



BOARD OF SUPERVISORS MEETING

Wednesday, November 20, 2024

Immediately following a Prior Scheduled Meeting

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

MINUTES

THIS MEETING IS IMMEDIATELY FOLLOWING THE SPECIAL TOWN ELECTORS MEETING.

CALL TO ORDER – Chair Geise called the meeting to order at 7:02 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

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, November 6, 2024 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, November 6, 2024 Town Board Meeting as presented.

Motion carried by unanimous voice vote.

- B. Approval of the Minutes of the Thursday, November 14, 2024 Town Board Special Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Thursday, November 14, 2024 Town Board Special Meeting as presented.

Motion carried by unanimous voice vote.

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

CORRESPONDENCE

- A. Distribution of the October 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: Town Board review & consideration of Ordinance 2024-Z003 to Amend the Official Town of Clayton Zoning Map for the re-zoning of approximately 0.35 acres of Tax ID #006-0808-02 (proposed addition to Tax ID #006-1254 via CSM) from A-2 (General Agriculture District) to R-2 (Suburban Residential District).

MOTION

Motion made by Supervisor Reif, **Seconded** by Supervisor Christianson to approve Ordinance 2024-Z003 Amending the Official Town of Clayton Zoning Map.

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

Motion carried 5-0.

- B. Plan Commission Recommendation: Town Board review & consideration of a Certified Survey Map (CSM) submitted by Guy Grenfell to combine Tax ID #006-1254 and Tax ID #006-0808-02 into one (1) lot.

MOTION

Motion made by unanimous consent to approve the CSM submitted by Guy Grenfell with the following conditions:

1. The lands within Tax ID #006-0808-02 must be re-zoned to the R-2 (Suburban Residential District) prior to recording the CSM.
2. Per WI s. 236.25(2)(c) the surveyor's seal shall be signed, sealed and dated on all pages.
3. The following well casing note shall be added: "The lot created by this document is located in the Special Well Casing Pipe Depth Area. This area has been established due to naturally occurring arsenic contamination problems in this area affecting many wells. Individuals who plan on drilling a well should consult with the Wisconsin Department of Natural Resources, or a drilling professional, to determine how to comply with the provisions of s. NR 812.12(3) of the Wisconsin Administrative Code."

Motion carried by unanimous voice vote.

- C. Plan Commission Recommendation: Town Board review & consideration of a Certified Survey Map (CSM) submitted by McMahon Associates, Inc. on behalf of

Clayton Development Group, LLC to divide Tax ID #006-1799 into two (2) separate lots.

MOTION

Motion made by unanimous consent to approve the CSM submitted by McMahon Associates, Inc. on behalf of Clayton Development Group, LLC with the following conditions:

1. Per WI s. 236.25(2)(c) the surveyor's seal shall be signed, sealed and dated on all pages.
2. An access easement and associated shared driveway agreement must be submitted for review and approval to the Town prior to signing the CSM.

Motion carried by unanimous voice vote.

- D. Plan Commission Recommendation: Town Board review & consideration of a Final Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC, for approval of the Scholar Ridge Estates Final Plat, dividing Tax ID #006-0617-01; Tax ID #006-0618-01; and Tax ID #006-0632 into 43 lots and 2 outlots intended for single-family residential use.

MOTION

Motion made by unanimous consent to approve the Final Plat Review Application submitted by McMahon Associates, Inc. on behalf of Clayton Development Group, LLC as presented.

Motion carried by unanimous voice vote.

BUSINESS

- A. Discussion/Action: Town Board review & consideration of Resolution 2024-005 Adopting the CY 2024 Tax Levy Payable in CY 2025 as set by the Wednesday, November 20, 2024 Special Meeting of the Town Electors, and Adopting the following Town CY 2025 Budgets as presented:
- CY 2025 General Fund Revenue & Expense Budgets
 - CY 2025 Capital Projects Fund Revenue & Expense Budgets
 - CY 2025 Debt Service Fund Revenue & Expense Budgets
 - CY 2025 Stormwater Management Utility Fund Revenue & Expense Budgets
 - CY 2025 Solid Waste and Recycling Fund Revenue & Expense Budgets
 - CY 2025 Tax Increment Finance District (TIF) #1 Fund Revenue & Expense Budgets
 - CY 2025 Clayton Sanitary District #1 Fund Revenue & Expense Budgets

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Lettau to approve Resolution 2024-005 adopting the CY 2024 Tax Levy Payable in CY 2025 as set by the Wednesday, November 20, 2024 Special Meeting of the Town Electors, and adopting the Town CY 2025 Budgets as presented.

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) - Dec 4 & 18; Jan 8 & 22; Feb 5 & 19
- B. Plan Commission (6:30 pm start unless otherwise noted) - Dec 11; Jan 15; Feb 12

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 7:18 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk