



BOARD OF SUPERVISORS MEETING

Wednesday, October 18, 2023 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 Zolp
Attorney LaFrombois
Engineer Stephan

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, October 4, 2023 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, October 4, 2023 Town Board Meeting.

Motion carried by unanimous voice vote.

- B. Approval of the Minutes of the Tuesday, October 10, 2023 Town Board Budget Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Tuesday, October 10, 2023 Town Board Budget Meeting.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA - NONE

CORRESPONDENCE

- A. Distribution of the September 2023 Winnebago County Tonnage Report
- B. Distribution of the Municipal Law Newsletter from BoardmanClark received October 11, 2023

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

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

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Discussion/Action: Town Board review & consideration of a Site Plan Review Application submitted by RJ Albright, Inc. on behalf of Nikodem Revocable Trust for a 4,200 sq ft addition to the existing principal building and parking/pavement additions on Tax ID #006-1777-01 (2770 Towne Ct).

MOTION

Motion made by unanimous consent to approve the Site Plan Review Application submitted on behalf of Nikodem Revocable Trust with the following Staff Recommendations and conditions:

1. The project shall comply with all applicable local, state, and federal codes/ordinances.
2. The minimum planting size of landscaping materials at the time of planting/establishment shall be in compliance with Attachment E, Landscape Design Standards.
3. Any proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.
4. Any substantial changes and/or additions to the site plan 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 of Clayton Zoning Ordinance. Determination of whether a change or addition is substantial shall be at the discretion of the Town Administrator.

Motion carried by unanimous voice vote.

- B. Review/Discussion: Town Board review & discussion on a Concept Plan Review Application submitted by Steve Bieda of Vierbicher for a proposed mixed-use residential and commercial development; Tax ID #s 006-0352-01 (Fairview Rd), 006-0355, & 006-0354 (State Rd 76).

DISCUSSION ITEM ONLY - NO ACTION TAKEN

BUSINESS

- A. Discussion/Action: Town Board review & consideration of awarding the Bid for the Deer Trail Estates Drainage Resolve to Highway Landscapers, Inc., 1900 Bohm Dr, Little Chute, WI 54140 in the amount of \$283,185.00.

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Christianson to award the Bid for the Deer Trail Estates Drainage Resolve project to Highway Landscapers, Inc. in the amount of \$283,185.00 and direct Staff to sign, date, & return the Notices of Award to Cedar Corp.

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

Voting Nay: Supervisor Reif

Motion carried 4-1.

- B. Discussion/Action: Town Board review & consideration of the Certificate for Payment #4 for the Friendship Trail Reconstruction submitted by Superior Sewer & Water, Inc. in the amount of \$1,329.00.

MOTION

Motion made by unanimous consent to approve the Certificate for Payment #4 submitted by Superior Sewer & Water, Inc. in the amount of \$1,329.00.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review & consideration of the Certificate for Payment #2 for West American Dr Phase I Gravel Street Construction submitted by MCC, Inc. in the amount of \$59,216.59.

MOTION

Motion made by unanimous consent to approve the Certificate for Payment #2 submitted by MCC, Inc. in the amount of \$59,216.59.

Motion carried by unanimous voice vote.

- D. Discussion/Action: Town Board review & consideration of Invoice 26285 submitted by Winnebago County for the resurfacing of Fairview Rd, Oakridge Rd, and Oakwood Rd in the amount of \$192,830.95.

MOTION

Motion made by unanimous consent to approve Invoice 26285 submitted by Winnebago County in the amount of \$192,830.95.

Motion carried by unanimous voice vote.

- E. Discussion/Action: Town Board review & consideration of a revised Developer Agreement submitted by G&L Properties for a proposed machining & repair services development on Tax ID #006-0340-02-01.

MOTION

Motion made by unanimous consent to approve the Developer Agreement for G&L Properties as presented and authorize the Administrator to proceed forward as necessary to execute said agreement.

Motion carried by unanimous voice vote.

- F. Discussion/Action: Town Board review & consideration of the Tax Increment Finance (TIF) Application submitted by G&L Properties for a proposed machining & repair services development on Tax ID #006-0340-02-01.

MOTION

Motion made by unanimous consent to approve the TIF Application for G&L Properties as presented and authorize the Administrator to proceed forward as necessary to execute said agreement.

Motion carried by unanimous voice vote.

- G. Review/Discussion: Town Board review & discussion on the termination of the Intergovernmental Agreement for Building Inspection Services with Town of Dale.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

REVIEW OF DISBURSEMENTS

- A. Check Summary Register

UPCOMING MEETING ATTENDANCE

- A. Annual Electors Meeting - Nov 15 starting at **6 pm**
- B. Clayton Sanitary District #1 Commission Meeting - Nov 15 **immediately following the Annual Electors Meeting**
- C. Town Board (6:30 pm start unless otherwise noted) - Nov 1; Nov 15 (**following Clayton Sanitary District #1 Commission Meeting**) Dec 6 & 20
- D. Plan Commission (6:30 pm start unless otherwise noted) - Nov 8; Dec 13

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 7:04 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk