



# BOARD OF REVIEW

Tuesday, May 27, 2025 at 10:00 AM

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

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## AGENDA

### CALL TO ORDER

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

### SELECTION OF BOARD OF REVIEW CHAIRPERSON

### SELECTION OF BOARD OF REVIEW VICE-CHAIRPERSON

### 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

### PROPERTY ASSESSMENT HEARINGS AS SCHEDULED

### ADJOURNMENT

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk

*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 28, 2024 at 10:00 AM

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

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### 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  
Supervisors Reif & Christianson completed the Board of Review Training for the 2024 session
- C. Meeting Roll

#### PRESENT

Town Chair Geise  
Supervisor Lettau  
Supervisor Grundman  
Supervisor Christianson  
Supervisor Reif

#### STAFF

Administrator Wisnefske  
Clerk Faust-Kubale  
Assessor Mack

### SELECTION OF BOARD OF REVIEW CHAIRPERSON

#### MOTION

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

**Voting Yea:** Town Chair Geise, Supervisor Lettau, Supervisor Grundman, Supervisor Christianson, Board of Review Chair Reif

**Motion carried 5-0.**

### 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, August 8, 2024 Board of Review Meeting

**MOTION**

**Motion made** by unanimous consent to approve the Minutes of the Tuesday, August 8, 2023, Board of Review Meeting.

**Motion carried by unanimous voice vote.**

**PROPERTY ASSESSMENT HEARINGS AS SCHEDULED**

**NO PROPERTY ASSESSMENT HEARINGS SCHEDULED**

**MOTION**

**Motion made** by Town Chair Geise, **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, Supervisor Reif

**Motion carried 5-0.**

**MOTION**

**Motion made** by unanimous consent to reconvene from recess at 11:55 am.

**Motion carried by unanimous voice vote.**

**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