



BOARD OF SUPERVISORS MEETING

Wednesday, June 19, 2024 at 6:30 PM

Town Hall Meeting Room, 8348 Hickory Ave, Larsen, WI 54947

MINUTES

CALL TO ORDER – Chair Geise called the meeting to order at 6:30 pm

- A. Pledge of Allegiance
- B. Verification of Notice
- C. Meeting Roll

PRESENT

Town Chair Geise
Supervisor Lettau
Supervisor Grundman
Supervisor Christianson
Supervisor Reif

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Treasurer Fietzer
Attorney LaFrombois

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, June 5, 2024 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, June 5, 2024 Town Board Meeting.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

Gail Haag, 9203 County Rd M, Larsen - requesting the Board consider Ordinance 2021-001 amendment, which is also addressed in Correspondence Item C.

Hugh Davies, 2604 Larsen Rd, Neenah - requested assistance with water drainage onto his property.

CORRESPONDENCE

- A. Distribution of the May 2024 Building Inspection Report
- B. Distribution of the May 2024 Winnebago County Tonnage Report
- C. Distribution of a request received June 10, 2024, to amend the Town of Clayton Ordinance 2021-001 relating to All-Terrain/Utility-Terrain Vehicles & Routes within the Town.

- D. Distribution of the Lion's Club proposed Pickleball / Basketball Court at Trailhead Park

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Winnebago County Sheriff's Department – Public Concerns and Issues
- B. Department of Public Safety Report
- C. Larsen/Winchester Sanitary District Report
- D. Administrator's Report
- E. Chair & Supervisor Reports

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. New - Steve Kuehl
- B. New - Abygail Davis, Larsen Tavern
- C. Renewal - David Cheslock
- D. Renewal - Alexandra Hueller, Woodshed
- E. Renewal - Elise Herman, Winagamie Golf Course

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration on a Conditional Use Application submitted by Keegan O'Hearn for a proposed short-term rental accessory use on Tax ID #006-1277 addressed as 9262 Bomar Ave.

MOTION

Motion made by unanimous consent to approve the Conditional Use Application submitted by Keegan O'Hearn for a proposed short-term rental accessory use with the following Recommendations & Conditions which shall be met and acknowledged within 30 days of Town Board approval:

1. If only portions of the residence are proposed to be rented, the applicant should submit a floor plan identifying which portions of the residence will be rented to verify the single-family residence is not being converted to a duplex.
2. Applicant and Building Inspector coordinate an inspection of the residence with re-inspections to occur every 5 years.
3. Applicant obtain a Winnebago County Health Department License and keep that License active for the duration of the short-term rental activity.
4. Any applicant that maintains, manages, and/or operates a short-term rental facility for more than 10 nights each year obtain a Tourist Rooming House License from the State Department of Agriculture, Trade, and Consumer Protection (DATCAP).
5. All short-term rental activities shall occur within a single-family residential dwelling.
6. All structures require a one-time Conditional Use Permit as an accessory use to a single-family residential as the Principal Use.
7. A Conditional Use Permit for short-term rentals be transferable between property owners.
8. The operator of a short-term rental facility maintains the single-family dwelling as their principal residence during the time period when rooms are offered.

9. The exterior appearance of the building shall not be altered from its single-family appearance.
10. All signage shall conform with the standards identified in the Conditional Use Permit, those being that the sign shall not exceed four (4) square feet in area.
11. No food preparation or cooking shall be allowed in guest rooms.
12. Meals shall only be offered to overnight guests.
13. Rentals shall not exceed 29 consecutive days.
14. Rentals shall be limited to 180 days within any 365-day period.
15. All parking (homeowner and renters) for the facility shall occur on site. No street parking is allowed.
16. All local, state, and federal taxes must be filed with the appropriate agencies. Short-term rental facilities must comply with the provisions of Section 9.1 of the Town of Clayton Municipal Code pertaining to hotel and motel room tax.

Motion carried by unanimous voice vote.

- B. Plan Commission Recommendation: Town Board review & consideration on a Conditional Use Permit Application submitted by Brian Piechocki for a proposed short-term rental accessory use on Tax ID #006-0888 addressed as 2675 Oakridge Rd.

MOTION

Motion made by unanimous consent to approve the Conditional Use Application submitted by Brian Piechocki for a proposed short-term rental accessory use with the following Recommendations & Conditions which shall be met and acknowledged within 30 days of Town Board approval:

1. If only portions of the residence are proposed to be rented, the applicant should submit a floor plan identifying which portions of the residence will be rented to verify the single-family residence is not being converted to a duplex.
2. Applicant and Building Inspector coordinate an inspection of the residence with re-inspections to occur every 5 years.
3. Applicant obtain a Winnebago County Health Department License and keep that License active for the duration of the short-term rental activity.
4. Any applicant that maintains, manages, and/or operates a short-term rental facility for more than 10 nights each year obtain a Tourist Rooming House License from the State Department of Agriculture, Trade, and Consumer Protection (DATCAP).
5. All short-term rental activities shall occur within a single-family residential dwelling.
6. All structures require a one-time Conditional Use Permit as an accessory use to a single-family residential as the Principal Use.
7. A Conditional Use Permit for short-term rentals be transferable between property owners.
8. The operator of a short-term rental facility maintains the single-family dwelling as their principal residence during the time period when rooms are offered.
9. The exterior appearance of the building shall not be altered from its single-family appearance.

10. All signage shall conform with the standards identified in the Conditional Use Permit, those being that the sign shall not exceed four (4) square feet in area.
11. No food preparation or cooking shall be allowed in guest rooms.
12. Meals shall only be offered to overnight guests.
13. Rentals shall not exceed 29 consecutive days.
14. Rentals shall be limited to 180 days within any 365-day period.
15. All parking (homeowner and renters) for the facility shall occur on site. No street parking is allowed.
16. All local, state, and federal taxes must be filed with the appropriate agencies. Short-term rental facilities must comply with the provisions of Section 9.1 of the Town of Clayton Municipal Code pertaining to hotel and motel room tax.

Motion carried by unanimous voice vote.

- C. Plan Commission Recommendation: Town Board review & consideration on a Conditional Use Permit Application submitted by Jesse Gander for a proposed short-term rental accessory use on Tax ID #006-0564 addressed as 8426 County Rd T.

MOTION

Motion made by unanimous consent to approve the Conditional Use Application submitted by Jesse Gander for a proposed short-term rental accessory use with the following Recommendations & Conditions which shall be met and acknowledged within 30 days of Town Board approval:

1. If only portions of the residence are proposed to be rented, the applicant should submit a floor plan identifying which portions of the residence will be rented to verify the single-family residence is not being converted to a duplex.
2. Applicant and Building Inspector coordinate an inspection of the residence with re-inspections to occur every 5 years.
3. Applicant obtain a Winnebago County Health Department License and keep that License active for the duration of the short-term rental activity.
4. Any applicant that maintains, manages, and/or operates a short-term rental facility for more than 10 nights each year obtain a Tourist Rooming House License from the State Department of Agriculture, Trade, and Consumer Protection (DATCAP).
5. All short-term rental activities shall occur within a single-family residential dwelling.
6. All structures require a one-time Conditional Use Permit as an accessory use to a single-family residential as the Principal Use.
7. A Conditional Use Permit for short-term rentals be transferable between property owners.
8. The operator of a short-term rental facility maintains the single-family dwelling as their principal residence during the time period when rooms are offered.
9. The exterior appearance of the building shall not be altered from its single-family appearance.
10. All signage shall conform with the standards identified in the Conditional Use Permit, those being that the sign shall not exceed four (4) square feet in area.
11. No food preparation or cooking shall be allowed in guest rooms.

12. Meals shall only be offered to overnight guests.
13. Rentals shall not exceed 29 consecutive days.
14. Rentals shall be limited to 180 days within any 365-day period.
15. All parking (homeowner and renters) for the facility shall occur on site. No street parking is allowed.
16. All local, state, and federal taxes must be filed with the appropriate agencies. Short-term rental facilities must comply with the provisions of Section 9.1 of the Town of Clayton Municipal Code pertaining to hotel and motel room tax.

Motion carried by unanimous voice vote.

- D. Plan Commission Recommendation: Town Board review & consideration on a Conditional Use Permit Application submitted by Patrick Ostroth for a proposed short-term rental accessory use on Tax ID #006-0782-01 addressed as 7539 Green Meadow Rd.

MOTION

Motion made by unanimous consent to approve the Conditional Use Application submitted by Patrick Ostroth for a proposed short-term rental accessory use with the following Recommendations & Conditions which shall be met and acknowledged within 30 days of Town Board approval:

1. If only portions of the residence are proposed to be rented, the applicant should submit a floor plan identifying which portions of the residence will be rented to verify the single-family residence is not being converted to a duplex.
2. Applicant and Building Inspector coordinate an inspection of the residence with re-inspections to occur every 5 years.
3. Applicant obtain a Winnebago County Health Department License and keep that License active for the duration of the short-term rental activity.
4. Any applicant that maintains, manages, and/or operates a short-term rental facility for more than 10 nights each year obtain a Tourist Rooming House License from the State Department of Agriculture, Trade, and Consumer Protection (DATCAP).
5. All short-term rental activities shall occur within a single-family residential dwelling.
6. All structures require a one-time Conditional Use Permit as an accessory use to a single-family residential as the Principal Use.
7. A Conditional Use Permit for short-term rentals be transferable between property owners.
8. The operator of a short-term rental facility maintains the single-family dwelling as their principal residence during the time period when rooms are offered.
9. The exterior appearance of the building shall not be altered from its single-family appearance.
10. All signage shall conform with the standards identified in the Conditional Use Permit, those being that the sign shall not exceed four (4) square feet in area.
11. No food preparation or cooking shall be allowed in guest rooms.
12. Meals shall only be offered to overnight guests.
13. Rentals shall not exceed 29 consecutive days.
14. Rentals shall be limited to 180 days within any 365-day period.

15. All parking (homeowner and renters) for the facility shall occur on site. No street parking is allowed.

16. All local, state, and federal taxes must be filed with the appropriate agencies. Short-term rental facilities must comply with the provisions of Section 9.1 of the Town of Clayton Municipal Code pertaining to hotel and motel room tax.

Motion carried by unanimous voice vote.

- E. Plan Commission Recommendation: Town Board review & consideration on a Conditional Use Permit Application submitted by Louis Braatz & Nicole Schroeder for a proposed short-term rental accessory use on Tax ID #006-1699 addressed as 3646 Emerald Crown Pkwy.

MOTION

Motion made by unanimous consent to approve the Conditional Use Application submitted by Louis Braatz & Nicole Schroeder for a proposed short-term rental accessory use with the following Recommendations & Conditions which shall be met and acknowledged within 30 days of Town Board approval:

1. If only portions of the residence are proposed to be rented, the applicant should submit a floor plan identifying which portions of the residence will be rented to verify the single-family residence is not being converted to a duplex.
2. Applicant and Building Inspector coordinate an inspection of the residence with re-inspections to occur every 5 years.
3. Applicant obtain a Winnebago County Health Department License and keep that License active for the duration of the short-term rental activity.
4. Any applicant that maintains, manages, and/or operates a short-term rental facility for more than 10 nights each year obtain a Tourist Rooming House License from the State Department of Agriculture, Trade, and Consumer Protection (DATCAP).
5. All short-term rental activities shall occur within a single-family residential dwelling.
6. All structures require a one-time Conditional Use Permit as an accessory use to a single-family residential as the Principal Use.
7. A Conditional Use Permit for short-term rentals be transferable between property owners.
8. The operator of a short-term rental facility maintains the single-family dwelling as their principal residence during the time period when rooms are offered.
9. The exterior appearance of the building shall not be altered from its single-family appearance.
10. All signage shall conform with the standards identified in the Conditional Use Permit, those being that the sign shall not exceed four (4) square feet in area.
11. No food preparation or cooking shall be allowed in guest rooms.
12. Meals shall only be offered to overnight guests.
13. Rentals shall not exceed 29 consecutive days.
14. Rentals shall be limited to 180 days within any 365-day period.
15. All parking (homeowner and renters) for the facility shall occur on site. No street parking is allowed.

16. All local, state, and federal taxes must be filed with the appropriate agencies. Short-term rental facilities must comply with the provisions of Section 9.1 of the Town of Clayton Municipal Code pertaining to hotel and motel room tax.

Motion carried by unanimous voice vote.

- F. Plan Commission Recommendation: Town Board review & consideration of a Certified Survey Map (CSM) submitted by Nick Schmidt on behalf of Big Ring Properties, LLC for a proposed CSM dividing Tax ID #006-0006-10-02 (Lind Ln) into two (2) lots.

MOTION

Motion made by unanimous consent to deny the Certified Survey Map (CSM) submitted by Nick Schmidt on behalf of Big Ring Properties, LLC.

Motion carried by unanimous voice vote.

- G. Plan Commission Recommendation: Town Board review & consideration of a Certified Survey Map (CSM) submitted by Corey Kalkofen of McMahan Associates Inc. on behalf of Pint, LLC & KBN LLC for a proposed CSM dividing & reconfiguring Tax ID #006-0370 (2590 County Rd II), Tax ID #006-0370-06, & Tax ID #006-0370-07 into two (2) lots.

MOTION

Motion made by unanimous consent to approve the Certified Survey Map (CSM) submitted by Corey Kalkofen of McMahan Associates Inc. on behalf of Pint, LLC & KBN LLC with the following Recommendations & Conditions:

1. Based on the County GIS, a number of structures defined as buildings (shelter & gazebos) are not shown and shall be added to the CSM. If those buildings have been or are to be razed, documentation for the removal shall be provided to the Town prior to approval of the CSM.
2. The WDNR Surface Water Data Viewer identifies two areas associated with the ponds on proposed Lot 2. Those artificial ponds shall be added to the CSM with the source of the information.
3. The typographical error in the Right to Farm Covenant shall be corrected to "The lots created on this map are adjacent to..." prior to approval of the CSM.

Motion carried by unanimous voice vote.

- H. Plan Commission Recommendation: Town Board review & consideration of a Conditional Use Application submitted by Kunes Appleton Properties for a proposed addition to the existing heavy vehicle sales and rental principal building located at 2615 West American Drive, specifically described as Tax ID #006-0341-01.

MOTION

Motion made by unanimous consent to approve the Conditional Use Permit Application submitted by Kunes Appleton Properties with the following Recommendations & Conditions:

1. The project shall comply with all applicable local, state, and federal codes/ordinances.
2. An up-to-date Site Plan must be on file, at all times with the Town of Clayton.
3. All activities on the subject property shall not in any way become a nuisance by reason of appearance, noise, dust, smoke, illumination, order or any other similar factor.
4. Subject to the applicant allowing the subject property to be available for inspection by the Town of Clayton officials at any reasonable time and upon reasonable notice.
5. Winnebago County & Wisconsin Department of Natural Resources (DNR) permits/approvals for stormwater management and erosion control shall be obtained and copies of such permits/approvals shall be submitted to the Town prior to commencing construction of the building addition.
6. DNR approval for wetland disturbance/filling shall be obtained and a copy of such approval shall be submitted to the Town within six (6) months of Conditional Use and Site Plan approvals. If the applicant fails to provide the Town a copy of the DNR approval for wetland disturbance/filling within six (6) months of Conditional Use Permit and Site Plan approvals, all illegal fill within the wetland shall be removed and the wetland shall be restored to preexisting conditions prior to the wetland fill violation.
7. Documentation shall be provided that the required wetland restoration activities have been completed per the restoration plan, including fill removal, reseeding, and site stabilization, prior to commencing construction of the proposed building addition.
8. Documentation of the Solar Reflective Index (SRI) of the proposed roofing materials shall be provided, prior to commencing construction of the proposed building addition.
9. Documentation shall be provided to verify all exterior lighting is IDA (International Dark-Sky Assoc.) certified, prior to commencing construction of the proposed building addition.
10. Any future proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.
11. Any substantial changes and/or additions to the site plan and/or building plans shall be reviewed and approved by the Plan Commission and Town Board in accordance with the Town Zoning Ordinance. Determination of whether a change or addition is substantial shall be at the discretion of the Town Administrator.
12. The location of the refuse/recycling enclosure must be clearly identified on the site plan. All outside store of waste/trash or recyclables shall be screened from view and enclosed by a fence or wall that extends to the tallest point of waste/trash or recyclable container(s), but not less than six (6) feet in height. Fencing or walls shall meet all applicable design and dimensional requirements of Sec. 9.08-209. The Plan Commission reserves the right to require additional vegetative screening to ensure the enclosure is adequately screened from view.
13. If the new proposed driveway on the eastern side of the property to W American Dr. is to exceed the maximum width of 36 feet at its juncture with the street pavement, a culvert clean-out shall be constructed to meet the Town's standards.

Motion carried by unanimous voice vote.

- I. Plan Commission Recommendation: Town Board review & consideration of a Site Plan Application submitted by Kunes Appleton Properties for a proposed addition to the existing heavy vehicle sales and rental principal building located at 2615 West American Drive, specifically described as Tax ID #006-0341-01.

MOTION

Motion made by unanimous consent to approve the Site Plan Application submitted by Kunes Appleton Properties with the following Recommendations & Conditions:

1. The project shall comply with all applicable local, state, and federal codes/ordinances.
2. An up-to-date Site Plan must be on file, at all times with the Town of Clayton.
3. All activities on the subject property shall not in any way become a nuisance by reason of appearance, noise, dust, smoke, illumination, order or any other similar factor.
4. Subject to the applicant allowing the subject property to be available for inspection by the Town of Clayton officials at any reasonable time and upon reasonable notice.
5. Winnebago County & Wisconsin Department of Natural Resources (DNR) permits/approvals for stormwater management and erosion control shall be obtained and copies of such permits/approvals shall be submitted to the Town prior to commencing construction of the building addition.
6. DNR approval for wetland disturbance/filling shall be obtained and a copy of such approval shall be submitted to the Town within six (6) months of Conditional Use and Site Plan approvals. If the applicant fails to provide the Town a copy of the DNR approval for wetland disturbance/filling within six (6) months of Conditional Use Permit and Site Plan approvals, all illegal fill within the wetland shall be removed and the wetland shall be restored to preexisting conditions prior to the wetland fill violation.
7. Documentation shall be provided that the required wetland restoration activities have been completed per the restoration plan, including fill removal, reseeding, and site stabilization, prior to commencing construction of the proposed building addition.
8. Documentation of the Solar Reflective Index (SRI) of the proposed roofing materials shall be provided, prior to commencing construction of the proposed building addition.
9. Documentation shall be provided to verify all exterior lighting is IDA (International Dark-Sky Assoc.) certified, prior to commencing construction of the proposed building addition.
10. Any future proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.
11. Any substantial changes and/or additions to the site plan and/or building plans shall be reviewed and approved by the Plan Commission and Town Board in accordance with the Town Zoning Ordinance. Determination of whether a change or addition is substantial shall be at the discretion of the Town Administrator.
12. The location of the refuse/recycling enclosure must be clearly identified on the site plan. All outside store of waste/trash or recyclables shall be screened from view and enclosed by a fence or wall that extends to the tallest point of

waste/trash or recyclable container(s), but not less than six (6) feet in height. Fencing or walls shall meet all applicable design and dimensional requirements of Sec. 9.08-209. The Plan Commission reserves the right to require additional vegetative screening to ensure the enclosure is adequately screened from view. 13. If the new proposed driveway on the eastern side of the property to W American Dr. is to exceed the maximum width of 36 feet at its juncture with the street pavement, a culvert clean-out shall be constructed to meet the Town's standards.

Motion carried by unanimous voice vote.

- J. Plan Commission Recommendation: Town Board review & discussion on a Concept Plan Review Application submitted by Troy Ribble for a proposed land division reconfiguring a portion of Tax ID #006-0006-02-02 (9670 Lind Ln); Tax ID #006-0006-09 (9618 Lind Ln); and all of Tax ID #006-00006-10-02 into five lots.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

- K. Plan Commission Recommendation: Town Board review & discussion on a Concept Plan for the proposed move of a Habitable Building to Tax ID #006-0006-06 (Lind Ln) indicating where the final structures will be located.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

BUSINESS

- A. Discussion/Action: Town Board review & consideration of Ordinance 2024-001 Relating to the Confidentiality of Information About Income & Expenses Requested by the Assessor in Property Assessment Matters.

MOTION

Motion made by Supervisor Reif, **Seconded** by Supervisor Grundman to approve Ordinance 2024-001 and direct Staff to publish & post accordingly.

Voting Yea: Town Chair Geise, Supervisor Lettau, Supervisor Grundman, Supervisor Christianson, Supervisor Reif

Motion carried 5-0.

- B. Discussion/Action: Town Board review & consideration of Invoice #6072151 submitted by Bassett Mechanical in the amount of \$6,611.82 for work performed on the Town Hall boiler system.

MOTION

Motion made by unanimous consent to approve invoice #6072151 submitted by Bassett Mechanical in the amount of \$6,611.82.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review & consideration of a Building Moving Permit Application submitted by Brandon Ribble or assigns for the proposed moving of a house to Tax ID #006-0006-06 (9614 Lind Ln).

MOTION

Motion made by Town Chair Geise, **Seconded** by Supervisor Reif to approve the Building Moving Permit Application for Brandon Ribble with the following Conditions:

1. Sanitary permit must be obtained from Winnebago County for an on-site sewage disposal system to serve the building at its proposed location, and a copy of said permit presented to the Town.
2. Erosion control permit must be obtained from Winnebago County for the project, and a copy of said permit presented to the Town.
3. On-site sanitary sewage system must be constructed pursuant to and in conformance with a sanitary permit to serve the building at its proposed location. In lieu of the on-site sanitary system being constructed prior to moving, the applicant must provide an escrow deposit with the Town in the estimated amount to construct the on-site sewage system. The Town shall establish the time within which the on-site system shall be constructed.
4. Foundation must be constructed to serve the building at its proposed location. In lieu of the construction of a foundation prior to moving, the applicant must provide an escrow deposit with the Town in the estimated amount to construct the foundation. The Town shall establish the time within which the foundation shall be constructed.
5. The Town Building Inspector must inspect the building proposed to be moved and determine that the building is structurally sound and conforms to applicable provisions of the Wisconsin Administrative Code.
6. The Town Building Inspector must inspect the proposed location of the building and determine that the proposed location conforms to applicable zoning requirements.
7. A proposed moving route must be submitted to the Town of Clayton along with a timetable to affect the move. The Town of Clayton shall estimate the time within the building shall be moved.
8. The applicant must provide an escrow deposit of an amount not less than \$2,000.00 to ensure that the building will be moved within the approved timetable.
9. Any Town right-of-way improvements affected by the move must be restored to their prior condition.
10. An escrow agreement for the cash deposit(s) must be entered into with the Town and approved by the Town Administrator in lieu of letters of credit.

Voting Yea: Town Chair Geise, Supervisor Lettau, Supervisor Grundman, Supervisor Christianson, Supervisor Reif

Motion carried 5-0.

- D. Discussion/Action: Town Board review & consideration of a Developer Agreement submitted by Last Time Realty LLC for a proposed heavy vehicle sales and development on Tax ID #006-0341-02 (W American Dr).

MOTION

Motion made by Town Chair Geise to set aside this agenda item until the July 3, 2024 Board Meeting.

No Second was received.

Motion failed.

MOTION

Motion made by unanimous consent to approve the Developer Agreement submitted by Last Time Realty LLC as presented, consistent with the Paygo calculations included.

Motion carried by unanimous voice vote.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - July 3 & 17; Aug 7 & 21; Sept 4 & 18
- B. Plan Commission (6:30 pm start unless otherwise noted) - July 10; Aug 14; Sept 11
- C. Town of Clayton TID #1 Annual Meeting - June 20 starting at 10 am

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 7:47 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk