



BOARD OF SUPERVISORS MEETING

Wednesday, June 18, 2025 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

Clerk Faust-Kubale
Treasurer Fietzer
Attorney LaFrombois - virtual

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, June 4, 2025 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, June 4, 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 May 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

NEW HIRES

- A. Tim Gordon Jr., Public Works Laborer - June 12, 2025

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. Renewal - Avery Portier, The ReMixx

- B. New - Binod Lamichhane, Kitchen Comfort

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Discussion: Town Board review & discussion on proposed changes to Division 3 (Allowable Land Uses) of Article 8 of the Town of Clayton Zoning Code of Ordinances.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

BUSINESS

- A. Discussion/Action: Town Board review & consideration of the following Alcohol License Applications:

The following party has submitted a renewal application for a "Class "B" license to sell intoxicating liquors on file in the Town of Clayton Clerk's Office for the licensing period of July 1, 2025 through June 30, 2026, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:

- a. Dale Mart LLC, (DBA Kitchen Comfort), 8510 State Road 76 Unit 2, Neenah, WI 54956; Agent: Dinesh Tiwari

MOTION

Motion made by unanimous consent to approve the application submitted by Dale Mart LLC for a "Class B" license to sell intoxicating liquors for the licensing period July 1, 2025, through June 30, 2026, subject to compliance with State Statutes and Municipal Ordinances.

Motion carried by unanimous voice vote.

- B. Discussion/Action: Town Board review & consideration of Ordinance 2025-003 Repealing & Replacing Ordinance 2019-015 Establishing Parking Restrictions.

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Christianson to approve Ordinance 2025-003 and direct Staff to post and 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 Ordinance 2025-004 regarding Direct Sellers and Solicitors.

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Lettau to approve Ordinance 2025-004 and direct Staff to post and publish as required.

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

Motion carried 5-0.

- D. Discussion/Action: Town Board review & consideration of shifting one of the Administrative Assistant positions from part-time employment to full-time employment for utility administrative duties.

MOTION

Motion made by unanimous consent to approve the shift of one part-time Administrative Assistant position to full-time employment and direct Staff to pursue the option of funding the position from the Sanitary District Fund.

Motion carried by unanimous voice vote.

- E. Discussion/Action: Town Board review & consideration of the purchase of two flow meters for the interceptor points of Winchester Rd (County Rd II) and Shady Ln at a total cost of \$38,000.00.

MOTION

Motion made by unanimous consent to approve the purchase of the flow meters at a cost not to exceed \$38,000.00.

Motion carried by unanimous voice vote.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - July 2 & 16; Aug 6 & 20; Sept 3 & 17
- B. Plan Commission (6:30 pm start unless otherwise noted) - July 9; Aug 13; Sept 10
- C. Joint TID #1 Review Board Annual Meeting - June 19 starting at 10 am

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 6:55 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk