

Town of Lawrence  
Town Board Meeting  
Town Hall 2400 Shady Court, De Pere WI 54115  
Monday, January 8, 2024  
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 December 20, 2023, Town Board Meeting
7. Consideration of payment of due invoices.
8. Oath/Swearing in of new Hobart-Lawrence Police Officers Ryan Peterson and Brock Peters
9. Consideration of Change Order #2-2023 Water/Sewer Project-Superior Sewer & Water - \$13,525.80  
*(additional breaker run material and geo fabric for Little Rapids Road backfill and road restoration)*
10. Consideration of 2024 Farm Lease on Town Owned Land – N. Van Gheem Farms – L-386-1
11. Discussion on Future Re-Creation of Town Park/Rec Committee
12. Update on Ordinance 2024-001 Creating Hotel, Motel and Room Tax Ordinance – Set Public Hearing
13. Consideration of Resolution 2024-001 – Authorizing and Approving the Sale of Land to Northeast Wisconsin Rugby Foundation, Inc. – Parcel L-2278 – Lawrence Parkway
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 Development, general Land Sales)*.
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 January 5, 2024*

- ☒ *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**  
**Wednesday, December 20, 2023**

**1. Call to Order**

The meeting was called to order by Chairman Tibaldo at 4:30 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; Luke Pasterski, Fire 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 December 11, 2023, Town Board Meeting:**

Supervisor Vannieuwenhoven made the motion to approve the December 11, 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 due invoices as presented. Supervisor Bain seconded the motion. The motion carried unanimously.

**8. Consideration of Resolution 2023-022 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,340,000 General Obligation Refunding Bonds, Series 2024A:**

Supervisor Brienens made a motion to approve Resolution 2023-022 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,340,000 General Obligation Refunding Bonds, Series 2024A as presented. 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.

**9. Consideration of Resolution 2023-023 – Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$4,270,000 Taxable General Obligation Refunding Bonds, Series 2024B:**

Supervisor Frigo made the motion to approve Resolution 2023-023 – Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$4,270,000 Taxable General Obligation Refunding Bonds, Series 2024B as presented. 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.

**10. Consideration of Resolution 2023-024 - Updated 2024 Building Inspections Fee Schedule:**

Supervisor Bain made the motion to approve Resolution 2023-024 - Updated 2024 Building Inspections Fee Schedule as presented. 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.

11. **Consideration of Sewer Budget for 2024 and Annual Adjustment of Sewer Rates:**  
Supervisor Bain made the motion to approve the Sewer Budget for 2024 and Annual Adjustment of Sewer Rates as presented. Supervisor Brienens seconded the motion. The motion carried unanimously.
12. **Consideration of Pay Request #1 2023 Water/Sewer Project – Superior Sewer/Water - \$211,381.95:**  
Supervisor Bain made the motion to approve Pay Request #1 2023 Water/Sewer Project – Superior Sewer/Water for \$211,381.95 as presented. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.
13. **Consideration of Pay Request #1 – 2023 Stormwater Pond Projects – Relyco Plus LLC - \$362,705.59:**  
Supervisor Brienens made the motion to approve Pay Request #1 – 2023 Stormwater Pond Projects – Relyco Plus LLC for \$362,705.59 as presented. Supervisor Bain seconded the motion. The motion carried unanimously.
14. **Consideration of Amended Fire Department Pay Scale – Effective 1/1/2024:**  
Supervisor Bain made the motion to approve Amended Fire Department Pay Scale – Effective 1/1/2024 as presented. Supervisor Vannieuwenhoven seconded the motion. Supervisor Brienens abstained. The motion was carried with a 4-0 vote.
15. **Administrator/Staff Reports**  
Staff reports were given.
16. **Future Agenda Items:**
  - a. Water Rate Case Presentation
  - b. Ordinance 2023-005 Creating Hotel, Motel, and Room Tax Ordinance
17. **Closed Session:** Supervisor Vannieuwenhoven made the motion to move to closed session at 5:43pm 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, Land Sale*) 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 (*2024 Wages*). Supervisor Frigo 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.
18. **Return to Regular Open Session for possible action pursuant to Ch. 19.85 (2) of Wisconsin Stats:**  
Supervisor Frigo made the motion at 6:15pm to return to regular open session for possible action pursuant to Ch. 19.85 (2) of Wisconsin Stats. 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.
19. **Consideration of 2024 Wages:**  
Supervisor Frigo made the motion to approve the 2024 wages as presented. Supervisor Brienens seconded the motion. The motion carried unanimously.
20. **Adjourn:**  
Supervisor Frigo made the motion at 6:16pm to adjourn the meeting. Supervisor Vannieuwenhoven seconded the motion. The motion carried unanimously.

Respectfully submitted by,  
Cindy Kocken, Clerk-Treasurer

## Report Criteria:

Detail report.  
Invoices with totals above \$.00 included.  
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>AIT Business Technologies, LLC</b>								
869	AIT Business Technologies, LLC	47640	IT Services	11/30/2023	1,151.40	.00		
869	AIT Business Technologies, LLC	47640	Patrick Computer	11/30/2023	1,199.00	.00		
869	AIT Business Technologies, LLC	47640	IT Services-FD	11/30/2023	67.50	.00		
869	AIT Business Technologies, LLC	48717	Microsoft Office-Anti Virus	01/01/2024	398.00	.00		
869	AIT Business Technologies, LLC	48718	Server Backup	01/01/2024	199.99	.00		
869	AIT Business Technologies, LLC	48719	IT Services	01/01/2024	629.99	.00		
869	AIT Business Technologies, LLC	48720	Water Telephone	01/01/2024	75.00	.00		
869	AIT Business Technologies, LLC	48720	Telephone Service	01/01/2024	150.00	.00		
869	AIT Business Technologies, LLC	48720	Sewer Telephone	01/01/2024	75.00	.00		
Total AIT Business Technologies, LLC:					3,945.88	.00		
<b>Associated Appraisal Consultan, Inc</b>								
31	Associated Appraisal Consultan, I	172115	Town Assessor	01/01/2024	1,461.07	.00		
Total Associated Appraisal Consultan, Inc:					1,461.07	.00		
<b>Badger Meter, Inc</b>								
37	Badger Meter, Inc	80148632	Services	12/28/2023	414.82	.00		
Total Badger Meter, Inc:					414.82	.00		
<b>Bear Graphics</b>								
623	Bear Graphics	0930973	Election Supplies	12/27/2023	608.63	.00		
623	Bear Graphics	0930974	Election Supplies	12/27/2023	442.75	.00		
Total Bear Graphics:					1,051.38	.00		
<b>Brown County Highway Department</b>								
67	Brown County Highway Departme	2023-0000000	EB-39 Cost Share Southbridge C	05/31/2023	65,768.40	.00		
67	Brown County Highway Departme	2023-0000000	EB-39 Cost Share Southbridge C	06/30/2023	4,212.20	.00		
67	Brown County Highway Departme	2023-0000000	EB-39 Cost Share Southbridge C	07/31/2023	2,226.22	.00		
67	Brown County Highway Departme	2023-0000001	EB-39 Cost Share Southbridge C	08/31/2023	9,318.39	.00		
67	Brown County Highway Departme	2023-0000001	EB-39 Cost Share Southbridge C	09/30/2023	42,046.25	.00		
67	Brown County Highway Departme	2023-0000002	EB-39 Cost Share Southbridge C	10/31/2023	22,088.32	.00		
67	Brown County Highway Departme	2023-0000002	EB-39 Cost Share Southbridge C	11/30/2023	15,033.07	.00		
67	Brown County Highway Departme	2023-0000005	Road Shoulder Work	07/31/2023	3,406.58	.00		
67	Brown County Highway Departme	2023-0000006	Road Shouldering	08/31/2023	10,532.83	.00		
Total Brown County Highway Department:					174,632.26	.00		
<b>Brown County Planning &amp; Land Services</b>								
70	Brown County Planning & Land S	2023-0000000	Comprehensive Plan Update	12/31/2023	21,090.00	.00		
Total Brown County Planning & Land Services:					21,090.00	.00		
<b>Civic Systems LLC</b>								
101	Civic Systems LLC	CVC24092	Annual Support for Software-SF	12/19/2023	1,798.75	.00		
101	Civic Systems LLC	CVC24092	Annual Support for Software-WF	12/19/2023	3,597.50	.00		
101	Civic Systems LLC	CVC24092	Annual Support for Software-GF	12/19/2023	1,798.75	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Civic Systems LLC:					7,195.00	.00		
<b>Clean Water Testing LLC</b>								
102	Clean Water Testing LLC	9008292878	Water Testing	12/21/2023	32.00	.00		
Total Clean Water Testing LLC:					32.00	.00		
<b>Core &amp; Main LP</b>								
200	Core & Main LP	S983679	Storm Sewer Repair	12/19/2023	585.00	.00		
200	Core & Main LP	U104406	Hydrant repair	12/14/2023	950.00	.00		
200	Core & Main LP	U105033	Hydrant repair	12/19/2023	950.00	.00		
Total Core & Main LP:					2,485.00	.00		
<b>Cypress Homes</b>								
692	Cypress Homes	23-06-0028	Contractor Deposit Refund-2138	12/21/2023	1,000.00	.00		
Total Cypress Homes:					1,000.00	.00		
<b>Dangutis, Myrna</b>								
1161	Dangutis, Myrna	010324	Garbage & Recycling Overcharge	01/03/2024	285.70	.00		
1161	Dangutis, Myrna	010324	Garbage & Recycling Overcharge	01/03/2024	571.40	.00		
Total Dangutis, Myrna:					857.10	.00		
<b>Diggers Hotline</b>								
125	Diggers Hotline	231 2 19551	SF-Locate Service	12/31/2023	54.81	.00		
125	Diggers Hotline	231 2 19551	WF-Locate Service	12/31/2023	54.81	.00		
Total Diggers Hotline:					109.62	.00		
<b>Duane's Plumbing Inc</b>								
1028	Duane's Plumbing Inc	100826	Water Sample Valve Installation	12/28/2023	274.50	.00		
Total Duane's Plumbing Inc:					274.50	.00		
<b>Earth Development, Inc</b>								
976	Earth Development, Inc	91701	Snow Removal Round-Abouts	11/30/2023	60.00	.00		
Total Earth Development, Inc:					60.00	.00		
<b>Fameree Consulting &amp; Inspection</b>								
154	Fameree Consulting & Inspection	1067	Electrical Inspection	12/21/2023	215.15	.00		
Total Fameree Consulting & Inspection:					215.15	.00		
<b>GFL Solid Waste Midwest, LLC</b>								
1015	GFL Solid Waste Midwest, LLC	U60000188060	Recycling Pick Up	12/20/2023	7,470.33	.00		
1015	GFL Solid Waste Midwest, LLC	U60000188060	Trash Pick Up	12/20/2023	12,352.78	.00		
Total GFL Solid Waste Midwest, LLC:					19,823.11	.00		
<b>Horton Group, Inc</b>								
1113	Horton Group, Inc	112936	Commercial Insurance	12/28/2023	39,671.83	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Horton Group, Inc:					39,671.83	.00		
<b>Integrity Home Builders</b>								
1001	Integrity Home Builders	23-06-0031	Contractor Deposit Refund-1564	12/21/2023	1,000.00	.00		
Total Integrity Home Builders:					1,000.00	.00		
<b>Kocken Bros Trucking &amp; Excavating</b>								
253	Kocken Bros Trucking & Excavati	123123	Town Hall Parking Lot	12/31/2023	28,773.00	.00		
Total Kocken Bros Trucking & Excavating:					28,773.00	.00		
<b>Menards Inc</b>								
286	Menards Inc	25000	Public Works Supplies	12/19/2023	7.96	.00		
286	Menards Inc	25080	Roads	12/20/2023	254.32	.00		
286	Menards Inc	25080	Temp Mailboxes - Water/Sewer E	12/20/2023	115.19	.00		
Total Menards Inc:					377.47	.00		
<b>Mid Vallee Golf Course Inc.</b>								
290	Mid Vallee Golf Course Inc.	91	Fire Department Christmas Party	12/09/2023	2,268.44	.00		
Total Mid Vallee Golf Course Inc.:					2,268.44	.00		
<b>Pro One Janitorial Inc</b>								
342	Pro One Janitorial Inc	205564	Office Cleaning	12/20/2023	565.00	.00		
Total Pro One Janitorial Inc:					565.00	.00		
<b>Quill Corporation</b>								
349	Quill Corporation	36218415	Office Supplies-Water Fund	12/16/2023	7.50	.00		
349	Quill Corporation	36218415	Office Supplies-Sewer Fund	12/16/2023	7.49	.00		
349	Quill Corporation	36218415	Office Supplies-General Fund	12/16/2023	15.00	.00		
Total Quill Corporation:					29.99	.00		
<b>R &amp; R Insurance Services, Inc</b>								
1099	R & R Insurance Services, Inc	2955849	Insurance Services	12/28/2023	232.50	.00		
Total R & R Insurance Services, Inc:					232.50	.00		
<b>Relyco Plus LLC</b>								
1159	Relyco Plus LLC	L0017-09-22-0	2023 Storm Ponds - Pay Request	12/14/2023	108,492.55	108,492.55	12/21/2023	
1159	Relyco Plus LLC	L0017-09-22-0	2023 Storm Ponds - Pay Request	12/14/2023	254,213.04	254,213.04	12/21/2023	
Total Relyco Plus LLC:					362,705.59	362,705.59		
<b>Rennert's Fire Equipment Servi, Inc</b>								
360	Rennert's Fire Equipment Servi, In	1722	Fire Truck Maintenance	12/20/2023	279.69	.00		
360	Rennert's Fire Equipment Servi, In	1745	Fire Truck Maintenance	01/02/2024	548.93	.00		
Total Rennert's Fire Equipment Servi, Inc:					828.62	.00		
<b>Rhyme Business Products</b>								
10	Rhyme Business Products	35574421	Copier Lease Payment-SF	12/25/2023	63.24	.00		
10	Rhyme Business Products	35574421	Copier Lease Payment -GF	12/25/2023	126.48	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
10	Rhyme Business Products	35574421	Copier Lease Payment-WF	12/25/2023	63.24	.00		
Total Rhyme Business Products:					252.96	.00		
<b>Ruechel, Brian C.</b>								
1012	Ruechel, Brian C.	123123	Financial Consultant	12/23/2023	2,126.25	.00		
Total Ruechel, Brian C.:					2,126.25	.00		
<b>Schmitt, Karla</b>								
1160	Schmitt, Karla	010324	Garbage & Recycling Overcharge	01/03/2024	571.40	.00		
1160	Schmitt, Karla	010324	Garbage & Recycling Overcharge	01/03/2024	285.70	.00		
Total Schmitt, Karla:					857.10	.00		
<b>Securian Financial Group, Inc</b>								
944	Securian Financial Group, Inc	002832L-0220	Life Insurance	01/02/2024	294.94	.00		
Total Securian Financial Group, Inc:					294.94	.00		
<b>Seidl, Matt</b>								
1162	Seidl, Matt	010324	Garbage & Recycling Overcharge	01/03/2024	171.94	.00		
1162	Seidl, Matt	010324	Garbage & Recycling Overcharge	01/03/2024	343.88	.00		
Total Seidl, Matt:					515.82	.00		
<b>Southside Tire Co.</b>								
388	Southside Tire Co.	10310012	Truck #5	12/26/2023	115.45	.00		
Total Southside Tire Co.:					115.45	.00		
<b>Stone, Kim</b>								
1163	Stone, Kim	010324	Garbage & Recycling Overcharge	01/03/2024	113.76	.00		
1163	Stone, Kim	010324	Garbage & Recycling Overcharge	01/03/2024	227.52	.00		
Total Stone, Kim:					341.28	.00		
<b>Superior Sewer &amp; Water Inc.</b>								
1158	Superior Sewer & Water Inc.	L0017-09-23-0	2023 Sewer & Water-Pay Req #1	12/15/2023	211,381.95	211,381.95	12/21/2023	
Total Superior Sewer & Water Inc.:					211,381.95	211,381.95		
<b>TDS Metrocom</b>								
405	TDS Metrocom	9203369193-11	Telephone Service-SF	11/10/2023	41.27	.00		
405	TDS Metrocom	9203369193-11	Telephone Service- GF	11/10/2023	82.55	.00		
405	TDS Metrocom	9203369193-11	Telephone Service - WF	11/10/2023	41.27	.00		
Total TDS Metrocom:					165.09	.00		
<b>Village of Ashwaubenon</b>								
448	Village of Ashwaubenon	7754	4th Qtr Water Usage	12/31/2023	162.61	.00		
Total Village of Ashwaubenon:					162.61	.00		
<b>Wagner, Colin</b>								
550	Wagner, Colin	23-07-0005	Contractor Deposit Refund - 1085	12/21/2023	1,000.00	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total Wagner, Colin:					1,000.00	.00		
Grand Totals:					888,312.78	574,087.54		

Dated: \_\_\_\_\_

Town Chairman: \_\_\_\_\_

Town Supervisor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Clerk/Treasurer: \_\_\_\_\_

Report Criteria:

Detail report.

Invoices with totals above \$.00 included.

Paid and unpaid invoices included.



# LAW ENFORCEMENT

## OATH OF HONOR



On my honor, I will never  
betray my badge, my integrity,  
my character or the public trust.

I will always have the courage to hold  
myself and others accountable for our  
actions.

I will always uphold the  
constitution, my community, and the  
agency I serve.

1/8/2024

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RYAN PETERSON

# HOBART-LAWRENCE POLICE DEPARTMENT

## OATH OF OFFICE



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

I, Ryan Peterson, who have been appointed to the Hobart-Lawrence Police Department, but have not yet entered upon the duties thereof, swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability, so help me God.

Subscribed and sworn to before me this  
8th day of January, 2024.

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CINDY KOCKEN  
CLERK-TREASURER

1/8/2024  

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RYAN PETERSON

# LAW ENFORCEMENT

## OATH OF HONOR



On my honor, I will never  
betray my badge, my integrity,  
my character or the public trust.

I will always have the courage to hold  
myself and others accountable for our  
actions.

I will always uphold the  
constitution, my community, and the  
agency I serve.

1/8/2024

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BROCK PETERS

# HOBART-LAWRENCE POLICE DEPARTMENT

## OATH OF OFFICE



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

I, Ryan Peterson, who have been appointed to the Hobart-Lawrence Police Department, but have not yet entered upon the duties thereof, swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability, so help me God.

Subscribed and sworn to before me this  
8th day of January, 2024.

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CINDY KOCKEN  
CLERK-TREASURER

1/8/2024  

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BROCK PETERS



## Agenda Item Review

Meeting Date: 1/8/2024

Agenda Item#: 9

### 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 Change Order #2 – 2023 Sewer/Water Project – Superior SW - \$13,525.80**

#### FISCAL IMPACT:

1. Is there A Fiscal Impact? Yes
2. Is it Currently Budgeted? Yes, within contingency for project

#### **Item History:**

Work has commenced on the 2023 Water/Sewer Projects in the Town, specifically with a new lift station and sewer from Shady Court/Little Rapids Road, which ultimately extends to serve Mid Valley Drive.

The contractor has encountered the need for additional breaker run and geofabric to be utilized in backfilling the new sewer pipe amid the soil conditions withing the Little Rapids Road right of way between Shady Court and the I-41 underpass.

Town staff/engineers, soil consultants and the contractor have reviewed the conditions of the soils for backfilling the sewer line area and have reached an agreement for a change order to account for additional breaker run and geo fabric to help bolster the new infrastructure and road.

This process to review conditions and gather a game plan has taken about a week over the holidays, and as a result, the detour around Little Rapids Rd/French Rd has been extended about an additional week.

We anticipate that French Rd should open for travel within about a week, though the intersection and road areas where work was completed will be in stone until spring, when paving will be feasible. Little Rapids Road under I-41 will remain closed while the work commences through that area and to Mid Valley Drive in the near future.

**Recommended Action:** Recommend approval of Change Order #2 – 2023 Water/Sewer Project- Superior Sewer and Water, in the amount of \$13,525.80.



January 4, 2024

Superior Sewer and Water, Inc.  
1801 Deer Trail  
Luxemburg, WI 54217

Re: Town of Lawerence  
2023 Sanitary Sewer & Water Main Construction  
Change Order #2  
McM. No. L0017-09-23-00310

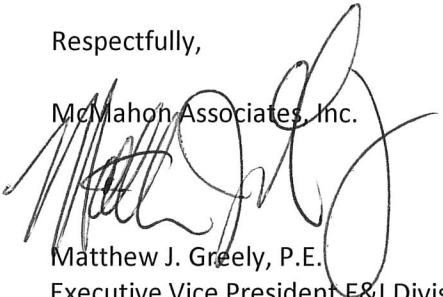
Enclosed herewith is Change Order #2 for the above referenced project. This change is an increase to the Contract in the amount of \$13,525.80. The current Contract Price is \$2,873,851.93.

Please review and sign in the space provided. **Return all copies to our office.** We will obtain the Owner's signature and distribute accordingly.

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

Respectfully,

McMahon Associates, Inc.



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

MJG:car

Enclosure: Change Order #2

**CHANGE ORDER**

SUPERIOR SEWER AND WATER, INC.  
1801 Deer Trail  
Luxemburg, WI 54217

Contract No. L0017-09-23-00310  
Project File No. L0017-09-23-00310  
Change Order No. Two (2)  
Issue Date: January 4, 2024  
Project: Town of Lawrence 2023 Sanitary  
Sewer & Water Main Construction

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

	(Item Description)	(Price)
2.1	Use of Geotextile Fabric (Type SAS) both in the Town portion and WisDot portion of Little Rapids Road along with an additional 12" of 3" breaker in the Town portion from Shady Court to existing 24" CMP east of French Road 202+85+/-.	
	▶ Town Portion Geotextile Fabric (Type SAS) 510 S.Y. @ \$2.88/S.Y. ....ADD	+ \$1,468.80
	▶ WisDOT Portion Geotextile Fabric (Type SAS) 2,150 S.Y. @ \$2.88/S.Y. ....ADD	+ \$6,192.00
	▶ Added 12" of 3" Breaker 510 S.Y. @ \$11.50/S.Y. (\$5.75/S.Y. @ 6", Double to 12" = \$11.50).....ADD	+ \$5,865.00
	<b>TOTAL</b>	<b>+ \$13,525.80</b>

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

	CONTRACT PRICE	TIME
Prior To This Change Order	<u>\$2,860,326.13</u>	<u>-</u> days
Adjustments Per This Change Order	<u>+ \$13,525.80</u>	<u>0</u> days
Current Contract Status	<u>\$2,873,851.93</u>	<u>-</u> days

Recommended:

**McMAHON ASSOCIATES, INC.**  
Neenah, WisconsinBy: Date: JAN 5, 2024

Accepted:

**SUPERIOR SEWER AND WATER, INC.**  
Luxemburg, Wisconsin

By: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized:

**TOWN OF LAWRENCE**  
Brown County, Wisconsin

By: \_\_\_\_\_

Date: \_\_\_\_\_

- ☐ OWNER Copy  
☐ CONTRACTOR Copy  
☐ ENGINEER Copy (Contract Copy)  
☐ FILE COPY

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



## Agenda Item Review

Meeting Date: 1/8/2024

Agenda Item#: 10

## 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 2024 Farm Lease – L-386-1 – N. Van Gheem Farms**

### FISCAL IMPACT:

1. Is there A Fiscal Impact? Yes
2. Is it Currently Budgeted? Yes, revenue to park improvement fund

### **Item History:**

Historically, the Town has entered into lease agreements for farming on land held for future development. These agreements have been made on a year-to-year basis to maximize flexibility in the event that development should occur in a given year, while also providing for a revenue source while the land waits for development.

Typically, when those who lease the land incur costs for seed/crops, if they need to be removed mid-season for development, the amount of penalty expense outweighs the revenue the Town earns from leasing the property, so the consideration of lease areas has been reviewed conservatively each year.

The Town acquired the former Sannes property on Williams Grant Drive for a future park, with some acreage able to be farmed via Nick Van Gheem, the adjacent property owner. We recommend continuing this arrangement with Nick to lease a portion of L-386-1 for \$200 per acre, approx.. 4 acres. Terms have been the same since the first lease starting 1/1/2018.

Additional areas for farm leases in Lawrence Parkway and American Boulevard are being reviewed for feasibility and development outlook, and will be reviewed in the near future.

**Recommended Action:** Recommend approval of 2024 Farm Lease on Town Property with Nicholas Van GHeem for Parcel L-386-1 – Williams Grant Dr.



**LEASE OF LAND FOR FARMING PURPOSES**

Effective January 1, 2024

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 2024 by and between

(Lessor) **Nicholas Van Gheem Farms LLC, 2156 Mid Valley Drive De Pere, WI 54115,**

AND

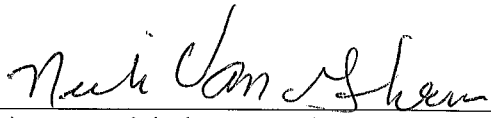
(Lessee) **TOWN OF LAWRENCE, 2400 Shady Ct, De Pere, Brown County, Wisconsin,**

In consideration of one annual payment to be paid upon execution of this lease agreement, the Town of Lawrence agrees to lease approximately four (4) acres more or less of vacant land more fully described or depicted on Exhibit "A" attached hereto.

The annual payment due in year 2024 shall be \$200.00 per acre for a total of:  
\$800.00 dollars.

This lease agreement represents the official lease arrangement for calendar year 2024.

It is the intent of the parties to continue this lease arrangement in future years.

  
\_\_\_\_\_  
(Lessor) Nicholas Van Gheem

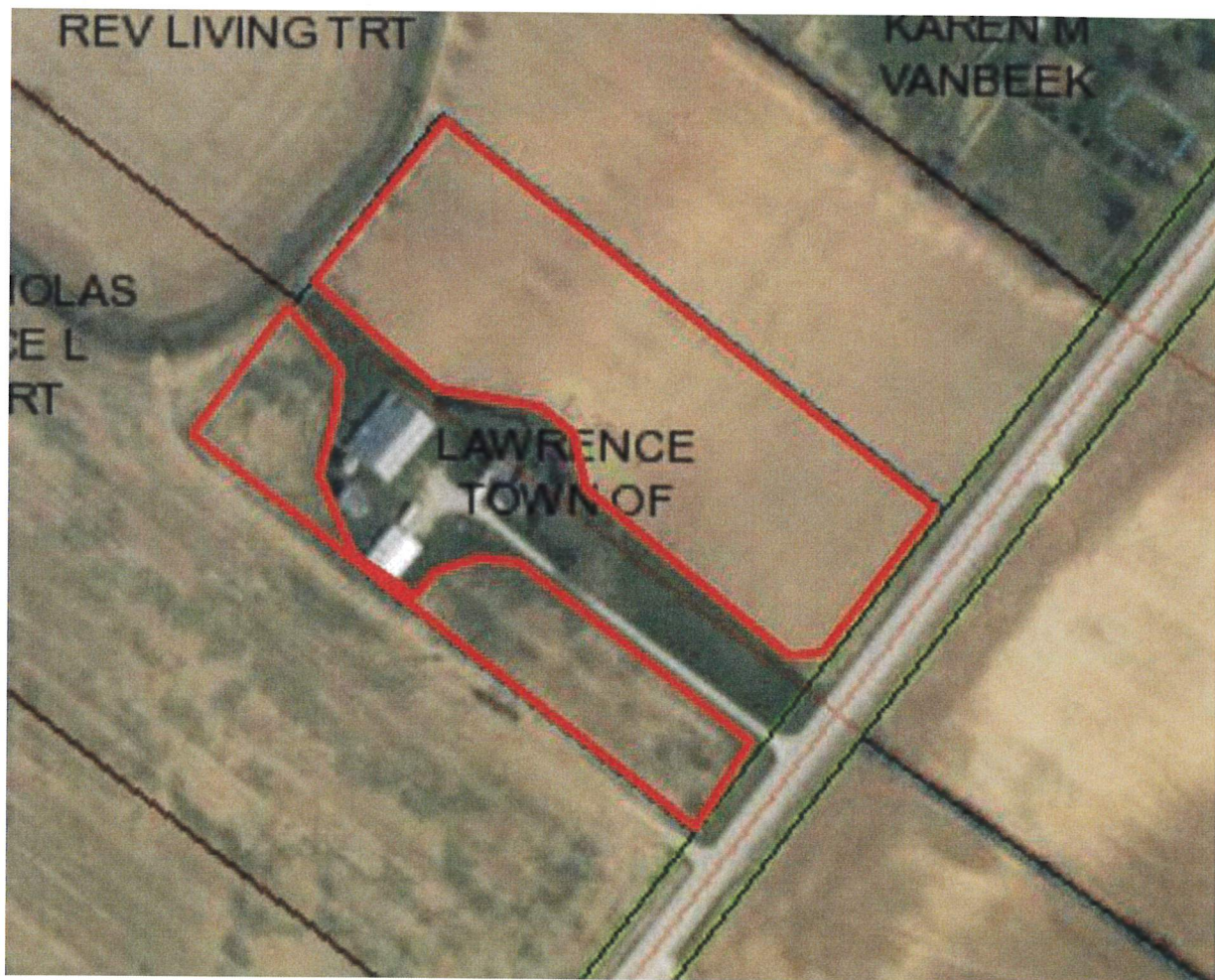
\_\_\_\_\_  
(Lessee) Patrick Wetzol, Town Administrator

## Exhibit A

### Overview of Town of Lawrence Parcel for Farming Purposes

(source: Brown County GIS BrownDog program)

Parcel L-386-1





## Agenda Item Review

Meeting Date: 1/8/2024

Agenda Item#: 9

## 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 Change Order #2 – 2023 Sewer/Water Project – Superior SW - \$13,525.80**

### FISCAL IMPACT:

1. Is there A Fiscal Impact? Yes
2. Is it Currently Budgeted? Yes, within contingency for project

### **Item History:**

Work has commenced on the 2023 Water/Sewer Projects in the Town, specifically with a new lift station and sewer from Shady Court/Little Rapids Road, which ultimately extends to serve Mid Valley Drive.

The contractor has encountered the need for additional breaker run and geofabric to be utilized in backfilling the new sewer pipe amid the soil conditions withing the Little Rapids Road right of way between Shady Court and the I-41 underpass.

Town staff/engineers, soil consultants and the contractor have reviewed the conditions of the soils for backfilling the sewer line area and have reached an agreement for a change order to account for additional breaker run and geo fabric to help bolster the new infrastructure and road.

This process to review conditions and gather a game plan has taken about a week over the holidays, and as a result, the detour around Little Rapids Rd/French Rd has been extended about an additional week.

We anticipate that French Rd should open for travel within about a week, though the intersection and road areas where work was completed will be in stone until spring, when paving will be feasible. Little Rapids Road under I-41 will remain closed while the work commences through that area and to Mid Valley Drive in the near future.

**Recommended Action:** Recommend approval of Change Order #2 – 2023 Water/Sewer Project- Superior Sewer and Water, in the amount of \$13,525.80.



## Agenda Item Review

Meeting Date: 1/8/2024

Agenda Item#: 12

### TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

**REPORT TO:** Dr. Lanny Tibaldo, Town Board Chairman, Town Board  
**REPORT FROM:** Patrick Wetzel, Town Administrator  
**AGENDA ITEM:** **Update on Ordinance 2024-001 - Room Tax Ordinance – Set Public Hearing**

#### FISCAL IMPACT:

1. Is there A Fiscal Impact? Yes
2. Is it Currently Budgeted? N/A – doesn't exist yet

#### **Item History:**

Communities are able to implement a hotel room tax, which also applies to any short term rental property (less than 30 day stays).

The historical room tax in the area (Green Bay Area Room Tax Commission) includes: Allouez, Ashwaubenon, Bellevue, De Pere, Green Bay, Howard and Suamico. This setup funds area tourism promotion, but also, long term debt facilities: KI Convention Center, Resch Expo, (historically the Resch Center), etc. The majority of these room taxes goes towards debt retirement on these facilities, with a minority share going specifically towards tourism promotion via Discover Green Bay (the Visitors and Conventions Bureau), and approximately 4% towards local communities. New room tax implemented after 1994, by state law, require 70% of the proceeds to be directed towards tourism promotion.

In 2022, the Village of Wrightstown and Town of Scott were able to create a second Tourism Zone and Room Tax program in our area. This new zone and room tax are under the umbrella of the "Bay Area Room Tax Commission," utilizing much of the same infrastructure created by the larger Green Bay Area Room Tax Commission, however the entities are separate from each other. The intent going forward is that any new communities in the area that implement a room tax, which aren't members of the Green Bay Area Room Tax, would fall under the Bay Area Room Tax Commission. Wrightstown and Scott have done all of the legwork and setting up of templates and infrastructure for this room tax setup, which would be a great savings in time and effort for the Town, and any future communities considering room tax. A future room tax would breakdown: 70% to tourism promotion (to Discover Green Bay), 5% to administrative/stabilization fund for the commission, and 25% to remain with the Town.

A key benefit of room tax is revenues typically paid by those who do not live in the community/county, thus their need for short term rental/hotel accommodations.

The draft ordinance is ready for review, and a public hearing can be set for February 12<sup>th</sup>

**Recommended Action:** Review and consider setting public hearing for Feb 12<sup>th</sup> meeting

**ORDINANCE 2024-001 OF THE TOWN OF LAWRENCE, WISCONSIN  
TO CREATE SECTION 40-2 – HOTEL, MOTEL AND ROOM TAX ORDINANCE OF  
CHAPTER (FINANCE AND TAXATION)**

**Purpose:** The purpose of this Ordinance is to create a room tax in the Town of Lawrence, and establish the collection process, use of funds by the Town and the penalties for evading the tax.

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

**Section 1:** Town of Lawrence Ordinance Chapter 40 – Finance and Taxation, Section 40-1 thru 40-9 (Hotel, Motel and Room Tax) is hereby created to read as follows:

**40-1 Definitions**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**Customer** means any person residing for a continuous period of time less than one month in a hotel, motel or furnished accommodation available to the public.

**Gross receipts** means, insofar as applicable, as defined in Wis. Stats. § 77.51(4)(a), (b) and (c).

**Hotel or motel** means a building or group of buildings in which the public may obtain accommodations for a consideration including, without limitation, inns, motels, hotels, tourist rooms, tourist houses or courts, lodging houses, rooming houses, summer camps, apartment hotels, resort lodges and cabins and any other building in which accommodations are available to the public, except accommodations including mobile homes as defined in Wis. Stats. § 66.0435(1)(d), rented for a continuous period of more than one month and accommodations furnished by hospitals, sanitariums or nursing homes or by corporations or associations organized and operated exclusively for religious, charitable or educational purposes, provided no part of the net earnings of such corporations and associations inure to the benefit of any private shareholder or individual.

**One month** means a calendar month or 30 days, whichever is less, counting the first day of the rental and not counting the last day of the rental.

**Person responsible** means the sole owner of the business subject to this article; the partners if a partnership owns the business subject to this article, the corporate president or designated general manager or agent if a corporation owns the business subject to this article.

**Transient** means any person residing for a continuous period of less than one month in a hotel, motel or other furnished accommodations available to the public.

**Such other definitions as contained in s 66.0615.**

#### 40-2 Tax Imposed

Pursuant to Wis. Stats. § 66.0615 (1m)(a), a tax is imposed on the privilege of furnishing at retail rooms or lodging to customers by hotelkeepers, motel operators, and other persons furnishing accommodations that are available to the public, irrespective of whether membership is required for the use of the accommodation. **Such tax shall be at the rate of eight percent of the gross receipts from such retail furnishing of rooms or lodging.** Such tax shall be collected from the customer when the customer's bill is paid, and shall be paid by the person responsible to the Financial Custodian as directed by the Town clerk-treasurer on a monthly basis. Such tax shall not be subject to the selective sales tax imposed by Wis. Stats. § 77.52(2). The proceeds of such tax shall be remitted to and received by the Financial Custodian monthly on or before the 20th day of the following month.

- (A) Such tax shall be distributed as provided by resolution of the board.

#### 40-3 Permit

Every person furnishing rooms or lodging under section **xx-x** shall file with the clerk-treasurer an application for each place of business. Every application shall be made upon a form prescribed by the treasurer and shall set forth the name under which the applicant intends to transact business, location of the place of business and such other information as the treasurer requires. The application shall be signed by the owner, if a sole proprietor, or, if not a sole proprietor, by the person responsible who is authorized to act on behalf of the business.

#### 40-4 Tax Number

The clerk-treasurer shall issue to each applicant a separate number for each place of business within the Town. Such number is not assignable and is valid only for the person in whose name it is issued and for the collection of the room tax at the place designated therein.

#### 40-5 Records Retention

Every person liable for the tax imposed by this article shall keep or cause to be kept such records, receipts, invoices and other pertinent papers in such form as required by the clerk-treasurer and the State of Wisconsin.

#### 40-5 Filing Returns

- (B) *Returns to be filed.* Returns shall be filed with the clerk-treasurer by persons subject to section 40-2 on or before the day such tax is due and payable. The return shall show the gross receipts from such retail furnishing of rooms or lodging of the preceding calendar month, the amount of tax imposed and such other information as the treasurer deems necessary for administrative purposes. An annual return shall be filed within

90 days of the close of each calendar or fiscal year and shall contain such information as the clerk-treasurer requires to administer this section. Each return shall be signed by the person required to file a return or an authorized agent, but need not be verified by oath. The clerk- treasurer may for good cause extend the time of filing any return, but not longer than 30 days from the filing date.

- (C) *Failure to file.* If any person required to make a return fails, neglects or refuses to do so for the amount and in the manner, form and time prescribed herein, the clerk-treasurer, according to their best judgment, shall determine the amount of the tax due the Town and make a dooamage assessment upon the person who fails to file and pay on a timely basis. Each person whose tax is determined by the clerk-treasurer shall pay the amount determined plus interest at the rate of one percent per month on the unpaid balance. No refund or modification of the payment as determined by the clerk-treasurer may be granted until the person files a correct room tax return and permits the clerk-treasurer or an authorized agent to inspect and audit the records of the business required to be kept in section 40-5.
- (D) *Late filing fee.* In addition to any other forfeiture provided herein, whether imposed or not, a forfeiture of \$100.00 shall be imposed upon and collected from any person each time such person fails to file the return required in subsection (A) of this section on a timely basis.

#### **40-6 Clerk-Treasurer's Right of Inspection, Audit, and Cure.**

- (E) Whenever the clerk-treasurer has probable cause to believe that the correct amount of room tax has not been assessed upon and collected from customers or that the tax return is not correct, the clerk- treasurer may cause an inspection and audit of the financial records of any person subject to section 40-2 to determine whether or not the correct amount of room tax is assessed, collected and paid according to sections 40-2 and 40-5
- (F) If any person subject to section 40-2 fails to comply with a request by the clerk-treasurer or an authorized agent to inspect and audit the person's financial records as in subsection (a) of this section, such person shall be subject to a forfeiture in the amount of five percent of the tax due the Town at the time of the audit.
- (C) If any person subject to section 40-2 fails to comply with a request by the clerk-treasurer or an authorized agent to inspect and audit the person's financial records as in subsections (a) or (b) of this section, such person shall be subject to any other forms of cure identified below and as permitted under Wisconsin statutes applicable at that time.



#### **40-7 Confidentiality**

Information obtained under this article shall be confidential, except the clerk-treasurer may provide information to persons using the information in the discharge of duties imposed by law, the duties of their office, such as the duties of the office of room tax commissioner, or by order of a court. The clerk-treasurer may publish statistics classified so as not to disclose the identity of particular returns. Any person who violates any provision of this section shall forfeit not less than \$100.00 nor more than \$500.00.

#### **40-8 Administration and Payment of Taxes**

This section shall be administered by the clerk-treasurer and the finance committee. The tax imposed for the month is due and payable on the 20th day of the month following the collection of the tax from the customer under section 40-2.

#### **40-9 Failure to Pay Tax When Due**

- (G) *Forfeitures.* In addition to the forfeitures provided in this chapter and the tax due under this article, a forfeiture of 25 percent of the room tax due for the previous year under section 40-2 or \$5,000.00, whichever is less, shall be imposed upon any person or business that allows the monthly tax imposed to be delinquent under this article.
- (H) *Delinquent taxes.* The tax imposed by this article shall become delinquent if not paid within 30 days after the due date of the return or within 30 days after the expiration of an extension prior if one has been granted. If a return is filed late or there is no return filed, the due date for the taxes imposed is the due date of the return.
- (I) *Security may be required.* In order to protect the revenue of the Town, the Town clerk-treasurer shall require any person liable for the tax imposed by this section, who fails to pay the tax as herein required, to file with the treasurer before or after the permit is issued such security not in excess of \$5,000.00 cash or a surety bond equal to the prior months tax as the Town clerk-treasurer may refuse or revoke its permit. If any taxpayer is delinquent in the payment of the taxes imposed by this section, the Town clerk-treasurer may, upon ten days notice and after giving the taxpayer an opportunity to confer, recover the taxes, interest and penalties from the security or surety placed with the Town clerk-treasurer by such taxpayer. No interest shall be paid or allowed by the Town to any person for the deposit of such security.



**Section 2: Severability**

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

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

Dated at Town of Lawrence, Wisconsin on this      day of      2023.

TOWN OF LAWRENCE

Introduced by:

Seconded by:

Vote:    ayes,    nay

\_\_\_\_\_  
Town Chairman, Lanny Tibaldo

Attest: \_\_\_\_\_  
Town Clerk, Cindy Kocken



## Agenda Item Review

Meeting Date: 1/8/2024

Agenda Item#: 13

## TOWN OF LAWRENCE BOARD MEETING STAFF REPORT

**REPORT TO:** Dr. Lanny Tibaldo, Town Board Chairman, Town Board  
**REPORT FROM:** Patrick Wetzel, Town Administrator  
**AGENDA ITEM:** **Res. 2024-001 – Approving Land Sale and Development Agreement – L-2278 – Northeast WI Rugby Foundation, Inc. – Lawrence Parkway**

### FISCAL IMPACT:

1. Is there A Fiscal Impact? Yes
2. Is it Currently Budgeted? Yes, within future land sale revenues for TID 1

### **Item History**

As part of the overall Lawrence Parkway sports/commercial corridor, we've discussed a spot for the Northeast WI Rugby Foundation / Green Bay Rugby, which seeks to locate a new facility that would fit within the current B-1 zoning on Lawrence Parkway/Little Rapids Road, specifically on Tax Parcel L-2278, currently owned by the Town.

They have been an integral part of the Town's nearby planning for Lawrence Parkway corridor sports, hotel, restaurant and similar type development for a number of years. The type of use would fall under the need for a conditional use/site plan in the future, and the group anticipates moving dirt in 2024 towards the creation of two rugby fields on the property and future buildouts for restrooms, concessions, club/locker rooms, permanent seating for spectators, etc.

While the property is located within TID #1, and the project will be subject to real estate taxes, there is no TIF incentive payment contemplated for the project. The Town has also discussed that nearby parking and additional fields will be developed on Town owned property in cooperation with Rugby, Sports Emporium and other applicable entities that may utilize these future facilities.

### **Recommended Action:**

Consider Resolution 2024-001 – Authorizing and Approving Land Sale of Parcel L-2278 to Northeast Wisconsin Rugby Foundation, Inc.