

Town of Lawrence
Town Board Meeting
Town Hall 2400 Shady Court, De Pere WI 54115
Monday, March 27, 2023
Regular Meeting at 6:30 P.M.

Discussion and Action on the following:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve Agenda
5. Public comments upon matters not on agenda or other announcements
6. Consider minutes of March 13, 2023 Town Board Meeting
7. Consideration of payment of due invoices
8. Consideration of Resolution 2023-003 – Recognition of Fire Chief Kurt Minten’s Public Service
9. Oath/Swearing in of new Lawrence Fire Chief Luke Pasterski
10. Review of Recommendations and Reports from Planning & Zoning Board
 - a. Consideration of Site Review for Commercial Development at 2818 Mid Valley Drive, Parcel L-464-1 by Gries Architectural Group, Inc.
11. Consideration of Liquor License Amendment for Appointment of Successor Agent, Trinity Griggs - LegitMoney, LLC, DBA Sgambati’s New York Pizza
12. Consideration of Ordinance 2023-001 Creating Article VII of Chapter 286 - Private Watermain System Inspection, Maintenance and Operation
13. Consideration of 2022 MS4 DNR Stormwater Report Submission
14. Administrator/Staff Reports
15. Future Agenda Items
16. **Closed Session** Pursuant to Ch. 19.85(1)(e) Deliberation or negotiation for the purchase of public properties, the investment of public funds, or the conduct of other specific public business, whenever competitive or bargaining reasons require a closed session (*re: TID #1 & #2 Development*)
17. Return to Regular Open Session for possible action pursuant to Ch. 19.85 (2) of Wisconsin Stats
18. Adjourn

Patrick Wetzel for Dr. Lanny J. Tibaldo

Posted at the following on March 24, 2023:

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

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

Town of Lawrence
Proceedings of the Regular Town Board Meeting
Town Hall, 2400 Shady Court, De Pere WI
Monday, March 13, 2023

1. Call to Order

The meeting was called to order by Chairman Tibaldo at 6:30 p.m.

2. Roll Call

Present In-Person

Chairman: Dr. Lanny Tibaldo

Supervisors: Kevin Brien, Kari Vannieuwenhoven, Tonya Wagner

Others in Attendance: Patrick Wetzel, Administrator; Cindy Kocken, Clerk-Treasurer; Scott Beining Building Inspector/Zoning Administrator; Kurt Minten, Fire Chief; Luke Pasterski, Asst. Fire Chief; Mike Renkas, Police Chief
Supervisor Tom Perock

Excused:

3. Pledge of Allegiance

4. Approve Agenda

Supervisor Brien made the motion to approve the agenda as amended removing items 19 and 20. Supervisor Wagner seconded the motion. The motion carried unanimously.

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

None.

6. Consider minutes of the February 27, 2023, Town Board Meeting:

Supervisor Vannieuwenhoven made the motion to approve the February 27, 2023, Town Board meeting minutes as presented. Supervisor Wagner 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 Wagner seconded the motion. The motion carried unanimously.

8. Oath/Swearing in of new Hobart-Lawrence Police Captain Brent Olson:

Clerk, Cindy Kocken swore in Brent Olson as the new Hobart Lawrence Police Captain.

9. Public Hearing: Conditional Use Permit for Non-Metallic Mining at 1950 Scheuring Road on Parcels L-260, L-262-1, and L-163 for Northeast Asphalt, Inc:

Supervisor Brien made the motion at 6:39pm to open the floor for a public hearing.

Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

Pete Kozak, Northeast Asphalt Inc, 1524 Atkinson Dr, Green Bay, spoke in favor of the Conditional Use Permit.

Resident, Paul Charlier, 4282 Packerland Drive – stated concerns about the possible impact on his well.

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

Supervisor Brien made the motion at 6:51pm to close the public hearing. Supervisor Wagner seconded the motion. The motion carried unanimously.

10. Consideration of Conditional Use Permit for Non-Metallic Mining at 1950 Scheuring Road on Parcels L-260, L-262-1, and L-163 for Northeast Asphalt, Inc:

Supervisor Brien made the motion to approve Conditional Use Permit for Non-Metallic Mining at 1950 Scheuring Road on Parcels L-260, L-262-1, and L-163 for Northeast Asphalt, Inc. as presented. Supervisor Wagner seconded the motion. The motion carried unanimously.

11. Consideration of Award for 2023 Road Improvement/Paving Project Bids:

Administrator Patrick Wetzel reviewed the bids that were received.

Supervisor Brienens made the motion to award the 2023 Road Improvement/Paving Project to MCC as the low bidder in the amount of \$449,384.62 for the base bid and supplemental bids. Supervisor Wagner seconded the motion. The motion carried unanimously.

12. Consideration of Implementation of LexisNexis BuyCrash Program for Hobart-Lawrence Police Department:

Police Chief Renkas discussed the implementation of a new program called LexisNexis BuyCrash. This program is an online accident report management solution designed to help simplify the management and distributions of accident reports for law enforcement agencies. This system can save time and resources for our agency by automatically managing external report requests.

Supervisor Wagner made the motion to approve the implementation of LexisNexis BuyCrash program for the Hobart-Lawrence Police Department as presented. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

13. Consideration to Expand the Hobart-Lawrence Police Dept K-9 Program – Facility/Therapy Canine:

Police Chief Renkas presented an opportunity to utilize existing K-9 Program donations and newly identified funding/donation sources to expand the Police Department K-9 program by adding a facility/therapy canine. The purpose of the Therapy K-9 program is to provide therapeutic aid to students, build positive relationships between police and citizens, both in the schools, and in the general community.

Supervisor Wagner made the motion to approve the Hobart-Lawrence Police Dept K-9 Program – Facility/Therapy Canine as presented. Supervisor Vannieuwenhoven Wagner seconded the motion. The motion carried unanimously.

14. Discussion on Consideration of Town Infrastructure/Utility Projects for Upcoming Year:

Administrator Patrick Wetzel gave an update and reviewed various upcoming infrastructure projects.

15. Discussion on Upcoming Consideration of Proposed Private Watermain Ordinance:

Discussion on the proposed Private Watermain Ordinance. Private watermain must perform just like a public system to ensure the water remains clean and flows unrestricted all the way to a customer's tap and allows the Fire Department to fight fire. Consideration will be discussed at a future meeting.

16. Discussion on Upcoming Consideration of Implementing Town Room Tax/Short Term Rental Ordinance(s):

Consideration of implementing an Ordinance for town room tax and short-term rentals will be discussed at a future meeting.

17. Administrator/Staff Reports

Staff reports were given.

18. Future Agenda Items:

- a. Private Watermain Ordinance;
- b. Implement Town Room Tax/Short Term Rental Ordinance

19. Closed Session: Removed from agenda, no action.

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

Removed from agenda, no action.

21. Adjourn:

Supervisor Wagner made the motion at 8:40pm 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
AIA Corporation								
1101	AIA Corporation	3PM2937429	Fire Dept Patches	03/14/2023	254.56	.00		
Total AIA Corporation:					254.56	.00		
Bay-Lake Regional Planning Commission								
1073	Bay-Lake Regional Planning Com	6922	2023 Membership LEVY	01/04/2023	5,426.00	.00		
Total Bay-Lake Regional Planning Commission:					5,426.00	.00		
Best Built Inc.								
50	Best Built Inc.	22-09-0015	Contractor Deposit Refund - 917	03/15/2023	1,000.00	.00		
Total Best Built Inc.:					1,000.00	.00		
Best Machine & Repair Inc								
51	Best Machine & Repair Inc	52421	Repair Snowplow	02/28/2023	400.00	.00		
51	Best Machine & Repair Inc	52477	Repair Snowplow	03/03/2023	380.00	.00		
Total Best Machine & Repair Inc:					780.00	.00		
Brown County Port & Resource Recovery								
73	Brown County Port & Resource R	53755	Trash Collection	02/28/2023	3,144.86	.00		
73	Brown County Port & Resource R	53755	Trash Collection - Sharps	02/28/2023	16.20	.00		
73	Brown County Port & Resource R	53755	Recycling	02/28/2023	606.06	.00		
Total Brown County Port & Resource Recovery:					3,767.12	.00		
Cummins NPower LLC								
109	Cummins NPower LLC	F4-32274	Fire Station/Pumphouse Generato	03/03/2023	277.49	.00		
109	Cummins NPower LLC	F4-32330	Generator Maintenance GF	03/03/2023	94.18	.00		
109	Cummins NPower LLC	F4-32330	Generator Maintenance WF	03/03/2023	94.18	.00		
109	Cummins NPower LLC	F4-32330	Generator Maintenance SF	03/03/2023	94.18	.00		
109	Cummins NPower LLC	F4-32330	Generator Maintenance GF	03/03/2023	94.17	.00		
109	Cummins NPower LLC	F4-32331	Generator Maintenance WF	03/03/2023	436.70	.00		
109	Cummins NPower LLC	F4-33275	Generator Maintenance GF	03/03/2023	91.06	.00		
109	Cummins NPower LLC	F4-33275	Generator Maintenance WF	03/03/2023	91.06	.00		
109	Cummins NPower LLC	F4-33275	Generator Maintenance SF	03/03/2023	91.06	.00		
109	Cummins NPower LLC	F4-33275	Generator Maintenance GF	03/03/2023	91.04	.00		
Total Cummins NPower LLC:					1,455.12	.00		
eGov Strategies LLC								
141	eGov Strategies LLC	INV-16720	Website Development	01/01/2023	380.00	.00		
141	eGov Strategies LLC	INV-16720	Website Development	01/01/2023	380.00	.00		
141	eGov Strategies LLC	INV-16720	Website Development	01/01/2023	380.00	.00		
141	eGov Strategies LLC	INV-16720	Website Development	01/01/2023	380.00	.00		
Total eGov Strategies LLC:					1,520.00	.00		
Election Systems/Software								
142	Election Systems/Software	CD2053952	Election Maintenance	03/03/2023	170.63	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Election Systems/Software:					170.63	.00		
Franks Radio								
167	Franks Radio	122590	RADIO BATTERIES - FIRE	03/13/2023	56.94	.00		
Total Franks Radio:					56.94	.00		
Green Bay Metropolitan Sewage District								
192	Green Bay Metropolitan Sewage	1690	Monthly Fee	02/28/2023	64,755.55	.00		
Total Green Bay Metropolitan Sewage District:					64,755.55	.00		
Menards Inc								
286	Menards Inc	12947	Shop Supplies	03/15/2023	72.54	.00		
Total Menards Inc:					72.54	.00		
Midwest Meters Inc.								
295	Midwest Meters Inc.	0153495-IN	New Meters	03/10/2023	24,696.00	.00		
Total Midwest Meters Inc.:					24,696.00	.00		
Oshkosh Fire & Police Equipment								
320	Oshkosh Fire & Police Equipment	190180	Fire dept 2% supplies	03/09/2023	2,110.00	.00		
320	Oshkosh Fire & Police Equipment	190195	Leather Fronts for Fire Shields	03/15/2023	510.00	.00		
Total Oshkosh Fire & Police Equipment:					2,620.00	.00		
Registration Fee Trust								
358	Registration Fee Trust	030123	Title & Plate Fees	03/01/2023	169.50	169.50	03/14/2023	
Total Registration Fee Trust:					169.50	169.50		
Securian Financial Group, Inc								
944	Securian Financial Group, Inc	002832L-0423	Life Insurance	03/31/2023	261.83	261.83	03/14/2023	
Total Securian Financial Group, Inc:					261.83	261.83		
Thiede, Travis								
1056	Thiede, Travis	22-01-0017-2	Contractor Deposit Refund - 1862	03/15/2023	1,000.00	.00		
Total Thiede, Travis:					1,000.00	.00		
Truck Equipment Inc.								
429	Truck Equipment Inc.	1043070-00	Truck #4	03/14/2023	147.47	.00		
Total Truck Equipment Inc.:					147.47	.00		
Uniform Shoppe								
413	Uniform Shoppe	332174	Fire Dept Uniforms	03/10/2023	630.60	.00		
Total Uniform Shoppe:					630.60	.00		
Wil-Kil Pest Control								
801	Wil-Kil Pest Control	4597485	Services 2400 Shady Ct	03/09/2023	63.30	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Wil-Kil Pest Control:					63.30	.00		
Wisconsin Media								
175	Wisconsin Media	0005406868	Public Notices	03/28/2023	27.10	.00		
Total Wisconsin Media:					27.10	.00		
Grand Totals:					108,874.26	431.33		

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: 03/27/2023

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: **Resolution 2023-003 – Recognizing Fire Chief Minten for Years of Service/Retirement**

FISCAL IMPACT:

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

Item History

This is a placeholder in the meeting packet as the final draft of the resolution is completed ahead of the Town Board meeting on Monday 3/27.

Chief Minten will be retiring from the Fire Dept this coming week, and we'd like to take a moment to honor his service and commitment.

He will, however, stay on in his role as Director of Public Works for the Town.

Recommended Action By Town Board

Review and approval of Resolution 2023-003



OATH OF OFFICE

STATE OF WISCONSIN
Brown County

I, Luke Pasterski, who have been appointed to the office of Town of Lawrence Fire Chief , but have not yet entered upon the duties thereof, do solemnly swear 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 Fire Chief to the best of my ability, so help me God.

Luke Pasterski (Signature)

Subscribed and sworn to before me this
27th day of March, 2023

Cindy Kocken
Clerk-Treasurer



Agenda Item Review

Meeting Date: 3/27/2023

Agenda Item#: 10

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**

- a. Consideration of Site Review for Commercial Development at 2818 Mid Valley Drive, Parcel L-464-1 by Gries Architectural Group, Inc.

This 22 acre site was re-zoned to Limited Industrial Zoning in March of 2021 in anticipation of this project. A house that was existing on the property was razed in 2022.

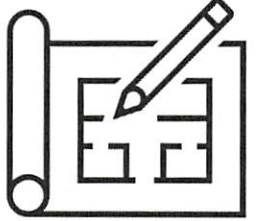
Sewer/water/utility extension plans have been created to serve this property. This is a large scale project for the town. The final project will be a heavy equipment sales office, maintenance shop, training facility, and business offices for Fabick Cat. The plan included is pretty thorough and has been reviewed and anticipated by McMahon. SWMP has also been forwarded to McMahon for review. The site will have 45% green space when completed. The ANR pipeline goes through the lot and adds some challenges, but the easement is incorporated into the plans with parking and green space areas. P/Z recommends approval with unanimous vote on 3/8/23. Staff supports approval of the plan.



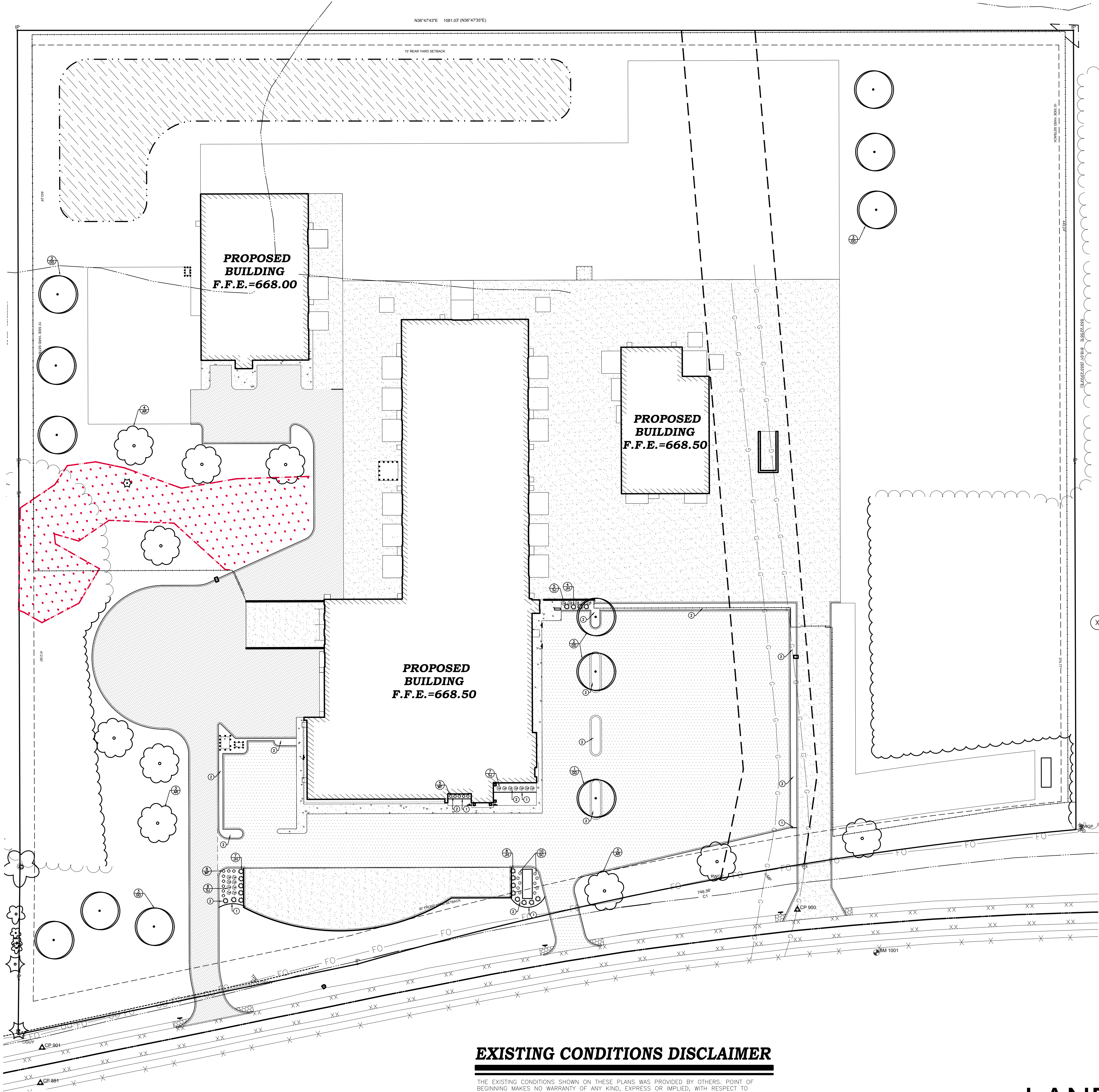
Site Review Checklist

TOWN ORDINANCE 230-9

Project Name	Fabick Green Bay
Parcel #	L-464-1
Permit #	23-03 0003
Address	2818 Mid Valley Dr.
Meeting Date	3/8/23



- ☒ North Point Indicator
- ☒ Scale
- ☒ Boundary Lines of Property
Include dimensions
- ☒ Color Rendering of Building
- ☒ Topographic contours
At a minimum interval of two (2) feet and key spot elevations
- ☒ Water bodies & wetlands
- ☒ Surface water holding ponds, drainage ditches & drainage patterns
Include location and size of culverts
- ☒ Sidewalks, walkways, and driveways
- ☒ Off-street loading areas and docks
- ☐ Fences and Retaining Walls
- ☒ Site Statistics
Includes: Site sq. ft., percent site coverage, percent open space and green space, and floor area ratio.
- ☒ Architectural rendering of the proposed buildings/structures
Include all dimensions, gross sq. ft. of existing and proposed buildings/structures, and description of all exterior finish materials
- ☒ Erosion Control Plan
- ☒ Adjacent Street Elevations, street rights-of-way and proposed elevation of ground floor
- ☒ Locations/Dimensions of fire lanes
- ☒ All Buildings/Structures (existing & proposed) to consider development of the parcel if more than one structure could be located on parcel
- ☒ Parking Facilities
- ☒ Utilities
Electric, Natural Gas, Telephone, Water, Sewer (Sanitary & Storm), Fiber Optic lines, other transmission lines, Ingress-egress easements
- ☒ Exterior Signage
- ☒ Exterior refuse collection areas
Must be enclosed by an approved material on a minimum of three (3) sides, the open side cannot face the road, or must be gated, and must be located in rear of structure.
- ☒ Exterior Lighting
- ☒ Traffic Flow on and off site
- ☒ Location of open space/green space
- ☒ Location & Dimensions of proposed outdoor display areas
- ☒ Staging plan of any project involving more than one (1) phase or construction season
Include chronological order of construction and relates to proposed uses and structures or various service facilities & estimate completion dates.
- ☒ Stormwater drainage plan



EXISTING CONDITIONS DISCLAIMER

THE EXISTING CONDITIONS SHOWN ON THESE PLANS WAS PROVIDED BY OTHERS. POINT OF BEGINNING MAKES NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE EXISTING CONDITIONS SHOWN HEREON.

GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. 6" OF TOPSOIL SHALL BE PROVIDED IN ALL GENERAL LANDSCAPE AREAS. LANDSCAPE CONTRACTOR SHALL VERIFY THAT SPECIFIED PLANTING SOIL DEPTH IS PRESENT PRIOR TO PLANTING.
3. SEED/FERTILIZE/CRIMP HAY MULCH ALL GENERAL LANDSCAPE AREAS DISTURBED DURING CONSTRUCTION.
4. ALL PLANT MATERIALS LISTED SHALL MEET THE STANDARDS OF THE AMERICAN NURSERY & LANDSCAPE ASSOCIATION FOR THE SIZES GIVEN.
5. ALL TREES SHALL BE STAKED WITH A MINIMUM OF THREE STAKES.
6. ALL TREES IN THE TURF AREA SHALL HAVE A 5' DIAMETER CIRCLE OF 4" DEPTH SHREDDED HARDWOOD BARK MULCH.
7. 3" DEPTH OF 1-1/2" DIAMETER STONE MULCH SHALL BE PLACED IN ALL SHRUB PLANTING BEDS. STONE FOR LANDSCAPE BEDS TO BE NATURALLY ROUNDED AND WASHED, GRADUATION FROM 1" TO 1-1/2" MAXIMUM, RIVER ROCK, OR APPROVED EQUAL.
8. 20 YEAR WEED BARRIER FILTER FABRIC SHALL BE PLACED BENEATH ALL STONE MULCH.
9. CURV-RITE LANDSCAPE EDGING (SERIES 3000, 3/16" X 4", WITH MILL FINISH) OR APPROVED EQUAL SHALL BE PLACED AROUND ALL LANDSCAPE BEDS.
10. COORDINATE ALL LANDSCAPE WORK WITH GAS, ELECTRIC, (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE) CABLE AND TELEPHONE CONSTRUCTION AND RESPECTIVE TRADES FOR THE INSTALLATION OF SAID UTILITIES.

PLANTING SCHEDULE:

TREES		COMMON NAME	INSTALLATION SIZE	SIZE AT MATURITY	QUANTITY
SYMBOLS	BOTANICAL NAME				
AR	ACER X FREEMANNI 'JEFFERSRED'	AUTUMN BLAZE MAPLE	1.5" CAL.	50'TX40'W	10
GD	GYMNOCLADUS DIOICUS 'ESPRESSO'	ESPRESSO KENTUCKY COFFEE TREE	1.5" CAL.	50'TX40'W	12
SHRUBS		COMMON NAME	INSTALLATION SIZE	SIZE AT MATURITY	QUANTITY
SYMBOLS	BOTANICAL NAME				
JH	JUNIPERUS HORIZONTALIS 'EMERALD SPREADER'	EMERALD SPREADER JUNIPER	12"	1'T X 6'W	19
SJ	SPIRAEA JAPONICA 'GOLD MOUND'	GOLD MOUND SPIREA	18"	3'T X 4'W	20
SC	SPIRAEA JAPONICA 'NCSX1'	DOUBLE PLAY CANDY CORN SPIREA	18"	2'T X 3'W	10
WF	WEIGELA FLORIDA 'DARK HORSE'	DARK HORSE WEIGELA	18"	3'T X 3'W	13

LANDSCAPE REQUIREMENTS:

REQUIREMENT: ADD TREES AT MINIMUM RATE OF 1 CANOPY TREES OF 1.5" CALIPER FOR EACH 50 LF OF ROADWAY FRONTAGE.

TOTAL ROADWAY FRONTAGE: 1104 LF/50 = 22 TREES REQUIRED

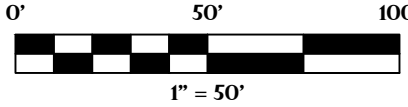
PROPOSED: 22 LARGE CANOPY TREES

REQUIREMENT: 25% OF TOTAL SITE SHALL BE GREEN SPACE.
TOTAL SITE IS 22.64 ACRES

PROPOSED: 41.2% GREEN SPACE OUT OF 22.64 ACRES

KEYNOTES:

1. LANDSCAPE EDGING - SEE GENERAL NOTES
2. LANDSCAPE STONE - SEE GENERAL NOTES



Civil Engineering
Land Surveying
Landscape Architecture
4941 Kirschling Ct
Stevens Point, WI 54481
715.344.9999(PH) 715.344.9922(FX)

A NEW DEVELOPMENT FOR:

FABICK CAT

FABICK CAT

GREEN BAY, WISCONSIN

date: 02-28-2023
job: 22.008 (POB JOB NO.)
d. by: JL
rev.:

L-1.0

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Gries Architectural Group Inc.
HUDSON OFFICE:
400 South 2nd Street, Suite #135
Hudson, WI 54001
715.222.2222
www.gries.design
NEENAH OFFICE:
500 North Commercial Street
Neenah, WI 54956
715.222.2222
www.gries.design



INTERSTATE HIGHWAY "41"

1 SITE PLAN
A-0.1 1" = 60'-0"



date: 02-28-2023
job: 20-102
d. by: BUS, LCF, DAH
rev.:

A-0.1

A NEW DEVELOPMENT FOR:



FABICK CAT

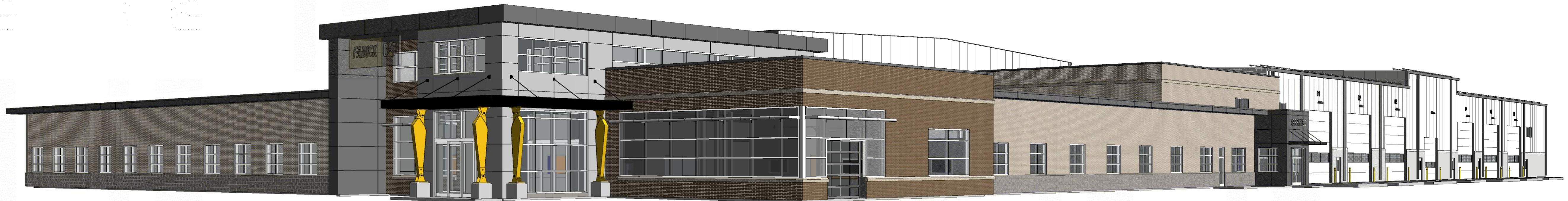
GREEN BAY, WISCONSIN



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Hudson, WI 54633
Phone: 920-722-2445
www.gries.design



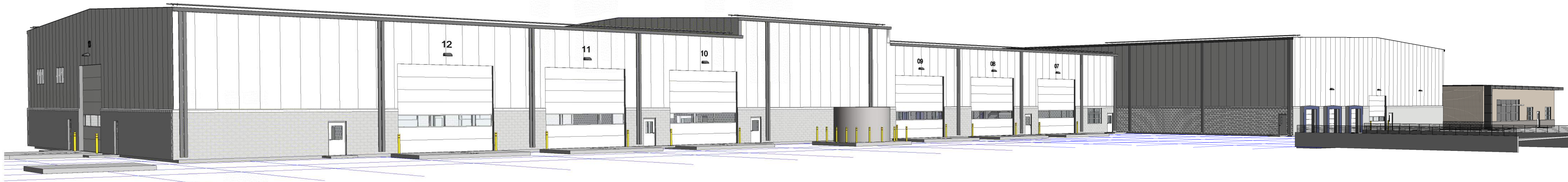
EXTERIOR 3D VIEW- NORTHEAST CORNER



EXTERIOR 3D VIEW- SOUTHEAST CORNER



EXTERIOR 3D VIEW- NORTHWEST CORNER



EXTERIOR 3D VIEW- SOUTHWEST CORNER



A NEW SITE & MAIN BUILDING FOR:



FABICK CAT

GREEN BAY,
WISCONSIN



WISCONSIN



Gries
Architectural Group Inc.

NEENAH OFFICE:
500 North Commercial Street
Neenah Wisconsin 54956
Phone: 920-722-2445
www.gries.design

HUDSON OFFICE:
400 South 2nd Street, Suite #135
Hudson Wisconsin 54016
Phone: 920-722-2445
www.gries.design

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date: 02-28-2023

job: 20-102

d. by: BUG, L

rev.:

A-4.7



Gries Architectural Group Inc.
NEENAH OFFICE:
200 North Commercial Street
Neenah, WI 54956
Phone: 920-722-2445
www.gries.design
HUDSON OFFICE:
400 South Grand Street
Hudson, WI 54633
Phone: 920-722-2445
www.gries.design

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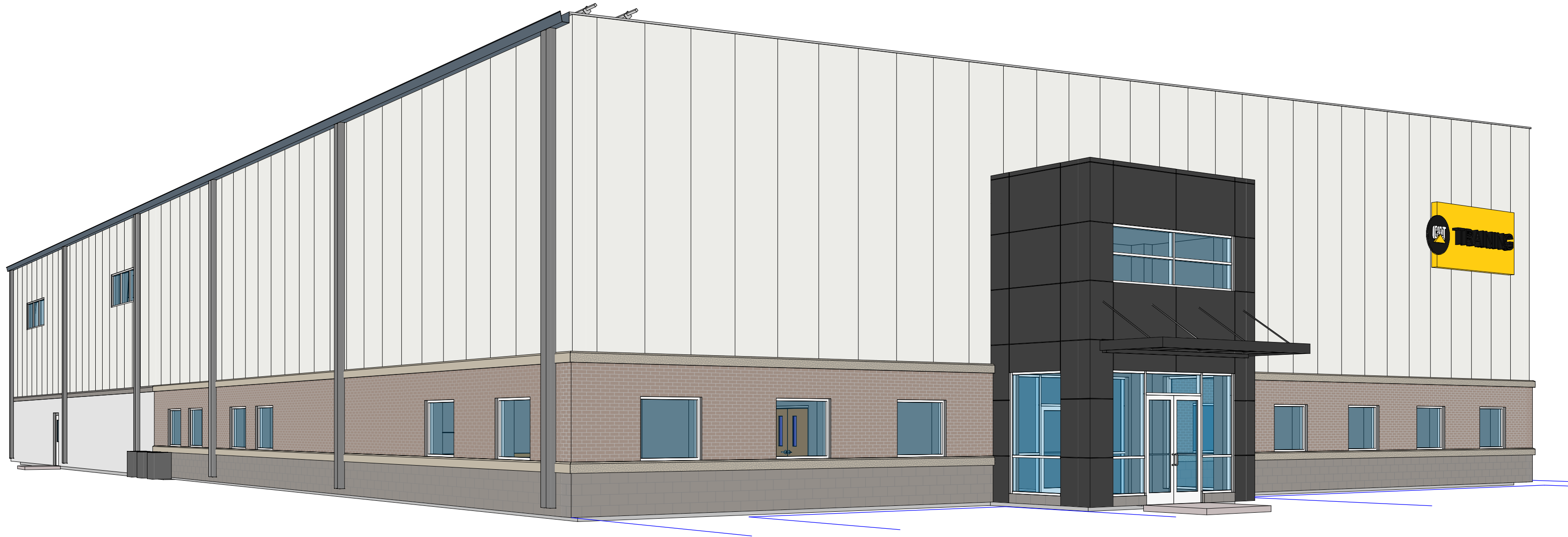
A NEW SITE & MAIN BUILDING FOR:
FABICK CAT
GREEN BAY, WISCONSIN

date: 02-28-2023
job: 20-102
d. by: BUS, LCF
rev.:

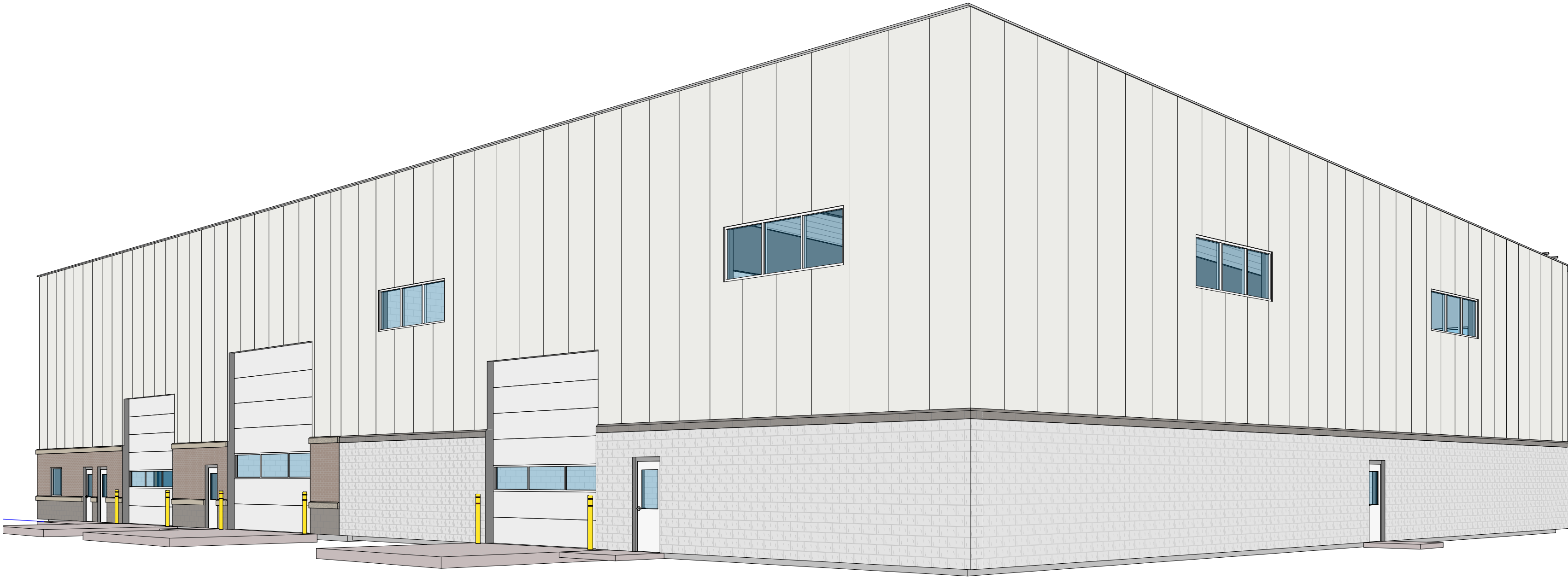
A-4.8



3D VIEW- EXTERIOR- NORTHEAST CORNER



3D VIEW- EXTERIOR- SOUTHEAST CORNER



3D VIEW- EXTERIOR- NORTHWEST CORNER



date: 02-28-2023
job: 20-102
d. by: BUS, LCF
rev.:

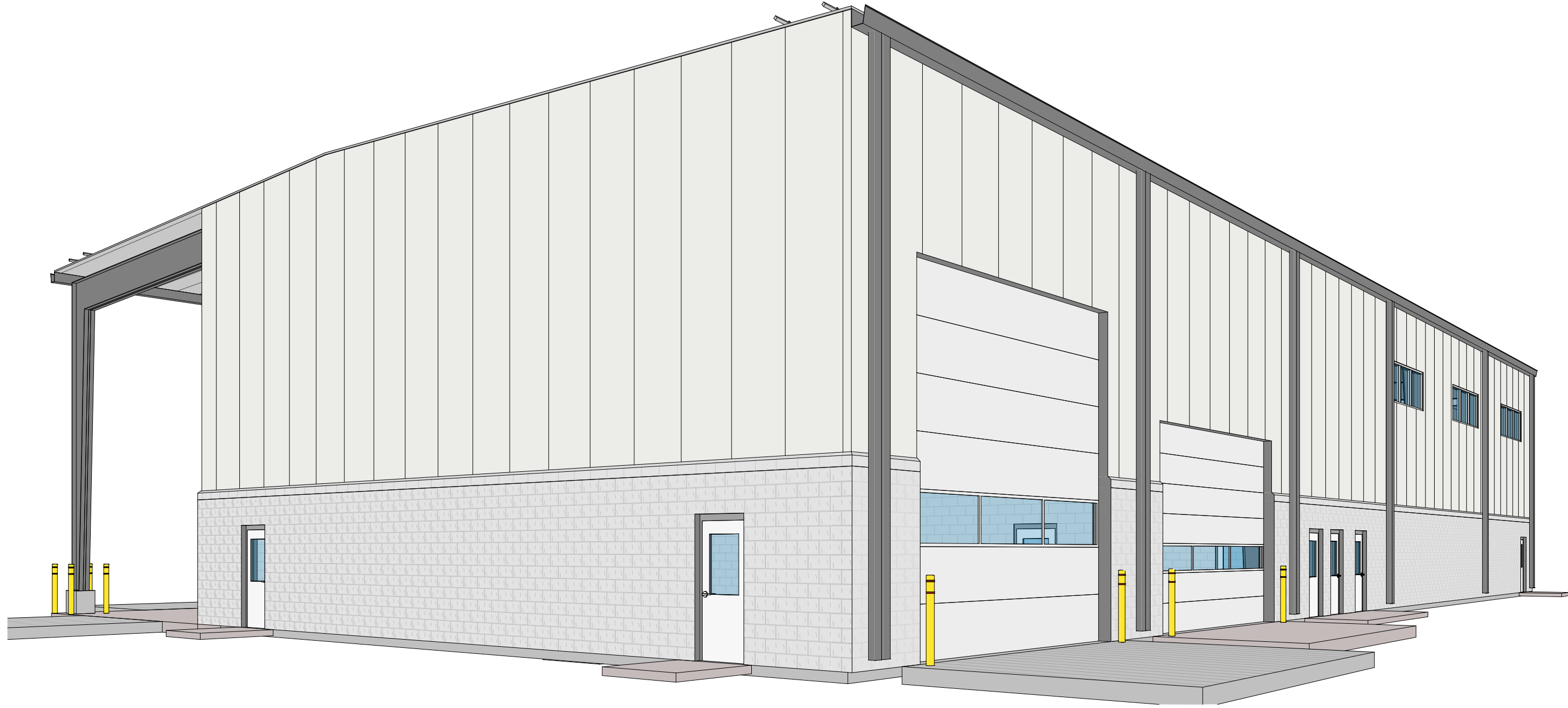
A-4.4

A NEW TRAINING-COLD STORAGE BLDG. FOR:
FABICK CAT
GREEN BAY, WISCONSIN



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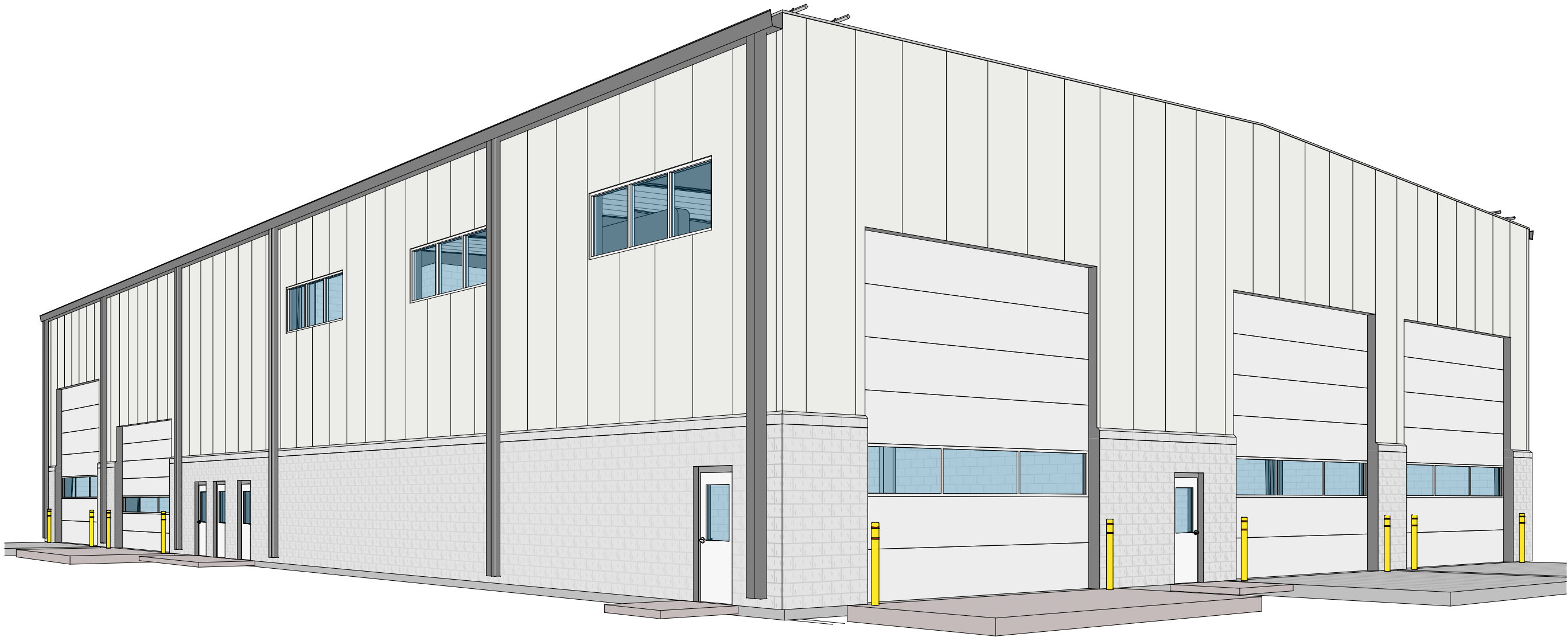
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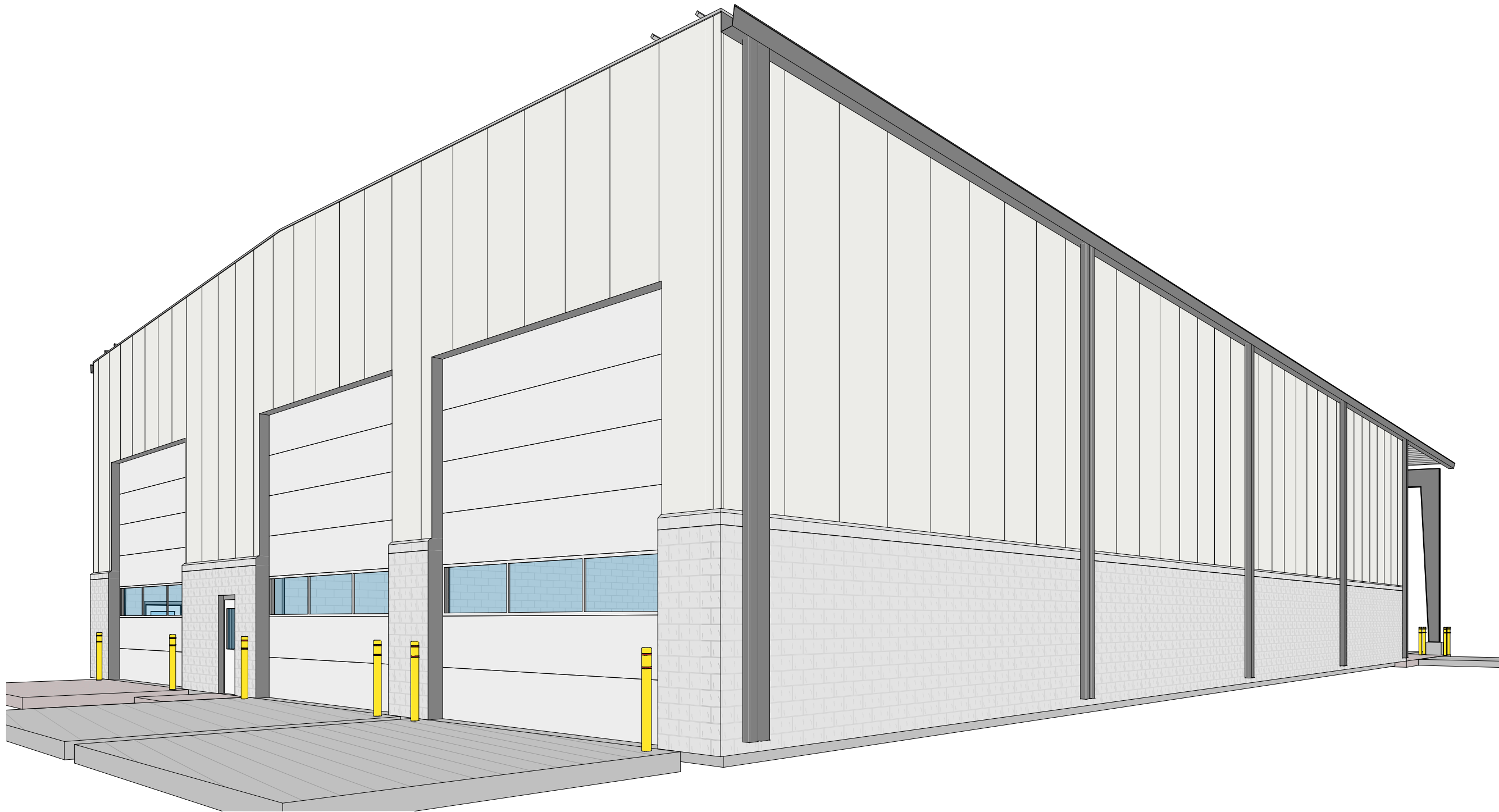
3D VIEW- EXTERIOR- SOUTHWEST CORNER



3D VIEW- EXTERIOR- NORTHWEST CORNER



3D VIEW- EXTERIOR- SOUTHEAST CORNER



3D VIEW- EXTERIOR- NORTHEAST CORNER





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FABICK CAT

A NEW UTILITY BUILDING FOR:

FABICK CAT



Milliman
Building Excellence

GREEN BAY,

WISCONSIN

date: 02/28/2023

job: 20-102

d. by: BUS, LCF

rev.:

A-4.3



Agenda Item Review

Meeting Date: 03/27/2023

Agenda Item#: 11

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

REPORT TO: Dr. Lanny Tibaldo, Town Board Chairman, Town Board
REPORT FROM: Cindy Kocken, Clerk-Treasurer
AGENDA ITEM: **Liquor License Amendment for Appointment of Successor Agent for LegitMoney, LLC - DBA Sgambati's New York Pizza**

FISCAL IMPACT:

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

Item History

In 2022 the Town Board approved a liquor license application for LegitMoney, LLC, DBA Sgambati's New York Pizza that listed Brandon Kofler Agent. Since that approval, Brandon has left the company and is no longer acting as Agent, which requires a Successor Agent to be appointed. The Town received the Appointment of Successor Agent form naming Trinity Griggs as the new agent for LegitMoney, LLC.

The applicant passed the background check that was completed by the Hobart-Lawrence Police Department.

Recommended Action By Town Board

Recommend approval of the amended Liquor License for LegitMoney, LLC, with Trinity Griggs as the Successor Agent.

Appointment of Successor Agent – Retail Licenses

Submit this form to your licensing authority with a \$10 processing fee.

If there is a change in agent, each club, corporation, or limited liability company that holds a retail license to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent and have the appointment approved by the licensing authority pursuant to sec. 125.04(6), Wis. Stats. The following questions must be answered by the agent, and the appointment must be signed by an officer of the corporation/organization or one member of the limited liability company (only one signature is required).

Section 1: Licensee Information and Acknowledgement

Licensee Name

TRINITY GRIGGS

Reason for Cancellation of Appointed Agent

BRANDON NO LONGER WORKS FOR THE COMPANY

The undersigned appoints TRINITY GRIGGS as
agent in accordance with sec. 125.04(6), Wis. Stats.

Signature of President / Member

Date

3-20-23

Section 2: Agent Information and Acknowledgement

Agent Name

TRINITY GRIGGS

Mailing Address

290 S KOOLS STREET

City or Post Office

APPLETON

State

WI

Zip Code

54914

Agent Questions

Yes No

1. Are you of legal drinking age? ☒ Yes ☐ No
2. Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent? ☒ Yes ☐ No
3. Have you ever been convicted of a federal law violation? ☐ Yes ☒ No
4. Have you ever been convicted of a state law violation? ☐ Yes ☒ No
5. Have you ever been convicted of a local ordinance violation? ☐ Yes ☒ No
6. Have you completed the required responsible beverage server training course per sec. 125.04(5)(a)5, Wis. Stats.? ☐ Yes ☒ No

UNDER PENALTY OF LAW, I declare that my answers above are true and correct to the best of my knowledge and belief.

I hereby accept appointment as agent for Legit Money LLC DBA Vgambatis and
assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

Signature of Agent

Date

3-20-2023

Section 3: Licensing Authority Approval

Municipality Name

LAWRENCE

Signature of Official

Date

03/24/2023

CHIEF OF POLICE
Title of Official



Agenda Item Review

Meeting Date: March 27, 2023

Agenda Item#: 12

TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

REPORT TO: Dr. Lanny Tibaldo, Town Board Chairman, Town Board
REPORT FROM: Kurt Minten, Public Works Director
AGENDA ITEM: **Ordinance 2023-001 Private watermain system inspection and maintenance.**

FISCAL IMPACT:

1. Is there A Fiscal Impact? Not for the Town, specifically
2. Is it Currently Budgeted? N/A

POLICY ISSUE

Should the Town Board approve Ordinance 2023-001 establishing the requirement for private water system maintenance?

BACKGROUND INFORMATION

There are privately owned and maintained water systems all over the Town. The best example of larger private water systems are those in apartment complexes that would have hundreds or thousands of feet of water main and a dozen fire hydrants and valves. Other examples would be industrial properties, commercial properties and business. They simply consist of extensions of watermain distribution piping, valves, fire hydrants and services onto private property. Water flows from Lawrence's Water Utility at the right of way line, into the private system to be distributed to customers for drinking and firefighting purposes. These systems must perform just like a public system to ensure that water remains clean and flows unrestricted all the way to a customer's tap and allows the Fire Department to fight fire.

Currently there is no statewide requirement for private water system maintenance. Surprisingly neither the Department of Natural Resources (public water code) or Department of Safety and Professional Services (private plumbing code) require this very important work. Not surprising is that many of the area municipalities have not addressed this issue. Most municipalities assume it falls under someone's else's jurisdiction. None the less, private water systems serve Lawrence's customers and citizens. If private systems malfunction it compromises safety. Also if private systems are leaking water, Lawrence's Water Utility suffers because water metering doesn't occur until it finally reaches a building. Thus, a private water system loses water at public expense and has no incentive to look for leaking water, much less fix it.

Technically because these systems are private the Town has no authority to require anything as far as inspection or maintenance. In fact, Lawrence Utility and Fire staff can't legally go in and operate or inspect hydrants, valves or check for leaks without being invited to do so. Our Fire Department would like to inspect the hydrants and test the fire flows it relies upon to do its job.

In recent years, the Town has been improving the way it operates its utilities especially as it relates to water loss and maintenance practices. A natural extension of this is to consider how private water systems maintain its critical infrastructure.

For obvious reasons, it is important that private systems provide basic annual maintenance to provide some reasonable assurance that privately-owned watermain, hydrants and valves will work when it comes time to fight a fire, and maintain clean water. It is also important from a water loss and financial perspective as it affects the Town's Water Utility efficiency and the rates paid by all consumers. The ordinance outlines that private systems must designate a knowledgeable person with authority to make operational decisions and follow standard Town practices for basic maintenance activities. They would be required to keep records and provide the Lawrence Water Utility with documentation of the maintenance.

Attached, I have prepared a sample letter asking a private system to maintain its water system. Private systems would have the option of hiring this work out themselves or asking the Town Water Utility to do it for a reasonable fee. Because our Utility does many miles of this work every year the Town can offer very reasonable basic service costs and simplify the complication of managing regular maintenance activity for private systems.

Basic inspection and maintenance services will inevitably result in the discovery of additional maintenance, adjustments or repair work that will need to be resolved by the private systems. Utility staff will offer advice and recommendations and could potentially offer service arrangements, for an additional cost, should they request that.

The ordinance outlines that costs for any requested service work or for any work performed in an emergency would be collected as a special tax should a private system fail to pay for said services. The Town would not provide work guarantees and the property owner would have to waive liability as it relates to any damages incurred.

Requiring basic maintenance activities would also resolve staff concerns about the need to require master metering at the right of way for new developments that fall outside of the requirements of s. PSC 185.53, Wis. Adm. Code.

RECOMMENDED ACTION

Staff recommends that the Town Board approve Ordinance 2023-001 establishing the requirement for private water system maintenance.

If the Town Board agrees with this action, the following motion could be used, "Motion to approve the Ordinance 2023-001 establishing the requirement for private water system inspection, maintenance and operation."

ORDINANCE 2023-001

AN ORDINANCE CREATING ARTICLE VII OF CHAPTER 286 WATER OF THE MUNICIPAL CODE OF THE TOWN OF LAWRENCE RELATING TO PRIVATE WATER SYSTEM INSPECTION, MAINTENANCE AND OPERATION

Whereas, The Town Board hereby determines that providing and maintaining a safe water supply is a vital priority and delivers the highest quality drinking water to its customers.

Whereas, It also provides for the safety and general welfare of customers via the provision of a strong and robust firefighting water supply.

Whereas, The Town Board ensures that its Public Water System, Lawrence Water Utility, is properly inspected, maintained and is fully operational, and it intends to ensure that customers indirectly served by Private Water Systems are also properly inspected, maintained and are fully operational. This is extremely important because the operation of Private Water Systems affect the safety water supply of customers as well as the efficient operation of the Public Water Utility. Private Water Systems are also highly important components of the firefighting water supply system.

Therefore, The Town Board determines that private water systems shall be inspected, maintained and operated according to established regulations, prudent management and best practices including the American Water Works Association (AWWA) and the National Fire Protection Association (NFPA) as follows:

**THE TOWN BOARD OF THE TOWN OF LAWRENCE, BROWN COUNTY, WISCONSIN DOES
ORDAIN THAT ARTICLE VII of CHAPTER 286 OF THE WATER UTILITY CODE, BE CREATED
TO READ AS FOLLOWS:**

Section 1.

286-56 – General.

- A. Owners of private water distribution systems shall be responsible for ensuring that their system is inspected, maintained, and operated to provide an adequate quantity of safe drinking water to those consumers served and for firefighting purposes. This responsibility includes maintaining or contracting for an adequate number of trained staff to perform all duties necessary, performing maintenance and replacement of watermain and appurtenances when necessary to keep the facilities in good operating condition. This responsibility also includes ensuring that sufficient fiscal resources are available for needed repairs and eventual system replacement.

286-57 – Applicability.

- A. Owners of the following water systems, located on private property, shall comply with the private water system maintenance requirements of this section if they have any of the following:
 - (1) Systems that have a valve or a fire hydrant.
 - (2) Systems that have water service to a building or a curb stop from a watermain.
 - (3) Systems that serve more than one building.

- (4) Systems that exceed a combined 150 feet of watermain and or service piping measured from the right of way.

286-58 – Certified operator requirements.

- A. Owners of private water system shall have a designated operator-in-charge that meets the appropriate experience and examination requirements to hold a valid waterworks certificate for a Distribution (D) subclass, operate and maintain the system.
- B. The owner of a private water system shall designate to the water utility the name and a 24 hours a day contact information of the operator-in-charge of the water system.
- C. Only the operator-in-charge or persons supervised by the operator-in-charge may operate the private water system. The operator-in-charge shall coordinate all private water system operations with the water utility providing two working days' notices before operating any fire hydrant or valve.
- D. No person may use or take water from a private water system except for the purpose of extinguishing a fire; or operate valves or hydrants, or damage or impair a private water system; such persons shall be subject to fine per Town Ordinance Chapter 286, Article VII.

286-59 – Operational requirements.

- A. Owners of private water systems shall operate the system so as not restrict water pressure or flow at all locations within their water distribution system under normal operating conditions.
- B. Owners of private water systems shall maintain current fire flow studies and documentation showing the fire flow capability of the system. The private water system owner shall notify the fire chief in writing of the location of all fire hydrants that are temporarily out of service or cannot maintain 500 gpm at 20 psi at ground level.

286-60 – Private water system maintenance activities.

- A. Unless an alternate schedule is approved by the water utility, owners of each private water system shall perform all the following:
 - (1) *Valve exercising.* All distribution system valves shall be exercised, consistent with water utility policy, at least once every two years.
 - (2) *Hydrant exercising.* All hydrants shall be exercised, consistent with water utility policy, at least once every two years.
 - (3) *Hydrant/valve maintenance, inspection, and fire flow testing.* Hydrants and valves shall be inspected annually and maintained in proper working condition, consistent with the manufacturer's recommendations, American Water Works Association (AWWA) and National Fire Protection Association (NFPA) standards. Fire hydrants shall be flow tested occasionally sufficient to demonstrate current flow rates.
 - (4) *Flushing dead-end mains.* Mains shall be flushed to remove sediment or water of poor quality, consistent with water utility policy, at least once every two years.
 - (5) *Leakage detection.* Mains, valves, hydrants, and services shall be inspected for leaks according to AWWA M36, consistent with that of the water utility policy, at least once every year. Water systems that are master metered at the right of way are exempt from annual leak detection maintenance requirement.

- (6) *Hydrant sandblasting and painting.* Hydrants shall be sandblasted, primed, and painted chrome yellow, caps shall be color coded to the fire flow rate per NFPA, consistent with water utility policy, as needed, but not to exceed once every eight to ten years.
- (7) *Repair leaks.* Repair leaks that have been identified in a timely manner:
 - (a) Significant surfacing leaks within eight hours.
 - (b) Surfacing leaks within eight hours to one day.
 - (c) Minor (barely visible) surfacing leaks within one day to three days.
 - (d) Non-surfacing detectable leaks within one to two weeks.
- (8) *Additional maintenance.* Perform all additional prudent watermain and appurtenance maintenance, repairs, or replacements per AWWA and NFPA as necessary to keep the facilities in good operating condition, typically within four to six weeks of detection.
- (9) *Cost for services performed by the town shall be placed on the tax roll.* Should the town, its employees or contractors perform any work at the request of a private system or perform any work for an immediate safety issue on a private water system, the town will place the charges for its time and expense on the tax roll of the property pursuant to Wis. Stats. §66.0627 or by any other manner allowed by law.

286-61 – Record keeping.

- A. Owners of private water systems shall provide records and documentation of private water system inspections, maintenance, and operations to the town water utility:
 - (1) Provide documentation of a valid service contract that authorizes the performance of needed maintenance and emergency repair work should the need arise.
 - (2) Provide and maintain detailed water system as constructed plans and a list of materials, parts, and equipment that the system is constructed of.
 - (3) Provide copies of all maintenance contracts, test records, reports and verification of payment documenting required system maintenance activities have taken place.

Section 2. All ordinances or parts of ordinances, in conflict herewith are hereby repealed.

Section 3. This ordinance shall take effect upon its adoption and publication.

Approved this 27th day of March, 2023.

Lanny Tibaldo, Town Chair

Cindy Kocken, Town Clerk



Agenda Item Review

Meeting Date: 03/27/2023

Agenda Item#: 13

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 Approval for 2022 MS4 Stormwater Report Submission**

FISCAL IMPACT:

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

Item History

The Town's annual stormwater MS4 report is prepared and submitted to the DNR reporting site. As part of the submittal process, we have the Town Board review and sign off on approval.

Please review the attached report.

Recommended Action By Town Board

Review and approval of the 2022 MS4 Annual Report submission to Wisconsin DNR.

Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

Project Name: 2022 Annual Report

County: Brown

Municipality: Lawrence, Town

Permit Number: S050075

Facility Number: 31092

Reporting Year: 2022

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Under s. 283.53(3)(a), a general MS4 permittee is required to reapply for permit coverage at least 180 days prior to the expiration date of the permit .

In order to acknowledge that you are reapplying for permit coverage, please check the following box: ☒

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary

- Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report
 - Municipal Cooperation Attachment
 - Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
- Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents (**If applicable, see permit for due dates.*)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
 - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)
- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality Lawrence, Town

Facility ID # or (FIN): 31092

Updated Information: ☐ Check to update mailing address information

Mailing Address: 2400 Shady Court

Mailing Address 2:

City: Lawrence, Town

State: WI

Zip Code: 54115 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact

First Name: Patrick

Last Name: Wetzel

☒ Select to **update** current contact information

Title: Town Administrator

Mailing Address: 2400 Shady Court

Mailing Address 2:

City: De Pere

State: WI

Zip Code: 54115 xxxxx or xxxxx-xxxx

Phone Number: 920-336-9131 Ext: xxx-xxx-xxxx

Email: patrickw@lawrencewi.gov

Additional Contacts Information (Optional)

- ☐ I&E Program
☐ IDDE Program

**Individual with responsibility for:
(Check all that apply)**

- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

xxxxx or xxxxx-xxxx

Phone Number:

Ext:

xxx-xxx-xxxx

Email:

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☒ Select to **create new** Billing contact

First Name:

Last Name:

☒ Select to **update** current contact information

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

xxxxx or xxxxx-xxxx

Phone Number:

Ext:

xxx-xxx-xxxx

Email:

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

☐ Yes ☒ No

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

Minimum Control Measures- Section 1 : Complete**1. Public Education and Outreach**

- a. Does MS4 conduct any educational efforts or events independently (not with a group) ☐ Yes
☒ No
- b. How many total educational events were held during the reporting year:
- c. The permit requires that both passive and interactive mechanisms are utilized. How many interactive mechanisms were used during the reporting year?

Topics Covered	Target Audience
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other

- d. Will additional information/summary of education events be attached to the annual report? ☐ Yes
☒ No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Town newsletter with stormwater info mailed to every property/owner in the Town, twice annually. Stormwater info shared on social media, as well, typically from NEWSC.

Minimum Control Measures - Section 2 : Complete**2. Public Involvement and Participation**

- a. Permit Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	<input type="text" value="4/1/2022"/>
Project/Event Name	<input type="text" value="Town Newsletter"/>
Delivery Mechanism	<input type="text" value="Other"/>

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input checked="" type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	101 +	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	1/1/2022
Project/Event Name	Committee-Board Meetings
Delivery Mechanism	Government Event (Public Hearing, Council Meeting, etc)

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input checked="" type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	51-100	<input type="radio"/> Yes <input checked="" type="radio"/> No

b. Volunteer Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	1/1/2022	<input type="checkbox"/> NA (Individual Permittee).
Project/Event Name	Volunteer Activities had been shutdown due to COVID, haven't restarted as...	
Delivery Mechanism	Other hands-on event	

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials	Select...	<input type="radio"/> Yes <input type="radio"/> No

☐ Other

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Stormwater info and program has been discussed at multiple board and committee meetings throughout the year. In-person activities had stopped in 2020 due to COVID and we have not yet restarted as of this reporting year.

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have? ☐ Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? ☐ Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges? ☐ Unsure
- d. How many illicit discharge complaints did the municipality receive? ☐ Unsure
- e. From the complaints received, how many were confirmed illicit discharges? ☐ Unsure
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? ☐ Unsure

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

- | | |
|---|--------------------------------|
| <input checked="" type="checkbox"/> Verbal Warning | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Notice of Violation | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation | <input type="text" value="0"/> |

Additional Information: _____

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

McMahon Associates performs illicit discharge screening services for the Town, provides guidance as appropriate.

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? ☐ Unsure
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? ☐ Unsure
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? ☐ Unsure

- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

☒ No Authority

☐ Verbal Warning

☐ Written Warning (including email)

☐ Notice of Violation

☐ Civil Penalty/ Citation

☐ Stop Work Order

☐ Forfeiture of Deposit

☐ Other - Describe below

- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

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Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management Best Management Practice (BMP) have received local approval ? ☐ Unsure
 *Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,
- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ☒ Yes ☐ No ☐ Unsure
- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? ☒ Unsure
 Inspections completed by private landowners should be included in the reported number.

- d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ☒ Yes ☐ No ☐ Unsure
- e. If yes, does MS4 have maintenance authority on these privately owned BMPs? ☒ Unsure
- f. How many municipally owned storm water management BMPs were inspected in the reporting year? ☐ Unsure
- g. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure
- ☐ No Authority
- ☒ Verbal Warning
- ☒ Written Warning (including email)
- ☒ Notice of Violation
- ☒ Civil Penalty/ Citation
- ☒ Forfeiture of Deposit
- ☒ Complete Maintenance
- ☒ Bill Responsible Party
- ☐ Other - Describe below

- e. Brief explanation on Post-Construction Storm Water Management reporting. *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

Currently working with owners of private BMPs on regular inspections and maintenance authority. Program to be implemented more fully in 2023.

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management best management practices. ☐ Unsure
- b. How many new municipally owned storm water management best management practices were installed in the reporting year? ☐ Unsure
- c. How many municipally owned storm water management best management practices were inspected in the reporting year? ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?

Rodents/pests, outfall structures debris, water quality, water level, sediment, algae, etc.

- e. How many of these facilities required maintenance? ☐ Unsure
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

One new Town storm pond was constructed in 2022, Town regularly completes debris removal near outfall structures as maintenance, regularly traps harmful rodents to pond shelf/shore.

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

- g. How many municipal properties require a SWPPP? ☐ Unsure
- h. How many inspections of municipal properties have been conducted in the reporting year? ☐ Unsure
- i. Have amendments to the SWPPPs been made?
☐ Yes ☒ No ☐ Unsure
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Inspections of municipal public works campus, brush collection site.

Collection Services - Street Sweeping / Cleaning Program ☐ Not Applicable

- l. Did the municipality conduct street sweeping/cleaning during the reporting year?
☒ Yes ☐ No ☐ Unsure
- m. If known, how many tons of material was removed? ☐ Unsure
- n. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
☒ Yes - Explain frequency Twice annually - spring and fall.
☐ No - Explain _____
☐ Not Applicable

Collection Services - Catch Basin Sump Cleaning Program ☐ Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? ☐ Yes ☒ No ☐ Unsure
- q. How many catch basin sumps were cleaned in the reporting year? ☐ Unsure

- r. If known, how many tons of material was collected? ☐ Unsure
- s. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
- ☐ Yes- Explain frequency _____
- ☐ No - Explain _____
- ☒ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☐ Yes ☒ No ☐ Unsure
- v. Does the municipality notify homeowners about pickup? ☐ Yes ☒ No ☐ Unsure
- w. Where are the residents directed to store the leaves for collection?
- ☐ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure
- ☐ Other - Describe _____
- x. What is the frequency of collection?
- _____
- y. Is collection followed by street sweeping/cleaning? ☐ Yes ☒ No ☐ Unsure
- z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (*One mile of a two-way road equals two lane miles.*) ☐ Unsure
- ab. Provide amount of de-icing products used by month last winter season?
- Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="100"/>	<input type="text" value="80"/>	<input type="text" value="125"/>	<input type="text" value="100"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>None</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐ Unsure
- ad. Have municipal personnel attended salt reduction strategy ☐ Yes ☒ No ☐ Unsure

training in the reporting year?

Training Date	Training Name	# Attendance

- ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Internal (Staff) Education & Communication

- af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element ? ☐ Yes ☒ No ☐ Unsure

If yes, describe what training was provided (250 character limit):

When:

How many attended:

- ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

Review of MS4 report items and discussion on stormwater ponds/practices through year

Municipal Officials

Review of MS4 report items and discussion on stormwater ponds/practices through year

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Review of MS4 report items and discussion on stormwater ponds/practices through year, follow-up discussion on specific items related to daily workload.

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?

☐ Yes ☒ No ☐ Unsure

If yes, check the areas the map items that got updated or changed:

- ☐ Storm water treatment facilities
- ☐ Storm pipes
- ☐ Vegetated swales
- ☐ Outfalls
- ☐ Other - Describe below

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Final Evaluation - Complete**Fiscal Analysis**

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
---	---------------------------------	--------------------------------	------------------------

Element: Public Education and Outreach

500	500	500	<u>Storm water utility</u>
-----	-----	-----	----------------------------

Element: Public Involvement and Participation

500	500	500	<u>Storm water utility</u>
-----	-----	-----	----------------------------

Element: Illicit Discharge Detection and Elimination

2500	3000	2500	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Construction Site Pollutant Control

4000	4000	4000	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Post-Construction Storm Water Management

2500	2500	2500	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Pollution Prevention

3000	3000	3000	<u>Storm water utility</u>
------	------	------	----------------------------

Other (describe)

			<u>Select...</u>
--	--	--	------------------

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☐ Yes ☒ No ☐ Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ☐ Yes ☒ No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

Status of Total Maximum Daily Loads (TMDLs) Implementation

The permittee Lawrence, Town is subject to the following approved TMDLs: Lower Fox River Basin and Lower Green Bay

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL:

[A.2] The Permittee requested and received department concurrence that the TMDL pollutant reductions is currently being met in all applicable reachsheds.

The permittee is confirming that they are maintaining all storm water management facilities, continuing street sweeping, and any other actions to continue maintenance of pollution control.

☒ Agree ☐ Disagree

[A.6.3] Final Documentation.

The permittee is confirming that all planned efforts are on schedule to submit the final documentation materials [updates to mapping, modeling, tabular summary, and Implementation Plan] under section A.6.3 by October 31, 2023.

☒ Agree ☐ Disagree

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.


Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

*Required Item

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Attach - Other Supporting Documents

AR IDDE

 File Attachment

[T-LawrenceIDDEReport2022.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Sign and Submit Your Application

Steps to Complete the signature process

- 1. Read and Accept the Terms and Conditions
- 2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Lawrence, Town MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality’s governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ☒ Authorized municipal contact using WAMS ID.
- ☐ Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:	Patrick Wetzel
Title:	Town Administrator

Authorized Signature.

☒ I accept the above terms and conditions.

Signed by : i:0#.f|wamsmembership|wetzpw30 on 2023-03-23T10:59:43
You have already signed and submitted this application to the DNR. Please [contact the Wisconsin DNR](#) for assistance.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.