

Town of Lawrence
Proceedings of Town Board/Utility District Meeting
Town Hall-2595 French Road, De Pere, WI 54115
Monday, July 12, 2010 – 7:00PM

1. **Call to Order**

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

2. **Roll Call**

Present: Present: Town Chairman, John Klasen
Town Supervisors, Mary Jo Kussow, Randy Tremel, Randy Vandenack, Ken VanDeHei
Clerk-Treasurer, Judy Benz (See attached sign-in sheet)

Excused: Carrie Murphy-Auguston, Town Deputy Clerk-Treasurer

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

4. **Approve the Agenda**

Motion was made by Supervisor Tremel to approve the agenda. Seconded by Supervisor Kussow. Motion carried.

5. **Approve Minutes from Town Board Meeting held on June 28, 2010**

Motion was made by Supervisor Kussow to approve the minutes from the town board meeting held on June 28, 2010. Seconded by Supervisor VanDeHei. Motion carried.

6. **Ordinance Relating to Establishing a Storm Water Utility District**

Motion was made by Supervisor VanDeHei to approve the concept of a storm water utility and authorize a public hearing relating to the subject. Motion seconded by Supervisor Vandenack. Motion carried.

7. **Approve Bartender License Applications**

Motion was made by Supervisor VanDeHei to approve the applications for bartender licenses. Seconded by Supervisor Kussow. Motion carried. (See application list attached.)

8. **Proposals for design work on Little Rapids Road west of Mid Valley Drive**

Motion was made by Supervisor Tremel to approve the proposal from Mau and Associates for the design plan for Little Rapids Road west of Mid Valley Drive. Seconded by Supervisor Vandenack. Discussion: Supervisor VanDeHei stated that he felt it was necessary to get an additional proposal to compare the proposal from our regularly used engineer firm, McMahan Associates. Chairman Klasen stated that the proposals appeared to be very similar and the \$11,000 difference is too much to over look. Motion carried unanimously.

9. **Approve hiring of part time employee for water/sewer utility**

Motion was made by Supervisor VanDeHei to approve hiring a part time employee for the water/sewer utility to work not more than twenty (20) hours per week and not more than 600 hours per year. Motion seconded by Supervisor Kussow. Discussion; Greg Little stated that he has a person in mind to assist with special projects during the summer months such as turning valves and testing water hydrants. This person would work on an as needed basis and we would provide on the job training. If the part time employee works out, that person would then be sent to school for the appropriate certifications to become a Utility Operator. Motion carried unanimously.

10. **Approve compensation for part time water and sewer utility employee**

Utility Manager, Greg Little, suggested that the compensation for a part time employee in the utility be paid

\$13.00 per hour. Mr. Little stated that he is interested in hiring Matt VanGheem as a part time employee to work with Kurt in the department. Mr. VanGheem is a resident currently in the farming business, a dependable person that would be available on an “as needed” basis. Motion was made by Supervisor Kussow to approve the hiring of Matt VanGheem as a part time employee in the Water/Sewer Utility as recommended by staff. Motion seconded by Supervisor VanDeHei. Motion carried unanimously.

11. **Adopt Resolution to Establish First Responder Services in the Town of Lawrence**

Motion was made by Supervisor Kussow to adopt a resolution to establish First Responder Services in the Town of Lawrence. Seconded by Supervisor Trembl. Motion carried unanimously. (See resolution attached.)

12. **Discussion on advertisement results for the Building Inspector/Code Administrator Position**

Clerk-Treasurer, Judy Benz, provided a rating report on the 43 applicants that applied for the position of Building Inspector/Code Administrator. Interviews will be set up within the next week or two for approximately ten of the applicants. Report only-no action.

13. **Stormwater Extension to Parcels L-264-1-2 & L-264-1-1 located on Cady Lane**

Greg Little stated that parcels L-264-1-1 and L-264-1-2 located on Cady Lane does not have storm water laterals and the lots are likely to be developed in the near future with residential homes. Upon the construction of the storm water utilities in the Shadow Ridge Subdivision, these lots did not exist and the parent lot was not part of the Shadow Ridge development. Mr. Little suggested the Town consider constructing the storm water extension to the property lot line of parcel L-264-1-2 and the property owner would be responsible to extend it further as needed. Motion was made by Supervisor Trembl to approve the stormwater extension to the property line of parcel L-264-1-2 subject to the estimated costs. Seconded by Supervisor VanDeHei. Discussion. Mr. Little is to get a cost estimate and bring that dollar amount back to the board for final approval. Motion carried.

14. **Quarterly Financial Report /expenses and revenues to budget**

Information only – no action.

15. **Building permit Report**

Chairman Klasen asked why there was no building permit for the remodeling project of the home located at 2607 Lost Dauphin Road. Clerk Benz said she would check with the building inspector. Information only - no action.

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

Motion was made by Supervisor Trembl to approve the due invoices and wages. Seconded by Supervisor Kussow. Motion carried.

17. **Future Agenda Items**

Speed limit on Quarry Park Drive near the park
Update on hiring of building inspector/code administrator

18. **Road Update/Ken VanDeHei**

Supervisor VanDeHei stated that he is not satisfied with McMahon Associates on how long it took to complete the CSM for Little Rapids Road west of Mid Valley Drive. He also stated that the time being spent on the extension of Little Rapids Road east of Lost Dauphin is also frustrating. Mr. VanDeHei stated the engineer neglected to put the removal of a concrete culvert in the bid specifications for the culvert replacement on Hickory Road, creating the necessity for a change order in the amount of \$1,700.00. VanDeHei stated that he thinks McMahon should have had that in the bid.

19. **Highway 41 Construction Update**

Greg Little stated that he has been attending meetings with the WDOT on moving utilities on Scheuring Road. Mr. Little stated that Lund is the main contractor for the highway 41 project and Ted Miller is the contact person. Kurt Minten asked if traffic can use Birchwood during the closures on Scheuring Road and Mid Valley. Supervisor VanDeHei did not see a problem with using Birchwood if necessary.

20. **Water/Sewer Utility Update/Greg Little**
Greg Little stated that he continues to work with property owners on obtaining easements for the lighting of the water tower.
21. **Fire Department Update/Kurt Minten**
Chief Minten stated the department has had several calls in the past couple of weeks. Two car accidents, dumpster fire at Quarry Park and a couple of medical calls. The fire fighters will be finishing up the memorial in front of the Town Hall as soon as weather permits.
22. **Public Comments**
None from the public. Supervisor Vandenack expressed concern over the advertising banner on the fence at 2668 Lost Dauphin Road for the seasonal flower shop. Vandenack stated that the property is zoned residential and there should be no signs there.
23. **Adjourn**
Motion was made by Supervisor VanDeHei to adjourn the meeting. Seconded by Supervisor Vandenack. Motion carried. The meeting adjourned at 8:45PM.

Respectfully Submitted,

Judy Benz, Town Clerk-Treasurer