



# BOARD OF SUPERVISORS MEETING

Wednesday, September 06, 2023 at 6:30 PM

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

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## MINUTES

**CALL TO ORDER** – Vice Chair Reif called the meeting to order at 6:30 pm.

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

### PRESENT

Supervisor Lettau  
Supervisor Grundman  
Supervisor Christianson  
Supervisor Reif

### EXCUSED

Town Chair Geise

### STAFF

Clerk Faust-Kubale  
Treasurer Zolp  
Attorney LaFrombois  
Planner Jaworski

## APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, August 16, 2023, Town Board Meeting

### MOTION

**Motion made** by unanimous consent to approve the Minutes of the Wednesday, August 16, 2023 Town Board Meeting.

**Motion carried** by unanimous voice vote.

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

## CORRESPONDENCE

- A. Distribution of the Municipal Law Newsletter from BoardmanClark received August 16, 2023.
- B. Distribution of the 2022 Town of Clayton Financial Audit performed by KerberRose.
- C. Distribution of the August 2023 Building Inspection Report

## DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

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

## BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Motion to approve Ordinance 2023-004 Approving & Adopting the CY 2023 Update to the Town of Clayton Comprehensive Plan.

**MOTION**

**Motion made** by Supervisor Grundman, **Seconded** by Supervisor Christianson to approve Ordinance 2023-004 and direct Staff to proceed with distributing the document as required.

**Voting Yea**: Supervisor Lettau, Supervisor Grundman, Supervisor Christianson, Supervisor Reif

**Motion carried 4-0.**

**BUSINESS**

- A. Discussion/Action: Town Board review & consideration of the Certificate for Payment #2 for Eagle Heights Dr & Wing Ln Sanitary Sewer, Street & Stormwater Pond Construction submitted by MCC, Inc. in the amount of \$543,771.96.

**MOTION**

**Motion made** by unanimous consent to approve the Certificate for Payment #2 submitted by MCC, Inc. in the amount of \$543,711.96.

**Motion carried** by unanimous voice vote.

- B. Discussion/Action: Town Board review & consideration of renewal of the Joint Powers Agreement for the Winnebago County 911 Emergency System.

**MOTION**

**Motion made** by unanimous consent to approve the Winnebago County 911 System Joint Powers Agreement, authorize the Town Chair to sign the document, and direct Staff to submit the signed document to Winnebago County Sheriff.

**Motion carried** by unanimous voice vote.

**REVIEW OF DISBURSEMENTS**

- A. Check Summary Register

**UPCOMING MEETING ATTENDANCE**

- A. Town Board (6:30 pm start unless otherwise noted) - Sept 20; Oct 4 & 18; Nov 1 & 15  
B. Plan Commission (6:30 pm start unless otherwise noted) - Sept 13; Oct 11; Nov 8

**BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**MOTION**

**Motion made** by unanimous consent to adjourn at 6:47 pm.

**Motion carried** by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk