



# BOARD OF SUPERVISORS MEETING

Wednesday, July 05, 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

- A. Pledge of Allegiance
- B. Verification of Notice
- C. Meeting Roll

### SUPERVISORS

Town Chair Geise  
Supervisor Lettau  
Supervisor Grundman  
Supervisor Christianson  
Supervisor Reif

### STAFF

Administrator Wisnefske  
Clerk Faust-Kubale  
Treasurer Zolp  
Attorney LaFrombois

### APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, May 17, 2023 Town Board Meeting

**CORRECTION** - Board will be approving the minutes of the June 21, 2023, Town Board Meeting, not May 17, 2023, as stated.

### MOTION:

**Motion made** by unanimous consent to approve the Wednesday, June 21, 2023 Town Board Meeting Minutes.

**Motion carried** by unanimous voice vote.

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

### CORRESPONDENCE

- A. Distribution of the June 2023 Building Inspection Report
- B. Distribution of the Framework and Instructions for Local Government Spirit Fund Spending from the Winnebago County Executive received June 29, 2023
- C. Distribution of the meeting materials for the July 5, 2023, Fox West Regional Sewerage Commission meeting

### 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

**OPERATOR LICENSES ISSUED BY THE TOWN CLERK**

- A. New - Marina Dahl
- B. Renewal - Jan Cavanaugh
- C. Renewal - Kayla Fritsch
- D. Renewal - Nicole Kellogg

**BUSINESS**

- A. Discussion/Action: Town Board review & consideration of Resolution 2023-005 A Resolution Approving an Intergovernmental Agreement to Satisfy Eligibility for a Recycling Consolidation Grant for Calendar Year 2024.

**MOTION:**

**Motion made** by Supervisor Christianson, **Seconded** by Supervisor Lettau to approve Resolution 2023-005 and direct staff to submit the approved Resolution to Winnebago County Solid Waste Management Board.

**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 Request for Funds & Memorandum of Understanding between the Wisconsin Elections Commission (WEC) and Town of Clayton to participate in the 2023 Absentee Ballot Envelope Subgrant Program.

**MOTION:**

**Motion made** to approve the Request for Funds & Memorandum of Understanding & direct Staff to submit to the Wisconsin Elections Commission.

**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) - July 19; August 2 & 16; Sept 6 & 20
- B. Plan Commission (6:30 pm start unless otherwise noted) - July 12; August 9 & 23; Sept 13

**BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**MOTION:**

**Motion made** by unanimous consent to adjourn at 6:52 pm.  
**Motion carried** by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk