



# BOARD OF SUPERVISORS MEETING AMENDED

Wednesday, April 16, 2025  
Immediately following a Prior Scheduled Meeting

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

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## MINUTES

**THIS MEETING IS IMMEDIATELY FOLLOWING THE ANNUAL REORGANIZATIONAL MEETING.**

**CALL TO ORDER** – Chair Geise called the meeting to order at 6:16 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 2, 2025 Town Board Meeting

### MOTION

**Motion made** by unanimous consent to approve the Minutes of the Wednesday, April 2, 2025 Town Board Meeting as presented.

**Motion carried by unanimous voice vote.**

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

### CORRESPONDENCE

- A. Distribution of the March 2025 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

**OPERATOR LICENSES ISSUED BY THE TOWN CLERK**

- A. New - Mackenzie Blythe, Willie Beamons
- B. New - Daytona Weyland, Willie Beamons
- C. New - Brooke Siebert, Winagamie Golf Course

**BUSINESS REFERRED BY THE PLAN COMMISSION**

- A. Plan Commission Recommendation: Town Board review & consideration of a CSM Review Application submitted by Timothy & Barbara Wrase on behalf of the Gustafson Residence Trust to combine Tax ID #006-1340-02 and Tax ID #006-1340-03 into one (1) lot.

**MOTION**

**Motion made** by unanimous voice vote to approve the CSM Review Application submitted by Timothy & Barbara Wrase on behalf of the Gustafson Residence Trust with the following conditions:

1. The surveyor's certificate on sheet 2 shall be updated from "...comnined" to read "...certify that I have surveyed, combined, and mapped all of Lots 5 & 6..."
2. All structures located on Lot 5 must be noted & shown on the CSM prior to the Town granting signatures and recording.

**Motion carried by unanimous voice vote.**

- B. Plan Commission Recommendation: Town Board review & consideration of a Site Plan Review Application submitted by Robert E. Lee & Associates on behalf of PRE/3, LLC for construction of a multi-family housing development proposed to be located on Tax ID #006-0328-02-02.

**DISCUSSION ITEM ONLY - NO ACTION TAKEN**

- C. Plan Commission Recommendation: Town Board review & consideration of a Site Plan Application submitted by Wildflower Development for a proposed addition to the existing storage condominium development located on Tax ID #006-0895-06 (north of 7577 Black Top Way).

**MOTION**

**Motion made** by unanimous voice vote to approve the Site Plan Application submitted by Wildflower Development with the following conditions:

1. The roofing material must meet or exceed the Town Solar Reflective Index standard.
2. Pond landscaping must comply with the design standards of Attachment E of the Town Zoning Ordinance.
3. Plan Commission recommends allowing the architectural standards to be consistent with previous phases.
4. The diagram on page 137 of the Condo Agreement must be updated.

5. The Town Board must be provided with the applicant responses to the 20 points the Commissioners wished to have addressed after the March 12, 2025 Plan Commission meeting.

**Motion carried by unanimous voice vote.**

- D. Plan Commission Recommendation: Town Board review & consideration of a Concept Plan Review Application submitted by EnvisionInk Holdings LLC for a proposed expansion of the existing commercial building.

**DISCUSSION ITEM ONLY - NO ACTION TAKEN**

**BUSINESS**

- A. Discussion/Action: Town Board review & consideration of Policy 2025-001 regarding Clayton Fire Rescue safety review components for commercial projects within the Town of Clayton.

**MOTION**

**Motion made** by Supervisor Christianson, **Seconded** by Supervisor Grundman to approve Policy 2025-001 and direct Staff to post & publish as required.

**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 a motion to move into a Closed Session pursuant to Wis. Stats. §19.85(1)(e):

**Wis. Stats. §19.85(1)(e)** - Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The Town Board of Supervisors of the Town of Clayton may review proposals, consider strategy, provide guidance to the Town Administrator, take action, receive information, or take no action on the matter of the sale of Town-owned real property with Tax ID #006-0328-02-02, Town of Clayton, Winnebago County arising to or relating to competitive offers of purchase received or anticipated to be received from potential buyers.

**MOTION**

**Motion made** by Supervisor Grundman, **Seconded** by Supervisor Christianson to move into closed session pursuant to Wis. Stats. §19.85(1)(e).

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

**Motion carried 5-0.**

- C. Discussion/Action: Pursuant to Wis. Stats. §19.85(2), the Town Board will reconvene into open session and may formally act on those matters discussed in closed session.

**Wis. Stats. §19.85(2)** - No governmental body may commence a meeting, subsequently convene in closed session and thereafter reconvene again in open session within 12 hours after completion of the closed session, unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session.

**MOTION**

**Motion made** by Supervisor Christianson, **Seconded** by Supervisor Grundman to reconvene into open session pursuant to Wis. Stats. §19.85(2).

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

**Motion carried 5-0.**

**UPCOMING MEETING ATTENDANCE**

- A. Town Board (6:30 pm start unless otherwise noted) - May 7 & 21; June 4 & 18; July 2 & 16
- B. Plan Commission (6:30 pm start unless otherwise noted) - May 14; June 11; July 9
- C. Open Book - May 13, 1 pm to 3 pm via phone scheduled appointments with Associated Appraisal
- D. Board of Review - May 27 10 am to 12 pm

**BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**MOTION**

**Motion made** by unanimous consent to adjourn at 7:03 pm.

**Motion carried by unanimous voice vote.**

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk