



BOARD OF SUPERVISORS MEETING

Wednesday, December 20, 2023 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
Supervisor Reif

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Treasurer Zolp
Attorney LaFrombois - arrived 6:35 pm
Engineer Warner

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, December 6, 2023 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, December 6, 2023 Town Board Meeting.

Motion carried by unanimous voice vote.

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

CORRESPONDENCE

- A. Distribution of the November 2023 Building Inspection Report
- B. Distribution of the November 2023 Winnebago County Tonnage Report
- C. Distribution of the Meeting Agenda for the January 4, 2024 Wisconsin Towns Association Winnebago County Unit Meeting.

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. New - Joshua Anthony

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Motion to approve a Conditional Use Application submitted by Utschig Inc on behalf of Last Time Realty LLC for a proposed heavy vehicle sales and rental development located adjacent to the west of 2615 West American Dr, specifically described as Tax ID #006-0341-02.

MOTION

Motion made by unanimous consent to approve the Conditional Use Application submitted by Utschig Inc. on behalf of Last Time Realty LLC with all Plan Commission & Staff Recommendations and Conditions.

Motion carried by unanimous voice vote.

- B. Plan Commission Recommendation: Motion to approve a Site Plan Application submitted by Utschig Inc on behalf of Last Time Realty LLC for a proposed heavy vehicle sales and rental development located adjacent to the west of 2615 West American Dr, specifically described as Tax ID #006-0341-02.

MOTION

Motion made by unanimous consent to approve the Site Plan Application submitted by Utschig Inc. on behalf of Last Time Realty LLC with all Plan Commission & Staff Recommendations and Conditions.

Motion carried by unanimous voice vote.

- C. Plan Commission Recommendation: Motion to approve a Conditional Use Application submitted by Brandon Flees for a proposed retention pond residential accessory use located at 8375 Whispering Meadows Dr, specifically described as Tax ID #006-0566-04-09.

MOTION

Motion made by unanimous consent to approve the Conditional Use Application submitted by Brandon Flees with all Plan Commission & Staff Recommendations and Conditions.

Motion carried by unanimous voice vote.

BUSINESS

- A. Discussion/Action: Town Board review & consideration of Resolution 2023-010 A Resolution Creating a Statutorily Required List of Appointed Election Inspectors for the 2024-2025 Election Cycle.

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Christianson to approve Resolution 2023-010 Creating a Statutorily Required List of Appointed

Election Inspectors for CY 2024 and CY 2025 election cycle and the listed names on Exhibit A as presented.

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 Ordinance 2023-006 Establishing Different Working Hours for Election Officials Assigned to the Same Polling Place.

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Lettau to approve Ordinance 2023-006 Establishing Different Working Hours for Election Officials Assigned to the Same Polling Place as presented and direct Staff to post & publish as required.

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

Motion carried 5-0.

- C. Discussion/Action: Town Board review & consideration of Change Order #8 for Phase I Water Distribution Booster Pump Facility for an increase in the Contract in the amount of \$25,310.00.

NO ACTION TAKEN - DISCUSSION ONLY

REVIEW OF DISBURSEMENTS

- A. Check Summary Register

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Jan 3 & 17; Feb 7 & 21; March 6 & 20
- B. Plan Commission (6:30 pm start unless otherwise noted) - Jan 10; Feb 14; March 13

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 6:58 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk