



BOARD OF SUPERVISORS MEETING

Wednesday, June 17, 2026 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 - arrived 6:35 pm
Supervisor Grundman
Supervisor Christianson
Supervisor Reif

STAFF

Administrator Wisniefske
Clerk Faust-Kubale
Treasurer Fietzer
Attorney LaFrombois

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, June 3, 2026 Town Board Meeting

MOTION

Motion made to approve the Minutes of the Wednesday, June 3, 2026, Town Board Meeting as presented.

Motion carried 4-0 (Geise abstained).

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

Michael McGuire, 3024 Saffron Lane, Neenah, requested that the Town look at road repairs for the Basil Ct cul-de-sac.

Mark Fosler, 3916 Larsen Rd, Larsen, requested that the Board look into better high-speed internet access on Larsen Rd and throughout the Town.

Mary Powers, 7398 Murray Rd, Neenah, questioned the feasibility of road work being done at the end of Murray Road and requested clarification on what is being proposed.

There was a significant disturbance during the Open Forum portion of the agenda, which was resolved by the Winnebago County Sheriff's Department.

CORRESPONDENCE

- A. Distribution of the May 2026 Winnebago County Tonnage Report
- B. Distribution of the Agenda for the July 2, 2026, WI Towns Association Winnebago County Unit Meeting
- C. Distribution of Notice of Public Hearing for the Winnebago County Planning & Zoning Committee regarding a change to Chapter 23 of the County Ordinance, allowing for all members of the Committee to attend their meeting(s) after holding a public hearing.

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

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. Renewal - David Cheslock, The Woodshed
- B. Renewal - Katie Miller, The Woodshed
- C. Renewal - Dwight Kerr, Winnagamie Golf Course
- D. New - Elizabeth Jacobs, Westridge Golf Course
- E. New - Isabelle Laluzerne, Willie Beamons

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of a Certified Survey Map (CSM) submitted by Michael Roubal on behalf of Penny Brazee to reconfigure portions of Tax ID #006-0796-01 and Tax ID #006-0796-02 (7611 County Rd T).

MOTION

Motion made by unanimous consent to approve the CSM submitted by Michael Roubal on behalf of Penny Brazee with the following conditions:

1. Add relevant feature information to Sheet 3, including septic system tank and drainfield and the well location.
2. Add language in surveyor's certificate documenting total area contained by survey.
3. Remove language in surveyor's certificate not relevant to this survey.
4. Verify document number of Brazee Ridge Inc. recording information is accurate on bottom of Sheet 4 as it differs from the document number listed in the surveyor's certificate.
5. Update year field in the Town Board approval endorsement section on Sheet 5.

Motion carried by unanimous voice vote.

- B. Plan Commission Recommendation: Town Board review & consideration of a Site Plan Review Application submitted by Mach IV Engineering & Surveying LLC on behalf of 924 Holdings LLC for a new office building located on Tax ID #006-0337-02 (2830 W American Dr).

MOTION

Motion made by unanimous voice vote to approve the Site Plan Application submitted by Mach IV Engineering & Surveying LLC on behalf of 924 Holdings LLC with the following conditions:

1. Applicant to change driveway access location a minimum of 13 feet to the east of the currently proposed location with the updated plan to be submitted to the Town for review and final approval.
2. Administrative review and verification of parking space minimums and landscaping standards will be required if access layout is changed.
3. Applicant to provide copies of issued permits from Winnebago County for Stormwater and Erosion Control.
4. Applicant to provide revised list of and install only Dark Sky compliant fixtures.
5. Provide SRI values for roofing materials showing compliance with minimum values required by building roof pitch (SRI 78 or higher).

Motion carried by unanimous voice vote.

- C. Plan Commission Discussion: Town Board review & discussion on revisions to the definitions of "farm" and "residential" within the A-2 zoning district in the Town Zoning Ordinance.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

BUSINESS

- A. Discussion/Action: Town Board review & consideration of Resolution 2026-003 a Resolution Approving an Intergovernmental Agreement to Satisfy Eligibility for a Recycling Consolidation Grant for Calendar Year 2027.

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Christianson to approve Resolution 2026-003 and direct staff to submit the approved Resolution to the 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 the use of approximately \$64,000.00 from insurance to replace the totaled Department of Public Works truck.

MOTION

Motion made to approve the use of the funds received as a result of insurance totaling a DPW plow truck to purchase a used truck and direct staff to discuss the option of receiving sealed bids for any potential replacement truck.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review & consideration of amending the Town of Clayton Purchasing Procedures Policy.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

- D. Discussion/Action: Town Board review & consideration of options for completing the road mowing for 2026.

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Lettau to approve the purchase, as a unique opportunity in the used market justifying the sole source acquisition, of a used mower at an approximate cost of \$28,000.

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) - July 1 & 15; Aug 5 & 19; Sept 2 & 16
- B. Plan Commission (6:30 pm start unless otherwise noted) - July 8; Aug 12; Sept 9
- C. TID #1 Joint Review Board - Jun 18 at 10 am
- D. Town of Clayton Open Book - July 30, 10 am to 4 pm via scheduled phone call

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 7:22 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk