



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF REGULAR TOWN BOARD MEETING
TUESDAY, JULY 19, 2011 AT 7:00 P.M.
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

- 1) **CALL MEETING TO ORDER:** McAndrews called the meeting to order at 7:00 p.m.
- 2) **PLEDGE OF ALLEGIANCE:** Pledge recited.
- 3) **ROLL CALL & VERIFY PUBLIC NOTICE:** Public notice verified. Board members present – McAndrews, Mani, O'Neill and Starszak. Lynch was excused. Town officials present – Administrator/Clerk Gorall, Treasurer Diedrich, EMS Chief Van Schyndel and Fire Chief Grones. Other members of the public and public safety personnel were also in attendance.
- 4) **PUBLIC FORUM**
Issues brought before the Board for which no decision shall be made and is not already on the agenda: McAndrews called for comments. Mani requested an update on the status of W2418 CTH KK. Gorall provided an update on the property noting actions that have been taken to date by the Town and involvement of the Town attorney.
- 5) **CONSENT AGENDA**
All items listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the General Order of Business and considered at this point on the agenda.
 - a) Approval of Minutes of June 21, 2011 Town Board Meeting
 - b) Approval of June Treasurer Report & Approve Bills
 - c) Approval of Operator's License Applications, With No Applicable Violations Per Town PolicyMotion by Mani/Starszak to approve all items in the consent agenda as presented. Motion carried 4 to 0.

McAndrews requested an update from Mani on Checkered Flag noise over the 4th of July weekend. Mani noted that no calls were received at County dispatch and also noted that in his opinion no excessive noise was present. Mani noted the possible need for enforcement of noise from speakers after bands have stopped for the evening.
- 6) **TOWN DEPUTIES, Buchanan Sheriff's Deputy**
 - a) Quarterly Report (April-June) of the Buchanan Sheriff's Deputies – For Discussion Only: Deputy Southard was present and provided a review of the quarterly report to the Board. The Board discussed the report and asked questions of the Deputy.
 - b) Ordinance 2011-05, Possession of Drug Paraphernalia Prohibited & Ordinance 2011-06, Penalty for Purchase or Possession of Tobacco Products – For Discussion Only: McAndrews provided an overview of the ordinances and the request for adoption by Town Deputies and the Town attorney. The Board reviewed and discussed the ordinances and bonds to be applied. The Board agreed to carry forward to the next meeting for approval/denial.
- 7) **EMS/EMERGENCY MANAGEMENT, Chief Van Schyndel**
 - a) Update/Monthly Report on EMS/Emergency Management Activities and Grant Applications – For Discussion Only: Van Schyndel provided a review of the monthly report submitted to the Board. Van Schyndel also provided a detailed update on the County radio project.
- 8) **FIRE & RESCUE, Chief Grones**
 - a) Update/Monthly Report on Fire & Rescue Activities – For Discussion Only: Grones provided a review of the monthly report submitted to the Board.
 - b) Sale of 1983 Ford Fire Tanker to Approved Bidder – For Approval/Denial: Grones provided a review of bidding completed on Wisconsinplus.com and recommended the approval of the high bid of \$6,185 for the sale of the vehicle. The Board reviewed and discussed the bidding results and use of revenues from the sale. Gorall noted that funds would be applied to the expenditure category for the vehicle in 2011. Motion by Mani/O'Neill to approve the bid of \$6,185 for the sale of the vehicle. Motion carried 4 to 0.

Agenda item 11a was moved to this position on the agenda. Minutes for the agenda item are located under item 11a.

9) PUBLIC WORKS/TOWN ENGINEER, Thad Majkowski, Cedar Corporation

- a) Drainage/Town ROW Alterations at W2412 Snowberry Drive, Owner Jesse Schuchart – For Approval/Denial: McAndrews and Meisel (Foth) provided an overview of the drainage issue and correspondence provided to the property owner. Jesse and Amanda Schuchart were present and described improvements completed noting it was not their intent to complete the installed retaining wall without a permit. The Board reviewed and discussed the improvements, Town policy and potential liability. Kevin Huss, just east of the property in question, was present and provided a review of the area and issues present. Motion by Starszak/O'Neill to deny the request of Schuchart of W2412 Snowberry Drive to keep the retaining wall in place. The Board discussed the possibility of transferring liability risk for improvements in Town ROW to the property owner. Motion fails 2 to 2, with McAndrews and Mani voting no.
- b) Allison Drive Bridge Improvement Recommendation and Funding Plan – For Approval/Denial: Majkowski provided a review of a memorandum provided to the Board explaining improvement options and costs. The Board reviewed and discussed options for improvements and asked questions of the engineer. Gorall provided an overview of funding availability. Motion by Mani/O'Neill to complete the repair of the structure as recommended by the engineer using Outagamie County Highway Department with a cost not to exceed \$110,000 by using Town Contingency Funds. Motion carried 4 to 0.
- c) Review of 2011 Comprehensive Drainage Study – For Discussion Only: Majkowski provided a review of the study distributed at the last meeting. The Board reviewed and discussed the study and asked questions of the engineer including relation of ditches to roadway longevity, grades within the study area, funding options and maintenance required for recommended improvement options. The Board discussed the next steps in the review process and public participation. The Board agreed to hold a public informational meeting using an open house format, with at least one presentation during the meeting by the engineer, on September 13 from 6:00-8:00 p.m. with the Town Board meeting to be held that night at 8:00 p.m. (instead of the regularly scheduled 7:00 p.m.) The Board also agreed to promote the meeting using the Town website, newsletter (if timeline allows) and to send a postcard to all residents in the study area.
- d) General Update on Town Engineering/Drainage/Road Projects – For Discussion Only: Majkowski provided a review of other on-going Town projects involving the engineer including crackfill bidding, general maintenance with the County and further edits to the CIP.

10) ADMINISTRATOR/CLERK, Angela Gorall

- a) Updated Analysis of State Budget Bill (Act 32) & Wisconsin Act 10 Town Impact – For Discussion Only: Gorall presented an analysis to the Board and impacts being anticipated for the 2012 budget. The Board reviewed and discussed the analysis.
- b) Selection of Meeting Date for Special Meeting to Review Proposed Budget – For Approval/Denial: Board agreed to hold the special meeting on Wednesday, August 31, 2011 at 5:00 p.m. Motion carried 4 to 0.

11) PLAN COMMISSION RELATED ITEMS

- a) Application for Minor Land Division (CSM): Applicant Thomas Yingling, Parcel Numbers 030050606 and 030050607 (SE corner of Creekview Ln. and Eisenhower Dr.) – For Approval/Denial: McAndrews presented the application and noted approval by the Plan Commission. Applicants were present and described the request for the CSM. The Board reviewed and discussed the application. Motion by Starszak/O'Neill to approve the application as presented. Motion carried 4 to 0.

12) FUTURE AGENDA ITEMS

Future meeting agenda/discussion items and possible action on future Town Board agenda, including specific items for inclusion on or exclusion from future agenda: Agenda items as necessary will be carried forward to the next meeting. Mani requested that a closed session be held as necessary regarding property at W2418 CTH KK.

13) ADJOURNMENT: Motion by O'Neill/Mani to adjourn at 8:57 p.m. Motion carried 4 to 0.

Angela Gorall, Administrator/Clerk

Dated: July 20, 2011

Motion to approve by Lynch/Starszak. Date: 8/16/2011.

Carried 4 to 0.