



# BOARD OF SUPERVISORS MEETING

Wednesday, December 20, 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** - 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 - arrived 6:35 pm  
Engineer Warner

### APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, December 6, 2023 Town Board Meeting

### MOTION

**Motion made** by unanimous consent to approve the Minutes of the Wednesday, December 6, 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 November 2023 Building Inspection Report
- B. Distribution of the November 2023 Winnebago County Tonnage Report
- C. Distribution of the Meeting Agenda for the January 4, 2024 Wisconsin Towns Association Winnebago County Unit Meeting.

### 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 - Joshua Anthony

**BUSINESS REFERRED BY THE PLAN COMMISSION**

- A. Plan Commission Recommendation: Motion to approve a Conditional Use Application submitted by Utschig Inc on behalf of Last Time Realty LLC for a proposed heavy vehicle sales and rental development located adjacent to the west of 2615 West American Dr, specifically described as Tax ID #006-0341-02.

**MOTION**

**Motion made** by unanimous consent to approve the Conditional Use Application submitted by Utschig Inc. on behalf of Last Time Realty LLC with all Plan Commission & Staff Recommendations and Conditions.

**Motion carried by unanimous voice vote.**

- B. Plan Commission Recommendation: Motion to approve a Site Plan Application submitted by Utschig Inc on behalf of Last Time Realty LLC for a proposed heavy vehicle sales and rental development located adjacent to the west of 2615 West American Dr, specifically described as Tax ID #006-0341-02.

**MOTION**

**Motion made** by unanimous consent to approve the Site Plan Application submitted by Utschig Inc. on behalf of Last Time Realty LLC with all Plan Commission & Staff Recommendations and Conditions.

**Motion carried by unanimous voice vote.**

- C. Plan Commission Recommendation: Motion to approve a Conditional Use Application submitted by Brandon Flees for a proposed retention pond residential accessory use located at 8375 Whispering Meadows Dr, specifically described as Tax ID #006-0566-04-09.

**MOTION**

**Motion made** by unanimous consent to approve the Conditional Use Application submitted by Brandon Flees with all Plan Commission & Staff Recommendations and Conditions.

**Motion carried by unanimous voice vote.**

**BUSINESS**

- A. Discussion/Action: Town Board review & consideration of Resolution 2023-010 A Resolution Creating a Statutorily Required List of Appointed Election Inspectors for the 2024-2025 Election Cycle.

**MOTION**

**Motion made** by Supervisor Grundman, **Seconded** by Supervisor Christianson to approve Resolution 2023-010 Creating a Statutorily Required List of Appointed

Election Inspectors for CY 2024 and CY 2025 election cycle and the listed names on Exhibit A as presented.

**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 Ordinance 2023-006 Establishing Different Working Hours for Election Officials Assigned to the Same Polling Place.

**MOTION**

**Motion made** by Supervisor Christianson, **Seconded** by Supervisor Lettau to approve Ordinance 2023-006 Establishing Different Working Hours for Election Officials Assigned to the Same Polling Place as presented 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.**

- C. Discussion/Action: Town Board review & consideration of Change Order #8 for Phase I Water Distribution Booster Pump Facility for an increase in the Contract in the amount of \$25,310.00.

**NO ACTION TAKEN - DISCUSSION ONLY**

**REVIEW OF DISBURSEMENTS**

- A. Check Summary Register

**UPCOMING MEETING ATTENDANCE**

- A. Town Board (6:30 pm start unless otherwise noted) - Jan 3 & 17; Feb 7 & 21; March 6 & 20
- B. Plan Commission (6:30 pm start unless otherwise noted) - Jan 10; Feb 14; March 13

**BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**MOTION**

**Motion made** by unanimous consent to adjourn at 6:58 pm.

**Motion carried by unanimous voice vote.**

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk