

**Town of Lawrence**  
**Proceedings of Town Board/Utility District Meeting**  
**Town Hall-2595 French Road, De Pere, WI 54115**  
**Monday, December 14, 2009 - 7:00PM**

1. **Call to Order**

The meeting was called to order by Chairman John Klasen at 7:00PM.

2. **Roll Call**

Present: John Klasen, Town Chairman                      Randy Treml, Town Supervisor  
          Randy Vandenack, Town Supervisor            Mary Jo Kussow, Town Supervisor  
          Ken VanDeHei, Town Supervisor                Judy Benz, Town Clerk-Treasurer  
Excused: Carrie Murphy-Auguston, Deputy Clerk-Treasurer

3. **Pledge of Allegiance** – Said by all those in Attendance

4. **Approve the Agenda**

Motion was made by Supervisor Ken VanDeHei to approve the agenda. Seconded by Supervisor Randy Vandenack. Motion carried unanimously.

5. **Approve Minutes from Town Board Meeting held on November 23, 2009**

Motion was made by Supervisor Randy Treml to approve the minutes from the Town Board meeting held on November 23, 2009. Seconded by Supervisor Vandenack. Motion carried unanimously.

6. **Associated Appraisals Report/Mark Brown**

John Holtan from Associated Appraisals introduced Appraiser Mark Brown from Associated Appraisals as the new Project Manager for the Town of Lawrence. Mr. Holtan stated the Town can expect updated reports from Mr. Brown throughout the year. Supervisor Treml asked what the position is of Associated Appraisals on the state proposed county wide assessment program. Mr. Holtan stated he and his company are opposed to the county wide assessment plan as proposed due to the difficulties of maintaining market values on all properties and the costs that would be associated with the program. Mr. Brown stated he will be reviewing all assessments and observing the neighborhoods to be certain all parcels are categorized appropriately. Mr. Brown said he will keep the town staff and board up-to-date on the work performed. Chairman Klasen stated that the town has had a good working relationship with Associated Appraisals for over ten years with the exception of this past year and he would hope to bring the relationship back to what it was.

7. **650 Sq. Ft. Addition to Mid Valley Golf Course**

A motion was made by Supervisor Mary Jo Kussow to approve the 650 Sq. Ft. Addition to Mid Valley Golf course. Seconded by Supervisor VanDeHei. Discussion: Supervisor Kussow stated the Planning and Zoning Board recommends approval to the small addition which will serve as an entrance to the main bar and additional area for their coolers. Supervisor VanDeHei asked what materials are being used for the exterior of the building. Ms. Kussow stated the cedar material being used is the same as what is on the existing building. Motion carried unanimously. (See plan attached.)

8. **Request to rezone parcels L-444 and L-446 from Exclusive Agricultural to Agricultural in preparation for future development (Nascr Trac LLC)**

Dennis Layden, Representative for Nascr Trac LLC, was present to request a rezone of parcel L-444 and L-446 from Exclusive Agricultural to Agricultural to prepare for future development and avoid the upcoming Working Lands Initiative Conversion Fee that is being proposed by the state. Motion was made by Supervisor VanDeHei to send this request to a public hearing. Seconded by Supervisor Vandenack. Motion carried unanimously.

9. **Request to rezone parcels L-454, L-455-1, L-476 and L-477 from Exclusive Agricultural to Agricultural in preparation for future development (CCLW, LLC)**  
Dennis Layden, Representative for CCLW, LLC was present to request a rezone of parcel L-454, L-455-1, L-476 and L-477 from Exclusive Agricultural to Agricultural to prepare for future development and avoid the upcoming Working Lands Initiative Conversion Fee that is being proposed by the state. Motion was made by Supervisor VanDeHei to send this request to a public hearing. Seconded by Supervisor Vandenack. Motion carried unanimously.
10. **Request to rezone parcel L-159 from Exclusive Agricultural to Agricultural in preparation for future development (Development Group LLC)**  
Dennis Layden, Representative for Development Group LLC was present to request a rezone of parcel L-159 from Exclusive Agricultural to Agricultural to prepare for future development and avoid the upcoming Working Lands Initiative Conversion Fee that is being proposed by the state. Motion was made by Supervisor Kussow to send this request to a public hearing. Seconded by Supervisor Vandenack. Motion carried unanimously.
11. **GIS Proposal/McMahon Associates**  
Matt Greely with McMahon Engineer Associates was present to propose an Agreement in reference to Geographic Information System Services (GIS). Mr. Greely gave an overview of the proposal which will mitigate the town's current GIS into a web based system. The goal of the system is to allow for easier access to data based information on utility assets as well as other applications in the future. A motion was made by Supervisor Randy Trembl to approve the base proposal in the amount of \$17,950. Seconded by Supervisor VanDeHei. Discussion: Supervisor Trembl stated the 2010 budget includes the anticipation of this system. Motion carried unanimously. (See proposal attached.)
12. **Adopt Resolution to Accept Completion of Oakstream Drive**  
Supervisor VanDeHei stated the 2<sup>nd</sup> layer of asphalt has been completed on Oakstream Drive, and the Developer's responsibility has been met. A motion was made by Supervisor VanDeHei to adopt a resolution to accept the completion of Oakstream Drive. Motion seconded by Mary Jo Kussow. Motion carried. (See Resolution attached.)
13. **Adopt Resolution Requesting a State Departmental Emergency Rule to Delay Implementation of the Working Lands Initiative**  
Motion was made by Supervisor VanDeHei to adopt a resolution requesting the State to delay Implementation of the proposed Working Lands Initiative Program. Seconded by Supervisor Kussow. Discussion included that this state program is being pushed through with the state budget and the public has not been educated on how it will work and how it will affect the property owners. Motion carried. (See resolution attached)
14. **Maintenance on Shadow Ridge Blvd Median**  
Resident Bob Meulemans and Jerry Olson, President of the Spring Lake Condominium Association was present to discuss the maintenance of the Shadow Ridge Boulevard median strip. Mr. Olson stated that the Condo Association is currently paying for the maintenance and would like to reduce this expense and have the town maintain the town right of way. Mr. Olson suggested the Association would continue to maintain the boulevard if the town would consider reimbursement for the expenses. Supervisor VanDeHei stated that when the subdivision was developed, the developer stated that the Condo Association would maintain the boulevard. Supervisor VanDeHei stated that it appears that the Maintenance Agreement was merely a verbal agreement and not a written agreement and now the Developer is no longer a part of the Association. A motion was made by Supervisor Trembl to assume responsibility of the maintenance of the boulevard. Seconded by Supervisor Kussow. Additional

discussion included the maintenance performed by the town may be of lesser quality than the Association is accustomed to. The town will not fertilize as often and will most likely not cut once a week. Motion carried unanimously

15. **Discussion and possible re-arrangement of deferred Special Assessments on Parcels related to the Proposed Development of Orion Run Subdivision**  
Jim VanGheem was present to propose the concept of the deferred special assessments against parcel L-479 be transferred to the development of 45 lots on this parcel. VanGheem stated that the special assessment amount of \$145,965 against parcel L-479 is due and payable upon development or resale of the property. VanGheem said that development or resale of the property is not feasible in today's tough market with an upfront cost of nearly \$146,000. Mr. Van Gheem requests the town to allow for the transfer of the special assessment evenly to each of the 45 lots that would be created on this parcel with the plat recording of Orion's Run Subdivision. As each lot is sold, 1/45 of the special assessment amount plus interest would come due the town. Mr. VanGheem indicated the town would receive the special assessment much sooner and it would allow for new development and a larger tax base for the town. Supervisor VanDeHei expressed concern over how long some of the lots could remain unsold. VanGheem said the existing deferred special assessment could remain on the town's books for a very long period of time if the property cannot be reasonably attainable for development. Mr. VanGheem also asked if the Board would consider allowing a zoning change on lots 19-29 platted on the Orion's Run Plat Map from residential to Planned Development for potential 2-unit condominiums. It was the consensus of the Board to provide for a future zoning change to allow 2-unit condominiums on lots 19-29 if a developer expressed that interest. A motion was made by Supervisor Trembl to move forward with drafting an Agreement to allow for the transfer of special assessments to newly created lots from parcel L-479. Seconded by Supervisor VanDeHei. Motion carried unanimously.
16. **Discussion on Existing Impact Fees**  
Mr. Jim VanGheem has asked the Board to review the existing impact fees passed on to a contractor. Supervisor Trembl stated he understood that the Village of Howard has reduced their impact fees and wanted to make a comparison to the town's fees and other municipalities in the area. It was suggested additional information be obtained on this issue. Discussion only. No Action.
17. **Appoint Election Inspectors for 2010-2011 years**  
Motion was made by Supervisor Trembl to appoint the 2010-2011 election inspectors as listed. Seconded by Supervisor Vandenack. Supervisor Trembl asked if the list of inspectors were the same as last year. The clerk stated the inspectors are the same and are as follows: Jean Minten, Connie VanGheem, Joanne Sannes, Carol Gildernick, Enola Staevens, Jean VandeHei and Virginia LaCrosse. Motion carried unanimously.
18. **Parking on Mid Valley Drive**  
Chairman Klasen stated he does not see parking on Mid Valley Drive near Coaches Corner like it was earlier in the year and does not consider it a problem at this time. Supervisor Kussow agreed and stated that she does not notice parking on the road when she goes by daily after work. Chairman Klasen said the Board will keep an eye on it to be sure that parking on the road does not cause a safety hazard. No action.
19. **Approve Bartender Licenses**  
Motion was made by Supervisor VanDeHei to approve the bartender licenses as presented. Seconded by Supervisor Vandenack. Motion carried. (See list attached.)

20. **Approve Change Order #1 on Elevated Water Tank to include a reduction of \$9,000 to the contract price**  
Motion was made by Supervisor Trembl to approve the change order relating to a reduction in the contract price of \$9,000. Seconded by Supervisor Kussow. Utility Manager, Greg Little, stated the reason for the reduction was because the contractor did not restore the driveway entrance to the tower. Mr. Little said that he will obtain some bids locally for that portion of the project and it will be less money. Motion carried unanimously.
21. **Approve reduction in working hours for clerk**  
The Clerk, Judy Benz, has requested to reduce her work schedule to four days per week which may reduce the hours worked by 4-6 hours per week. Benz asked to have Wednesday's as a day off and will work a full day on Friday. Motion was made by Supervisor Vandenack to authorize the clerk's reduction in hours as requested. Seconded by Supervisor VanDeHei. Motion carried unanimously.
22. **Speed Statistics Report on Lawrence Drive**  
A speed statistic report was produced by placing the electronic speed board on Lawrence Drive near Carpenter's Crossing Subdivision from November 4-9, 2009. Based on the percentage of cars passing through the area and the percentage of cars traveling in excess of the 45mph speed limit, the study does not warrant a reduction in the speed limit according to the police department. Supervisor Trembl asked why the study was done. Clerk Benz stated that the office did receive a complaint in the neighborhood of excessive speeding so she did ask the police department to provide us with a report. No action. (See report attached.)
23. **Update on Water and Sewer Utility /Greg Little**  
Utility Manager, Greg Little, said he is still in the process of obtaining bids for lighting the tower. His estimated figure is \$12,000 plus monthly maintenance costs of approximately \$2,000. Mr. Little explained how the lights will light up the tower only and will not create any light pollution. The posts that are required to mount the lights will need to be on property other than the tower property and an easement will be necessary.
24. **Update on Fire Department/Kurt Minten**  
Chief Minten stated there was a small aircraft that missed the private runway on the Baeten property and landed in a cornfield. No one was injured. Minten said an Agreement is being worked up amongst the various departments for county wide assistance on structure fires.
25. **Winter Maintenance/snowplow Update**  
Kurt Minten provided a short report on the recent snowfall that left us with 14 inches of snow. Minten stated that we received a few complaints and a couple of mailboxes were snapped off with the plowing but other than that, all went well.
26. **Final Payment to Maquire Iron in the amount of \$57,350 for water tower**  
Motion was made by Supervisor Trembl to approve final payment to Maquire Iron in the amount of \$57,350 for the water tower. Seconded by Supervisor Kussow. Motion carried.
27. **Change Town Board meeting Date from Monday December 28 to Thursday Dec 31, 2009 at 12:00 Noon**  
Motion was made by Supervisor VanDeHei to change the town board meeting on Monday, December 28 to Thursday, December 31 at noon. Seconded by Supervisor Kussow. Motion carried.

28. **Payment of due invoices and wages**

Motion was made by Supervisor Treml to approve the due invoices and wages. Seconded by Supervisor VanDeHei. Motion carried.

29. **Future Agenda Items**

Impact Fees; Working Lands Initiative; Deferred Special Assessments

30. **Public Comments**

Motion was made by Supervisor VanDeHei to suspend the rules and open the floor for comments. Seconded by Supervisor Treml. Motion carried.

Larry Boldt, 2029 Little Rapids Road questioned the POWTS special assessment on his tax bill. He was advised it is a special assessment from the County for his private sanitary system.

Bob Meulemans, Spring Lake Drive, asked if the streetlights would be installed in the Orion's Run subdivision. He was advised that the street lights would be included in the Developer's Agreement when appropriate.

Motion was made by Supervisor Treml to return to regular session. Seconded by Supervisor Vandenack. Motion carried.

31. **Adjourn**

Motion was made by Supervisor VanDeHei to adjourn the meeting. Seconded by Supervisor Vandenack. Motion carried. The meeting adjourned at 9:05PM.

Respectfully Submitted,

Judy Benz, Town Clerk-Treasurer  
Town of Lawrence