

**Town of Lawrence**  
**Proceedings of Town Board/Utility District Meeting**  
**Town Hall-2595 French Road, De Pere, WI 54115**  
**Monday, March 22, 2010 – 7:00PM**

**Discussion and Action on the following:**

**1. Call to Order**

The meeting was called to order by Chairman Klasen at 7:00 p.m.

**2. Roll Call**

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

Excused:     Judy Benz, Town Clerk-Treasurer

*(See Attached Roll Call Sign –in Sheet)*

**3. Pledge of Allegiance - By all those in attendance**

**4. Approve the Agenda**

Motion was made by Supervisor Trembl to approve the agenda. Seconded by Supervisor Vandenack. Motion carried.

**5. Approve Minutes from Town Board Meeting held on March 8, 2010**

Motion was made by Supervisor VanDeHei to approve the minutes from the Town Board Meeting held on March 8, 2010. Seconded by Supervisor Mary Jo Kussow. Motion carried.

**6. Update on Fox River Clean Up/Scott Stein**

Scott Stein and Susan Finco gave a presentation about the Fox River clean up. They provided an overview of the dredging process; gave an update on the current status of the project and answered any questions. Update only no action taken.

**7. Approve 5-Year Capital Expenditure Plan**

The 5-Year Capital Expenditure Plan was reviewed. Chairman Klasen suggested including monies for future land acquisition. Supervisor VanDeHei stated he would check with the county to determine whether any portion of costs to build the proposed Southern Bypass Bridge would be the responsibility of the Town. Motion was made by Supervisor Trembl to approve the 5-Year Capital Expenditure Plan with the inclusion of monies for land acquisition in years 2014 and 2015 at \$500,000 each year. Seconded by Supervisor Vandenack. Motion carried. *(See Attached 5-Year Capital Expenditure Plan)*

**8. Approve 2009 Audit Report**

Supervisor Trembl provided an overview of the 2009 Audit Report. Motion to approve the 2009 Audit Report was made by Supervisor VanDeHei. Seconded by Supervisor Mary Jo Kussow. Motion carried. *(See Attached Copy of the 2009 Audit Report)*

**9. Memorandum of Understanding Regarding Automatic Aid for fire/rescue services with Greenleaf Fire Dept**

Chief Minten provided an overview of the Memorandum of Understanding Regarding Automatic Aid for fire/rescue services with Greenleaf Fire Department. Motion to approve the memorandum of understanding was made by Supervisor Mary Jo Kussow. Seconded by Supervisor Vandenack. Motion carried. *(See Attached Memorandum of Understanding)*

10. **Approve Agreement with Sgambati in reference to payment of Reserved “Class B” liquor license**  
Discussions were held in reference to the potential availability of a regular “Class B” liquor license currently held by The Grand. Motion to table the agreement was made by Supervisor Mary Jo Kussow to allow time to review the availability of a Regular “Class B” liquor license. Seconded by Supervisor VanDeHei. Motion carried.
11. **Approve Bartender License Applications**  
Motion was made by Supervisor VanDeHei to approve bartender/operator license applications. Seconded by Supervisor Mary Jo Kussow. Motion carried. *(See Attached List of Applicants)*
12. **Approve Park Maintenance Proposal**  
Discussions were held in reference to the tree pruning portion of the proposal. Motion was made by Supervisor Trembl to approve the Park Maintenance Proposal with the removal of the pruning option. Seconded by Vandennack. Motion carried. *(See Attached Proposal)*
13. **Authorize a Public Hearing pursuant to Wisconsin State Statute 66.0301 relating to a Boundary Agreement with the Village of Ashwaubenon**  
Motion made by Supervisor Vandennack to preliminarily approve the Boundary Agreement with the Village of Ashwaubenon and authorize sending it to a public hearing. Seconded by Supervisor VanDeHei. Motion carried.
14. **Review of and accept comments on the 2009 MS4 Annual Report**  
The 2009 MS4 Annual Report was reviewed by all board members. No comments were provided. Motion was made by Supervisor VanDeHei to approve the 2009 MS4 Annual Report.
15. **Approve Employee Manual**  
The Employee Manual was reviewed page by page. Discussions were held in reference to vacation, sick and funeral pay.  
  
Supervisor Mary Jo Kussow suggested the verbiage on page 12, Section 5.3 be changed to read “During the first year of employment, the employee is not entitled to “paid” vacation.  
  
Chairman Klasen suggested the verbiage on page 14, Section 5.5.1 be changed to reflect a reduction in the sick days from 10 days per year to 6 days per year.  
  
Chairman Klasen stated continuation of benefits for military personnel should be verified under Uniformed Services Employment and Reemployment Rights Act (USERRA) referred to in the employee manual.  
  
Motion was made by Supervisor Vandennack to approve the employee manual including the above mentioned changes with a retroactive date of March 1, 2010. Seconded by Supervisor Trembl. Motion carried. *(See Attached Employee Manual)*
16. **Snowplow and salt use update**  
Maintenance Operator, Adam Gildernick provided an update on the snowplowing and salt usage to date. Update only no action taken.
17. **Wisconsin D.O.T. Pedestrian Walkway Update**  
No Update.
18. **Water/Sewer Utility Update/Greg Little**  
Utility Manager, Greg Little stated he is still working on the lift station upgrade. Update only no action taken.
19. **Fire Department Update/Kurt Minten**  
Chief Minten stated he recently attended a seminar in reference to the assistance to firefighters grant.

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

Motion was made by Supervisor Treml to approve payment of due invoices and wages. Seconded by Supervisor Mary Jo Kussow. Motion carried.

**21. Future Agenda Item**

Agreement with Sgambati in reference to payment of Reserved "Class B" liquor license

**22. Public Comment**

No public comments provided.

**23. Adjourn**

Motion to adjourn the meeting was made by Supervisor VanDeHei. Seconded by Supervisor Vandennack. Motion carried unanimously. The meeting adjourned at 9:15 p.m.

Respectfully submitted,  
Carrie Murphy-Auguston