



BOARD OF SUPERVISORS MEETING

Wednesday, December 03, 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

EXCUSED

Supervisor Reif

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Treasurer Fietzer
Attorney LaFrombois - virtual

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, November 19, 2025 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, November 19, 2025, Town Board Meeting as presented.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

Brittany Voigt, 3411 Winnegamie Dr, Neenah, WI, spoke regarding a request from the State of Wisconsin for a variance on their business's sprinkler system from the Town, concerns with the amount spent on Town legal fees, and feeling the minutes of the Special Electors Meeting were not accurate.

CORRESPONDENCE

- A. Distribution of the November 2025 Building Inspection Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. County Board Supervisor Report

- B. Winnebago County Sheriff's Department – Public Concerns and Issues
- C. Department of Public Safety Report
- D. Larsen/Winchester Sanitary District Report
- E. Administrator's Report
- F. Chair & Supervisor Reports

BUSINESS

- A. Discussion/Action: Town Board review & consideration of Resolution 2025-009 Amending the Town of Clayton Fee Schedule.

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Christianson to approve Resolution 2025-009, Amending the Town's Fee Schedule, and direct Staff to post the new fee schedule to the Town's website.

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

Motion carried 4-0.

- B. Discussion/Action: Town Board review & consideration of increasing the amount contributed to the Length of Service VFIS for Clayton Fire Rescue to \$509.56 per eligible participant.

MOTION

Motion made by unanimous consent to approve increasing the contribution per eligible participant to \$509.56.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review & consideration of an Agreement for Professional Service submitted by McMahon Associates to design, bid & construct the grading & graveling of Valley View Ct and Clayton Ridge in the amount of \$36,500.00.

MOTION

Motion made by unanimous consent to approve the Agreement for Professional Services submitted by McMahon Associates in the amount of \$36,500.00.

Motion carried by unanimous voice vote.

- D. Discussion/Action: Town Board review & consideration of a proposed Contracted Police Services Agreement between Winnebago County and the Town.

MOTION

Motion made by unanimous consent to approve the Contracted Police Services Agreement as presented.

Motion carried by unanimous voice vote.

- E. Discussion/Action: Town Board review & consideration of a Vacant Land Offer to Purchase from Thomas Lemke Jr. for Tax ID #006-1480 at a purchase price of \$17,000.00.

MOTION

Motion made by unanimous consent to accept the Offer to Purchase from Thomas Lemke Jr. for Tax ID #006-1480 at a purchase price of \$17,000.00.

Motion carried by unanimous voice vote.

REVIEW OF DISBURSEMENTS

- A. Check Summary Register

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Dec 17; Jan 7 & 21; Feb 4 & 18
B. Plan Commission (6:30 pm start unless otherwise noted) - Dec 10; Jan 14; Feb 11

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 7:05 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk