

**Town of Lawrence**  
**Proceedings of the Regular Town Board Meeting**  
**Town Hall, 2400 Shady Court, De Pere WI**  
**Monday, August 14, 2023**

**1. Call to Order**

The meeting was called to order by Chairman Tibaldo at 6:33 p.m.

**2. Roll Call**

**Present In-Person**

Chairman: Dr. Lanny Tibaldo

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

Others in Attendance: Patrick Wetzel, Administrator; Cindy Kocken, Clerk-Treasurer; Scott Beining Building Inspector/Zoning Administrator; Kurt Minten, Public Works Director; Luke Pasterski, Fire Chief; Mike Renkas, Police Chief

**3. Pledge of Allegiance**

**4. Approve Agenda**

Supervisor Brienens made the motion to approve the agenda as presented. Supervisor Bain seconded the motion. The motion carried unanimously.

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

None.

**6. Consider minutes of the July 24, 2023, Town Board Meeting:**

Supervisor Vannieuwenhoven made the motion to approve the July 24, 2023, Town Board meeting minutes as presented. Supervisor Frigo seconded the motion. The motion carried unanimously.

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

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

**8. Review of Recommendations and Reports from Planning & Zoning Board:**

**a. Consideration of 2 Lot Certified Survey Map (CSM) at 3242 Williams Grant Drive, Parcel L-72-3 by Mark Sheriff:**

Supervisor Bain made the motion to approve the 2 Lot Certified Survey Map (CSM) at 3242 Williams Grant Drive, Parcel L-72-3 by Mark Sheriff as presented. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

**b. Consideration to SET A PUBLIC HEARING DATE for Zoning Amendment to re-zone from Agricultural Zone (A-1) to Business Commercial (B-1) with Conditional Use Permit (CUP) for Mini Warehouse Facility at 2750 Little Rapids Road on Parcel L-1294 by Vierbicher:**

Supervisor Brienens made the motion to set a public hearing for September 11, 2023, for zoning amendment to re-zone from Agricultural Zone (A-1) to Business Commercial (B-1) with Conditional Use Permit (CUP) for Mini Warehouse Facility at 2750 Little Rapids Road on Parcel L-1294 by Vierbicher as presented. Supervisor Frigo seconded the motion. The motion carried unanimously.

**c. Consideration of 3 Lot Certified Survey Map (CSM) at 0 Williams Grant Drive, Parcel L-169 by Vierbicher:**

Supervisor Bain made the motion to approve the 3 Lot Certified Survey Map (CSM) at 0 Williams Grant Drive, Parcel L-169 by Vierbicher as presented. Supervisor Frigo seconded the motion. The motion carried unanimously.

- d. **Consideration to SET A PUBLIC HEARING DATE for Zoning Amendment to re-zone Lots 1, 2, 3 of the above CSM from Agricultural Zone (A-1) to Residential (R-1) at 0 Williams Grant Drive on Parcel L-169 by Vierbicher**

Supervisor Frigo made the motion to set a public hearing for September 11, 2023, for zoning amendment to re-zone Lots 1, 2, 3 of the above CSM from Agricultural Zone (A-1) to Residential (R-1) at 0 Williams Grant Drive on Parcel L-169 by Vierbicher as presented.

Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

9. **Consideration of Grant Application and Submission Consultant Proposal for new Fire Dept Radios:**

Chief Luke Pasterski reviewed the condition of the existing radios. Chief Pasterski reached out to a grant writing service, Lexipol since these grants tend to be somewhat complicated and time consuming.

Supervisor Bain made a motion to approve Lexipol as the grant application and submission consultant for new fire dept radios in the amount of \$3,750 as presented. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

10. **Discussion of Proposed Ordinance 2023-003 -Amend & Replace § 204-1 - Use of Cigarette, Tobacco Products or Other Smoking Electronic Delivery Devices Prohibited or other Tobacco Restrictions:**

Administrator Patrick Wetzel and Captain Brent Olson discussed the proposed Ordinance 2023-33 regarding the use of cigarette, tobacco products or other smoking electronic delivery devices prohibited. Will follow up after legal review and ordinance numbering and language at the next Town Board meeting.

11. **Consideration of Design/Traffic Management Consultant – Mid Valley Bridge near Plank Road:**

Supervisor Bain made the motion to approve Beyond 24 Leagues, LLC as the design/traffic management consultant for Mid Valley bridge near Plank Road in the amount of \$5,500 as presented. Supervisor Brienien seconded the motion. The motion carried unanimously.

12. **Consideration Proposal for Pickle Ball Courts Design Consultant – Quarry Park:**

Supervisor Brienien made the motion to approve proposal from Fred Kolkman, Tennis and Sport Surfaces, LLC in the amount of \$13,000 as the Pickle Ball Courts Design Consultant and resurfacing of basketball court and trail at Quarry Park as presented. Supervisor Bain seconded the motion. The motion carried unanimously.

13. **Consideration of Proposal for New Window Installation – Police Office and Front Counter:**

Kurt Minten reviewed the proposal received from Alliance Construction for the addition of a window in the police office and a second window for an additional customer counter in the lobby. It was recommended for staff to get other proposals for comparison.

14. **Consideration of Amended West De Pere Schools Hobart-Lawrence Police SRO/Liaison Contract – Update Title of Position:**

Supervisor Frigo made the motion to approve amended West De Pere Schools Hobart-Lawrence Police SRO/Liaison contract to update title of position as presented. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

15. **Consideration of Proposal for Town Hall Internet/Fiber Service Provider:**

Supervisor Brienien made the motion to approve proposal from Spectrum for a 60-month contract for Town Hall Internet/Fiber Service Provider as presented. Supervisor Bain seconded the motion. The motion carried unanimously.

16. **Consideration of Pay Requests for 2023 Town Road Improvement/Paving – MCC, Inc:**

Supervisor Bain made the motion to approve Pay Request #2 for \$298,039.96 and Pay Request #3 for \$38,163.38 for the 2023 Town Road Improvement/Paving – MCC, Inc contingent on Administrator Wetzel's final review as presented. Supervisor Brienien seconded the motion. The motion carried unanimously.

17. **Consideration of Schedule/Steps to Consider Creation of TIF District #3 – Mid Valley Dr/Freedom Rd:**  
An update was given by Administrator Patrick Wetzel to consider the creation of a TID #3 with a firmed-up schedule reviewed for August, September, and October. Planning & Zoning will hold a public hearing to gather input on the proposed boundary, the proposed list of expenses and the development value revenue and financing plan.
18. **Update on Future Consideration to Implement Town Room Tax/Short Term Rental Ordinance(s):**  
Brief update was given on potential room tax and short-term rental ordinance(s).
19. **Administrator/Staff Reports**  
Staff reports were given.
20. **Future Agenda Items:**  
a. Ordinance 2023-003 Use of Cigarette, Tobacco products or other Smoking Electronic Delivery Devices.  
b. Proposal for New Window Installation – Police Office and Front.  
c. Auditor's Presentation of Financial Statements.
21. **Closed Session:** Supervisor Brienens made the motion to move to closed session at 8:11pm 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 Development and general Land Sale/Acquisition*). Supervisor Bain seconded the motion. Roll call vote: Supervisor Brienens, aye; Supervisor Bain, aye; Supervisor Vannieuwenhoven, aye; Supervisor Frigo, aye; Chairman Tibaldo, aye. The motion carried unanimously. The motion carried unanimously.
22. **Return to Regular Open Session for possible action pursuant to Ch. 19.85 (2) of Wisconsin Stats:**  
Supervisor Frigo made the motion to return to regular open session at 8:53pm. Supervisor Vannieuwenhoven seconded the motion. Roll call vote: Supervisor Brienens, aye; Supervisor Bain, aye; Supervisor Vannieuwenhoven, aye; Supervisor Frigo, aye; Chairman Tibaldo, aye. The motion carried unanimously.
23. **Adjourn:**  
Supervisor Frigo made the motion at 8:53pm to adjourn the meeting. Supervisor Bain seconded the motion. The motion carried unanimously.

Respectfully submitted by,  
Cindy Kocken, Clerk-Treasurer