



*"In the Spirit of Town Government"*

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**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI  
MINUTES OF REGULAR TOWN BOARD MEETING  
TUESDAY, SEPTEMBER 13, 2011 AT 8:00 P.M.  
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

- 1) **CALL MEETING TO ORDER:** Meeting called to order by McAndrews at 8:02 p.m.
- 2) **PLEDGE OF ALLEGIANCE:** Pledge recited.
- 3) **ROLL CALL & VERIFY PUBLIC NOTICE:** Public notice verified. Board members present – McAndrews, O’Neill, Lynch, Mani and Starszak. Town officials present – Administrator/Clerk Gorall, Treasurer Diedrich, EMS Chief Van Schyndel and Fire Chief Gronese. 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. Chief Gronese noted complaints regarding tree/brush disposal and burning in regard to the most recent storms and requested the Board consider changing the burning ordinance to allow for more flexibility after a storm event. The Board agreed to consider changes at a future meeting. No further comments.
- 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 August 16, 2011 Town Board Meeting
  - b) Approval of Closed Session Minutes of April 19, 2011 Town Board Meeting
  - c) Approval of Minutes of August 31, 2011 Special Town Board Meeting
  - d) Approval of August Treasurer Report & Approve Bills
  - e) Approval of Operator’s License Applications, With No Applicable Violations Per Town Policy

Motion by Mani/Lynch to approve all items in the consent agenda as presented. Motion carried 5 to 0.
- 6) **TOWN DEPUTIES, Buchanan Sheriff’s Deputy**
  - a) Update on Town Law Enforcement Activities – For Discussion Only: Deputy Burke provided an update on recent Town activities noting events over Labor Day weekend, upcoming events including the Fox Cities Marathon and recent call statistics. Deputy Burke also noted the recent addition of Deputy Rachael Miller as a full-time Deputy for the Town and the addition of Deputy Travis Linskens to serve in the absence of Deputy Southard while on a military deployment.
  - b) Ordinance 2011-07, Prohibit Entry or Presence in Town Owned Buildings While Carrying Firearms – For Discussion Only: The Board reviewed and discussed the ordinance and letter provided by the Town Attorney. The Board agreed to proceed with approval at the next meeting.
  - c) Amendment to Noise Code (Ch. 400), Length of Time Restriction – For Discussion Only: The Board discussed applicability of the code to the Checkered Flag (GameDay Sports Bar) outdoor bar area and agreed to remind the owner of the code and applicability to noise generated by outdoor speakers. Deputy Burke provided an overview of the memo provided to the Board and history on a noise issue on CTH Z including complaints received. The Board discussed options for addressing the issue. The Board agreed to take no action at this time.
  - d) Contracting for Summer Sheriff’s Deputy Position/Hours – For Discussion Only: Lieutenant Proietti provided an overview of a proposal from the Department for the summer position and detailed other impacts from the planned annexation of the high school property to the Village of Kimberly. The Board reviewed and discussed the proposal including costs, call volumes and demand for services. The Board agreed to approve or deny the proposal and shifts for service at the October meeting. The Board generally agreed that funding for the summer position should continue to be included in the 2012 budget.
- 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 and also noted that Safety Day will be held on October 1.

- b) EMS/Firefighter Years of Service Recognition: Lisa Van Schyndel (15 years): Assistant EMS Chief Jeff Hooyman presented Van Schyndel with recognition for service to the Town. A service pin, certificate and gift certificate were presented and the Board thanked Van Schyndel for her service.

**8) FIRE & RESCUE, Chief Grones**

- a) Update/Monthly Report on Fire & Rescue Activities – For Discussion Only: Grones provided a review of the monthly report as submitted to the Board.

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

- a) Drainage Study Open House Preliminary Results Review – For Discussion Only: The Board reviewed and discussed the results of the open house held earlier that evening. The Board requested that additional information be provided on the Town website. Gorall noted that survey results will be presented at the October meeting.
- b) General Update on Town Engineering/Drainage/Road Projects (Allison Drive Update) – For Discussion Only: Majkowski provided a review of the Allison Drive bridge/culvert repair project and also provided a review of other on-going Town projects. The Board requested a review of the historic bridge near the Allison Drive site for possible erosion or structural issues.

**10) ADMINISTRATOR/CLERK, Angela Gorall**

- a) 2012 Proposed Budget Review (Cont.) & Update on Funding of Van Roy/Eisenhower STP-Urban Grant – For Discussion Only: Gorall provided an update on proposed funding for a new copier as presented in the 2012 proposed budget including leasing options. The Board agreed to maintain funding as currently included in the proposed budget. Gorall also updated the Board on grant funding through the STP-Urban project and provided an overview of funding for the entire CE/Van Roy/Eisenhower intersections improvement project. Gorall noted that a final proposed 2012 budget will be presented at the October meeting.
- b) Resolution 2011-05, Adopting Employee Grievance Procedure – For Approval/Denial: Gorall provided a final review of the resolution and procedure. Motion by Mani/O’Neill to approve Resolution 2011-05. Motion carried 5 to 0.
- c) Appliance Pick-Up Contract Renewal for 2012, Reetz Recycling, Inc. – For Approval/Denial: Gorall provided a review of the contract. The Board reviewed and discussed the contract including services provided and costs. Motion by Lynch/Mani to approve the contract as presented. Motion carried 5 to 0.
- d) Fire Chief Retirement and Position/Hiring Review – For Discussion Only: McAndrews provided an overview of the position noting Chief Grones retirement at the end of the year. Gorall provided a review of a memo and information provided to the Board. The Board reviewed and discussed information presented, options for the position and current compensation for the position. Members of the Fire Department present provided comments for Board regarding compensation, duties of the Fire Chief, inspection duties and structure of the department/position. The Board agreed that any existing member of the department which desires to be considered for the position of the Chief (stipend/volunteer position) shall submit a letter to the Administrator/Clerk by October 10 for Board consideration. The Board agreed to further review and discussion position selection and interviewing at the October meeting.

**11) PLAN COMMISSION RELATED ITEMS**

- a) Update and Discussion on Recent/Pending Annexation Requests – For Discussion Only: Gorall updated the Board noting that no official filing has been received by the Town for the Kimberly High School property proposed annexation. Gorall noted that the Town of Harrison has published their notice of intent to incorporate and that the City of Kaukauna Plan Commission recently denied a petition for annexation on Peters Road.
- b) Review of Draft Updated Fees and Licenses Schedule – For Discussion Only: Gorall presented the updated schedule and reviewed proposed changes for 2012. The Board reviewed and discussed the schedule. The Board agreed to consider for approval at the next meeting.

**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 the next meeting. No new agenda items were added.

**13) ADJOURNMENT:** Motion by Mani/Starszak to adjourn at 10:48 p.m. Motion carried 5 to 0.

Angela Gorall, Administrator/Clerk  
Dated: September 14, 2011

Motion to approve by Mani/Lynch. Date: 10/18/2011.  
Carried 5 to 0.