Lawrence, Wisconsin (referred to as the, "Client") wants to engage R&R to provide specified benefit services in exchange for the fees outlined in this Agreement,

Now, therefore, the parties hereto agree as follows:

1. The term of this agreement will commence on JANUARY 1, 2023 and shall remain in effect until DECEMBER 31, 2023 unless terminated earlier as provided herein.
2. This agreement is open to review at any time by either party. Either party can terminate this agreement with ninety (90) days advance written notice which will provide the specific date of termination. Fees will be paid through the date of termination.
3. R&R will receive a monthly fee to be billed in monthly installments, effective JANUARY 1, 2023 according to the following stated fees.

PERIOD	TOTAL	MONTHLY
JANUARY 1, 2023 – DECEMBER 31, 2023	\$2,700.00	\$225.00

4. The fixed fee is in lieu of standard agent commissions normally paid to R&R by any carriers involved for Client's group-sponsored medical coverage.
5. R&R will receive standard agent commissions for any group-sponsored ancillary lines of coverage and any voluntary lines of coverage.
6. A significant change (+/- 15%) in the number of eligible employees may require a modification of the fees. This will be based off of a confirmed eligible count in effect as of the commencement date of this agreement.
7. This agreement and fees cover all the listed services in the attached Scope of Services. Fees for additional services requested or required by the Client will be separately negotiated.

Town of Lawrence, Wisconsin

(Print Name) _____
(Title)

(Signature) _____
(Date)

R&R Insurance Services, Inc.

David Lancaster EVP, Benefits Practice
(Print Name) (Title)

(Signature) _____
(Date)



Scope of Services
For
Town of Lawrence, Wisconsin

It is the intention of R&R Insurance Services, Inc. to provide the specific services as outlined below for the Employer Sponsored employee benefits programs. This arrangement is assured over the policy term, and is sustained by the compensation arrangement previously disclosed in this Agreement. The Services in this agreement include, but are not limited to:

Strategic Planning / Marketing

- Develop near-term and long-term benefit and health management strategies with Client leadership
- Market evaluation (all lines as needed and mutually agreed upon)
- Bidding/negotiating for employee benefit coverages and related vendor services
- Comparative proposal (all lines)
- Recommendations
- Contribution modeling

Health Management/Wellness

- Wellness plan design
- Coordination of biometrics screening and/or other wellness program vendors
- Review of aggregate biometrics screening report/benchmarking
- Onsite visits to go over the results of biometric screening and recommend wellness strategies

Compliance/HR Support

- Legislative support
 - Identify and advise on basic federal notice and disclosure requirements that apply to group health plans and/or employees under various employee benefits and employment laws
 - Monthly newsletters and breaking news alerts
- Annual Compliance Review
- Analysis/Response assistance with IRS Letter 226-J proposed ACA employer penalties (ESRP)
- Human Resource support tools
 - Access to *R&R/Zywave Benefits Client Portal*, webinars, and updates
 - Access to *InsurLink*, HIPAA-compliant web portal interface for R&R/Client data-exchange
- Access to Assurex Global Partners' programs (including free monthly compliance webinars)

Reporting

- Monthly claims analysis reporting
- Plan design analysis and benchmarking
- High cost claimant monitoring
- Cost projections and modeling

Account Management /Service

- Assist in bringing resolutions to questions and issues that are identified by Human Resources Team
- Conduct open enrollment meetings and prepare employee communications
- Assist employees with benefits questions and claims concerns
- Day-to-day support
- Medicare Consulting Services

NOTE: The stated fees do **not** contemplate the following: COBRA administrative services; Flex/Section 125 administrative services; ERISA Plan Document Administration services; Form 5500 filing preparation services; electronic enrollment platform/services such as *Employee Navigator*; enrollment decision support platform/services such as *ALEX*; FMLA administrative services such as *Leave Solutions*; or any special audit or actuarial services that may be required.



Agenda Item Review

Meeting Date: 10/24/2022

Agenda Item#: 15

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

REPORT TO: Dr. Lanny Tibaldo, Town Board Chairman, Town Board
REPORT FROM: Patrick Wetzel, Town Administrator
AGENDA ITEM: Preliminary 2023 Budget Discussions

FISCAL IMPACT:

1. Is there A Fiscal Impact? Yes
2. Is it Currently Budgeted? Discussion for 2023

Item History

We've set the Town meeting of the electors to establish the tax levy for November 14th, 2022. Later that evening, the Town Board will take up the general fund budget for consideration as well.

We're finalizing figures based on reported info from the state on transportation aids, shared revenues, manufacturing assessments, etc. Net new construction in the Town is 4.66%, which is a key metric on growth and allowable tax levy. This is the highest percentage in Brown County for this past year.

As a result of the nuance of the timing of our full revaluation of property last year, and the state reporting deadlines for equalized values estimated and assessed, you'll remember we discussed at length in November 2021 that this year's (2022 budget) tax rate was going to be discounted by 3.5 to 4 cents, and that it would correct itself for the budget/levy we discuss this November 2022 (for fiscal year 2023).

We've included a draft chart of historical assessed and equalized values, and town general and TID tax levy and rates. This past year's Town mill rate was \$2.144 per \$1,000 of value, which was down from the prior two years of mill rate of \$2.919

As this past year's levy was discounted by 3.5 – 4 cents, that amount is added to our Town mill rate for 2023. The amount of discount in 2022 is also added in as a catch-up, meaning that the Town mill rate is up 7-8 cents as a result of a correction for the equalized value estimates/reporting in mid 2021 by the Town Assessor back then. Next year at this time, the mill rate will drop by 3.5 to 4 cents as the "catch-up" for 2021 (for lack of a better term) is no longer necessary. At this point, we're estimating that aside from the equalized value adjustments of 7-8 cents, the Town rate may increase by an additional 1.7 cents.

Recommended Action:

Will hold preliminary discussion on trends, growth figures, valuations and impact on tax levy, with more substantial review and consideration at the November 14th meeting.

**ASSESSED AND EQUALIZED VALUE OF TAXABLE PROPERTY
LAST FIVE FISCAL YEARS**

Levy Year	Fiscal Year	Real Property		Personal Property		Total		Ratio of Assessed to Equalized Value
		Assessed Value	Equalized Value	Assessed Value	Equalized Value	Assessed Value	Equalized Value	
2018	2019	560,506,000	638,904,200	5,865,800	6,670,800	566,371,800	645,575,000	87.73%
2019	2020	580,173,300	704,708,200	5,559,600	6,770,300	585,732,900	711,478,500	82.33%
2020	2021	609,305,900	756,988,300	5,111,800	6,432,600	614,417,700	763,420,900	80.48%
2021	2022	870,223,000	843,434,900	5,912,500	4,765,000	876,135,500	848,199,900	103.29%
2022	2023	902,199,400	965,734,900	5,293,500	6,683,000	907,492,900	972,417,900	93.32%

**MILL RATE COMPARISON
LAST FIVE FISCAL YEARS**

Fiscal Year	Total Assessed Value	Tax Levy - General	Tax Levy - TIF Districts	Total Tax Levy	Local Mill Rate
2019	566,371,800	\$1,602,500	\$ -	\$ 1,602,500.00	2.829
2020	585,732,900	\$1,697,325	\$ 12,560.53	\$ 1,709,885.53	2.919
2021	614,417,700	\$1,743,700	\$ 49,907.15	\$ 1,793,607.15	2.919
2022	876,135,500	\$1,809,661	\$ 68,590.97	\$ 1,878,251.97	2.144
2023	907,492,900	\$1,890,942	\$ 142,328.17	\$ 2,033,270.17	2.241 **Proposed

*town portion

** contingent on general levy figure