



BOARD OF SUPERVISORS MEETING

Wednesday, April 17, 2024

Immediately following a Prior Scheduled Meeting

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

MINUTES

THIS MEETING IS IMMEDIATELY FOLLOWING THE ANNUAL REORGANIZATIONAL MEETING.

CALL TO ORDER – Chair Geise called the meeting to order at 6:20 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, April 3, 2024 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, April 3, 2024 Town Board Meeting.

Motion carried by unanimous voice vote.

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

CORRESPONDENCE

- A. Distribution of the March 2024 Building Inspection Report
- B. Distribution of the March 2024 Winnebago County Tonnage Report

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. Plan Commission Recommendation: Motion to approve a Certified Survey Map (CSM) Review Application submitted by Scott Andersen on behalf of the Arden & June Schroeder

Joint Revocable Trust, for a proposed CSM dividing/reconfiguring Tax ID #006-0035, Tax ID #006-0033 (9457 State Rd 76), and Tax ID #006-1204-01 into two lots with a proposed road extension of Memory Lane.

MOTION

Motion made by unanimous consent to the Certified Survey Map (CSM) Review Application submitted by Scott Andersen on behalf of the Arden & June Schroeder Joint Revocable Trust with the suggested Plan Commission conditions:

1. The subdivider shall provide the Town with a copy of the Winnebago County Erosion Control Permit and approved plans prior to official approval/release of the CSM (i.e., Town approval signature on the CSM) and prior to commencing construction of the road extension of Memory Lane.
2. Memory Lane Extension Improvement Plans (i.e., road construction plans) shall be reviewed for compliance with the Town Minimum Road Design Standards and approved by the Town Engineer prior to:
 - Executing the required Public Improvement Agreement;
 - Official approval/release of the CSM (i.e., Town approval signature on the CSM); and
 - Commencing construction of the road extension of Memory Lane
3. The subdivider shall execute a Public Improvement Agreement with the Town and provide the requisite financial security, as approved by the Town Board and in accordance with the Town Subdivision Ordinance, prior to official approval/release of the CSM (i.e., Town approval signature on the CSM) and prior to commencing construction on the road extension of Memory Lane.
4. Addition of the "Right to Farm" language on the face of the CSM.

Motion carried by unanimous voice vote.

- B. Plan Commission Recommendation: Motion to postpone until no later than August 31, 2024 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.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

- C. Plan Commission Recommendation: Motion to postpone until no later than August 31, 2024 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.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

BUSINESS

- A. Discussion/Action: Town Board review & consideration of hiring Zach Kohler for a Public Works Laborer position at a wage of \$23.90 per hour, with a start date of April 15, 2024.

MOTION

Motion made by unanimous consent to approve the hiring of Zach Kohler for an open Public Works Laborer position at a wage of \$23.90 per hour with a start date of April 15, 2024.

Motion carried by unanimous voice vote.

- B. Discussion/Action: Town Board review & consideration of the Contractor's Application for Payment #2 for Deer Trail Estates Drainage Resolve submitted by Highway Landscapers, Inc. in the amount of \$67,958.12.

MOTION

Motion made by unanimous consent to approve the Contractor's Application for Payment #2 submitted by Highway Landscapers, Inc. in the amount of \$67,958.12.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review & consideration of a quote from Fox Cities Sign LLC for the new Trailhead Park sign including recognition of the Larsen-Winchester Lions Club in the amount of \$5,092.00

MOTION

Motion made by unanimous consent to approve the quote from Fox Cities Sign LLC in the amount of \$5,092.00 and direct Staff to proceed with the sign order and installation.

Motion carried by unanimous voice vote.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - May 1 & 15; June 5 & 19; July 3 & 17
- B. Plan Commission (6:30 pm start unless otherwise noted) - June 12; July 10; Aug 14
- C. Open Book - May 8 from 12 pm - 2 pm
- D. Board of Review - May 28 starting at 10 am

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 6:42 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk