



# BOARD OF SUPERVISORS MEETING

Wednesday, June 21, 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

### PRESENT

Town Chair Geise  
Supervisor Lettau  
Supervisor Grundman  
Supervisor Christianson  
Supervisor Reif

### STAFF

Administrator Wisnefske  
Clerk Faust-Kubale

### APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, June 7, 2023 Town Board Meeting

### MOTION:

**Motion made** by unanimous consent to approve the Wednesday, June 7, 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 May 2023 Winnebago County Tonnage Report
- B. Distribution of the Agenda for the July 6, 2023, Wisconsin Towns Association - Winnebago County Unit Meeting

### DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Larsen/Winchester Sanitary District Report
- B. Administrator's Report
- C. Chair & Supervisor Reports

### OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. Renewal - Therese Rathsack
- B. Renewal - Rachael Nielsen
- C. Renewal - Brad Neal

## **BUSINESS REFERRED BY THE PLAN COMMISSION**

- A. Plan Commission Recommendation: Motion to approve a Certified Survey Map (CSM) Review Application submitted by Northeast Asphalt & Susan Kottke for approval of a 2-lot CSM transferring 0.18 acres +/- from Tax ID #006-0496 (Hickory Ave/County Rd II) to Tax ID #006-0502-02 (8397 Hickory Ave).

### **MOTION:**

**Motion made** by unanimous consent to approve the Certified Survey Map submitted by Northeast Asphalt & Susan Kottke as presented.

**Motion carried** by unanimous voice vote.

- B. Plan Commission Recommendation: Motion to approve a Site Plan Review Application submitted by Robert E Lee & Associates, Inc. on behalf of PRE/3, LLC for a proposed multi-family housing development consisting of six (6) 12-unit multi-family buildings located on Eagle Heights Dr, specifically described as Tax ID #006-0328-02-02.

### **MOTION:**

**Motion made** by unanimous consent to approve the Site Plan Review Application submitted on behalf of PRE/3, LLC with all Staff recommendations & conditions, as listed in the approved Plan Commission minutes from the June 14, 2023 meeting.

**Motion carried** by unanimous voice vote.

- C. Plan Commission Recommendation: Motion to approve a Conditional Use Application submitted by Robert E. Lee & Associates, Inc. on behalf of PRE/3, LLC for a proposed multi-family housing development consisting of six (6) 12-unit multi-family buildings located on Eagle Heights Dr, specifically described as Tax ID #006-0328-02-02.

### **MOTION:**

**Motion made** by Supervisor Christianson, **Seconded** by Supervisor Grundman to approve the Conditional Use Application submitted on behalf of PRE/3, LLC with all Staff recommendations & conditions as listed in the approved Plan Commission minutes from the June 14, 2023 meeting.

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

**Motion carried 5-0.**

- D. Plan Commission Recommendation: Motion to approve a Site Plan Review Application submitted by Utschig, Inc. on behalf of Positive Ventures, LLC for conversion of the existing restaurant/tavern building to a multi-tenant industrial/commercial building on Tax ID #006-0620-06 (2770 Towne Court).

### **MOTION:**

**Motion made** by unanimous consent to approve the Site Plan Review Application submitted on behalf of Positive Ventures, LLC with all Staff recommendations &

conditions, as listed in the approved Plan Commission minutes from the June 14, 2023 meeting.

**Motion carried** by unanimous voice vote.

## **BUSINESS**

- A. Discussion/Action: Town Board review & consideration of the following Alcohol License Application:

The following party has submitted an application for a Class "B" license to sell fermented malt beverages, on file in the Town of Clayton Clerk's Office for the licensing period of July 1, 2023 through June 30, 2024, the granting of which is now pending & subject to compliance with State Statutes & Municipal Ordinances:

a. Dale Mart LLC (DBA Kitchen Comfort), 8510 State Rd 76 Unit #2, Neenah, WI 54956; Agent: Dinesh Tiwari

### **MOTION:**

**Motion made** by unanimous consent to approve the following application submitted for a Class "B" license to sell fermented malt beverages for the licensing period July 1, 2023 through June 30, 2024 subject to compliance with State Statutes & Municipal Ordinances:

Dale Mart LLC (DBA Kitchen Comfort), 8510 State Rd 76 Unit #2, Neenah, WI 54956; Agent: Dinesh Tiwari

**Motion carried** by unanimous voice vote.

- B. Discussion/Action: Town Board review & consideration of an Opinion of Probable Project Cost prepared by Cedar Corp for the completion of Deer Trail Estates drainage improvements.

### **MOTION:**

**Motion made** by Supervisor Christianson, **Seconded** by Supervisor Grundman to move forward with the Opinion of Cost as presented, and direct the Administrator to proceed with the next bid process steps as necessary.

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

**Voting Nay:** Supervisor Reif

**Motion carried 4-1.**

- C. Discussion/Action: Town Board review & consideration of the Developer Agreement submitted by G&L Properties for a proposed machining & repair services development on Tax ID #006-0340-02-01.

### **MOTION:**

**Motion made** by unanimous consent to approve the Developer Agreement as presented and authorize the Administrator to proceed forward as necessary to execute the agreement.

**Motion carried** by unanimous voice vote.

- D. Discussion/Action: Town Board review & consideration of the Tax Increment Finance (TIF) Application submitted by G&L Properties for a proposed machining & repair services development on Tax ID #006-0340-02-01.

**MOTION:**

**Motion made** by unanimous consent to approve the TIF Application as presented and authorize the Administrator to proceed forward as necessary to execute the agreement.

**Motion carried** by unanimous voice vote.

- E. Discussion/Action: Town Board review & consideration of a revised design for the new Town Logo.

**MOTION:**

**Motion made** by unanimous consent to approve the new Town Logo & direct Staff to begin updating all Town materials containing the old imagery.

**Motion carried** by unanimous voice vote.

**REVIEW OF DISBURSEMENTS**

- A. Check Summary Register

**REVIEW OF GENERAL FUND BUDGET UPDATES**

**UPCOMING MEETING ATTENDANCE**

- A. Town Board (6:30 pm start unless otherwise noted) - July 5 & 19; August 2 & 16; Sept 6 & 20
- B. Plan Commission (6:30 pm start unless otherwise noted) - June 28; July 12 & 26; August 9

**BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**MOTION:**

**Motion made** by unanimous consent to adjourn at 7:24 pm.

**Motion carried** by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk