



BOARD OF REVIEW

Tuesday, August 25, 2026 at 10:00 AM

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

AGENDA

CALL TO ORDER

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

SUMMARY OF ANNUAL ASSESSMENT REPORT BY TOWN ASSESSOR

RECEIPT OF THE ASSESSMENT ROLL BY TOWN CLERK FROM TOWN ASSESSOR

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Tuesday, May 27, 2025 Board of Review Meeting
- B. Approval of the Minutes of the Wednesday, May 6, 2026 Board of Review Meeting

PROPERTY ASSESSMENT HEARINGS AS SCHEDULED

ADJOURNMENT

Respectfully submitted,

Russell D. Geise
Town Chairperson

Pursuant to Wisconsin Statute 19.84 (2) and (3) notice is hereby given to the public and the media that two or more members of any or all Boards, Commissions, and Committees of the Town of Clayton, may attend the meeting of the Town Board in order to gather information. For purposes of the Open Meetings Law only; attendance at a meeting by a quorum of members of the Town Boards, Commissions, and Committees constitutes a meeting of the Board, Commission, or Committee, pursuant to Badke Vs. Village Board of Village of Greendale, 173 Wis2d 553, 494 NW2d 408 (1993), and must be noticed as such, although it is not contemplated that any formal action by those bodies will be taken. The only business to be conducted is for Town Board action.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please call the Town Office at 920.836.2007.

This agenda has been posted at the following locations in the Town of Clayton:

- 1. The Town Hall Posting Board – 8348 Hickory Ave, Larsen, WI 54947
- 2. The Town's Web Page: --



BOARD OF REVIEW

Tuesday, May 27, 2025 at 10:00 AM

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

MINUTES

CALL TO ORDER – Town Chair Geise called the meeting to order at 10:00 am

- A. Pledge of Allegiance
- B. Verification of Notice & Training Requirement
Chair Geise completed the Board of Review Training for the 2025 session
- C. Meeting Roll

PRESENT

Town Chair Geise
Supervisor Lettau
Supervisor Grundman
Supervisor Christianson

EXCUSED

Supervisor Reif

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Assessor Mack

SELECTION OF BOARD OF REVIEW CHAIRPERSON

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Lettau to nominate Town Chair Geise as Board of Review Chairperson.

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

Motion carried 4-0.

SELECTION OF BOARD OF REVIEW VICE-CHAIRPERSON

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Christianson to nominate Supervisor Lettau as Board of Review Vice-Chairperson.

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

Motion carried 4-0.

SUMMARY OF ANNUAL ASSESSMENT REPORT BY TOWN ASSESSOR

RECEIPT OF THE ASSESSMENT ROLL BY TOWN CLERK FROM TOWN ASSESSOR

APPROVAL OF THE MINUTES

- A. Approval of the Minutes of the Tuesday, May 28, 2024, Board of Review Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Tuesday, May 28, 2024, Board of Review Meeting.

Motion carried by unanimous voice vote.

PROPERTY ASSESSMENT HEARINGS AS SCHEDULED

NO PROPERTY ASSESSMENT HEARINGS SCHEDULED

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Christianson to recess until 11:55 am or until a property owner appears requesting a hearing, whichever comes first.

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

Motion carried 4-0.

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Lettau to reconvene from recess at 11:55 am.

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

Motion carried 4-0.

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 12:00 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk



BOARD OF REVIEW

Wednesday, May 06, 2026 at 6:00 PM

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

MINUTES

CALL TO ORDER – Town Chair Geise called the meeting to order at 6:00 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 Wisniefske
Clerk Faust-Kubale
Treasurer Fietzer
Attorney LaFrombois - virtual

SELECTION OF BOARD OF REVIEW CHAIRPERSON

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Reif to name Town Chair Geise as the Board of Review Chairperson.

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

Motion carried 5-0.

SELECTION OF BOARD OF REVIEW VICE CHAIRPERSON

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Lettau to name Supervisor Reif as Board of Review Vice Chairperson.

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

Motion carried 5-0.

ADJOURN MEETING UNTIL AUGUST 25, 2026, AT 10:00 AM

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Christianson to adjourn at 6:03 pm until August 25, 2026, at 10 am.

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

Motion carried 5-0.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk

DRAFT