



*"In the Spirit of Town Government"*

---

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI  
MINUTES OF REGULAR TOWN BOARD MEETING  
TUESDAY, JANUARY 19, 2010 AT 7:00 P.M.  
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

- 1) **CALL MEETING TO ORDER:** Meeting called to order by McAndrews at 7:00 p.m.
- 2) **PLEDGE OF ALLEGIANCE:** Pledge recited and moment of silence held for the December passing of Supervisor Krych.
- 3) **ROLL CALL & VERIFY PUBLIC NOTICE:** Public notice verified. Board members present – McAndrews, Walsh and Mani. Lynch was excused. Supervisor III seat (Krych) vacant. Town officials present – Administrator/Clerk Gorall, Treasurer Berg, Deputy Langenberg, Fire Chief Grones and Chief Van Schyndel. Other members of the public were also in attendance.
- 4) **PUBLIC FORUM**  
Issues brought before the Board for which no decision shall be made: McAndrews called for comments. No comments.
- 5) **APPROVE MINUTES**
  - a) December 15, 2009 Town Board Meeting Minutes: Motion by Mani/Walsh to approve minutes. Motion carried 3 to 0.
- 6) **TREASURER, Sherri Berg**
  - a) December report/approve bills: Motion by Walsh/Mani to approve December report and bills. Motion carried 3 to 0.
  - b) Banking Services Proposals, Discussion and Bank Selection – For Approval/Denial: Gorall provided a review of a memo regarding a recommendation for services. The Board reviewed and discussed the memo. Motion by Mani/Walsh to keep banking services with Business Bank. Motion carried 3 to 0. The Board agreed to approve a collateral agreement with Business Bank at the February meeting.
- 7) **TOWN DEPUTIES, Buchanan Sheriff's Deputy**
  - a) Update on Town Enforcement Activities: Deputy Langenberg provided the Board an update on enforcement activities noting increasing gas station drive-offs and steps the Deputies have taken to increase enforcement. Langenberg also noted monitored areas of speeding, recent parking ticketing issues and reviewed total calls for January.
- 8) **EMS/EMERGENCY MANAGEMENT, Chief Van Schyndel**
  - a) Update on Grant Applications and EMS/Emergency Management Activities: Van Schyndel provided an update on EMS activities noting that members have received EMT certification and that the Town is still in consideration for a fire truck and other grants.
- 9) **FIRE & RESCUE, Chief Grones**
  - a) Update on Fire & Rescue Activities: Chief Grones updated the Board on recent activities noting that the department responded to seven calls since the last meeting, 87 total calls for the year.
  - b) Town of Buchanan/Town of Harrison Fire Service Automatic Aid Agreement – For Approval/Denial: Grones provided a final review of the agreement. Motion by Mani/Walsh to approve the automatic aid agreement with the Town of Harrison. Motion carried 3 to 0.
  - c) Town of Buchanan/Forest Junction Fire Department Mutual Aid Agreement – For Approval/Denial: Grones presented and detailed the need for the mutual aid agreement. Motion by Walsh/Mani to approve the agreement. Motion carried 3 to 0.
  - d) Five Road Mile Buffer of Fire Stations Map, Presentation and Review – For Discussion Only: Grones presented the draft map showing five road miles from Buchanan, Hollandtown and Wrightstown fire stations. Mani provided a review of ISO ratings. The Board reviewed the map and discussed insurance impacts. The Board requested further information on insurance rates for different ISO ratings in the Town. Mani will also further review.
  - e) Fireworks Users Permit Application, Pyrotechnics Guild International – for Approval/Denial: Grones presented the application noting his approval. The Board reviewed the application and Town involvement in the event. Motion by Mani/Walsh to approve the application. Motion carried 3 to 0.

**10) CHAIRPERSON, Mark McAndrews**

- a) Vacant Seat of Supervisor III, Process for Filling Vacancy and Possible Selection of Appointment – For Approval/Denial: The Board reviewed and discussed a memo provided by Gorall regarding the vacant seat. The Board discussed options for filling the vacancy. Motion by Walsh/Mani to table an appointment until after the April election. Motion carried 3 to 0.
- b) Town Appointment to the Garners Creek Storm Water Utility, Filling of Vacancy and Appointment – For Approval/Denial: The Board discussed the impacts of the vacancy on the Town. McAndrews offered to fill the vacancy for the remainder of Supervisor Krych’s term. Motion by Mani/Walsh for McAndrews to temporary fill the vacancy on the Garners Creek Storm Water Utility until a full Board is available for a permanent appointment. Motion carried 3 to 0.
- c) Update on Plowing of CE Trail – For Discussion Only: McAndrews updated the Board on plowing of the trail by the City of Kaukauna noting that an agreement is being considered by the City. McAndrews also noted that the City would charge the Town approximately \$500 dollars per year for plowing.

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

- a) Network Server/IT Services Proposals, Selection of Firms for Interviews – For Approval/Denial: Gorall presented an analysis of proposals and a recommendation of firms to interview. The Board reviewed and discussed the analysis. Motion by Walsh/Mani to approve Heartland Business Systems, Corporate Network Solutions and Camera Corner/Connection Point for interviews by the Board. Motion carried 3 to 0. Gorall will also review options for having an individual familiar with services as an advisor to the Board during interviews.
- b) Erosion Control Observation Services and Drainage Plan Review Services Two Year Agreements, McMahan – For Approval/Denial: Gorall provided a review of the agreements and services to be provided. The Board reviewed and discussed the agreements. Motion by Walsh/Mani to table the agreements until the February meeting. Motion carried 3 to 0.
- c) Illicit Discharge Detection and Elimination Program, Professional Services Agreement, Omni – For Approval/Denial: Agenda item will be placed on the February agenda due to lack of a quorum for voting (Walsh required to abstain from vote).
- d) Town Engineer, Selection of Firm – For Approval/Denial: Agenda item will be placed on the February agenda due to lack of a quorum for voting (Walsh required to abstain from vote). Board agreed to hold all discussion until February.
- e) Human Resource & Organizational Study Implementation – For Discussion Only: Gorall provided a review of implementation items from the study. The Board reviewed and discussed the list. The Board agreed to continue working on “in progress items” and add no further work items at this time.
- f) Street Light Request for CTH CE and Buchanan Road – For Approval/Denial: The Board reviewed the need for the light and costs. Motion by Mani/Walsh to approve the request at the best possible southwest location in non-winter months. Motion carried 3 to 0.
- g) Draft Town Treasurer Job Description – For Discussion Only: Gorall provided a review of a draft job description for the planned appointed position in 2011. The Board reviewed the draft description. The Board agreed to use the description as presented during the transition process.
- h) Fox Cities Regional Transit Authority (RTA) Proposed Legislation – For Discussion Only: Gorall provided a review of the legislation and noted attendance at a recent meeting on the topic. The Board requested to remain informed.
- i) Draft Yard Waste Survey, for Spring Newsletter Distribution – For Discussion Only: Gorall presented the draft survey for inclusion in the next newsletter. The Board was supportive of the survey and moving forward with distribution to residents. The Board also agreed to pay for postage of surveys when returned. Gorall will review postage options.

**12) PLAN COMMISSION RELATED ITEMS**

- a) Home Occupation Ordinance, Repealing Section 63-03(2)(35) of Zoning Code and Creating Section 525-40 – For Approval/Denial for Inclusion in New Municipal Code: Gorall presented an update to the Town’s current regulations on home occupations noting support by the Plan Commission. The Board reviewed the ordinance. Motion by Walsh/Mani to approve the ordinance for inclusion in the new municipal code and repeal the current section. Motion carried 3 to 0.
- b) Resolution 2010-01, Adopting Official Map Update – For Approval/Denial: The Board reviewed the final version of the official map and Gorall noted that a public hearing was held at the last Plan Commission meeting. Motion by Mani/Walsh to approve the official map and resolution 2010-01. Motion carried 3 to 0.
- c) Conditional Use Permit; Jim Lehrer, N9302 Hwy. 55 (Agent-Gene Fredrickson Trucking, Inc.) – For Approval/Denial: McAndrews presented the permit and Schmalz provided a review of the area. Motion by Walsh/Mani to approve the permit. Motion carried 3 to 0.
- d) Conditional Use Permit; Garners Creek Storm Water Utility, between Kamkes Avenue and Fenceline Drive – For Approval/Denial: Mani provided a review of the request. Motion by Walsh/Mani to approve the permit. Motion carried 3 to 0.
- e) Codification Project Update – For Discussion Only: Gorall provided an update on the project noting the planned timeline and approval process.

**13) APPROVE OR DENY VARIOUS LICENSE APPLICATIONS**

- a) Class “B” Beer/Reserve “Class B” Liquor Licenses, Transfer of Ownership, Charcoal Grill & Rotisserie (A&M Hospitality Group, LLC), Agent Christopher Foresta – For Approval/Denial: Motion by Mani/Walsh to approve the license and transfer. Motion carried 3 to 0.
- b) Operator’s License Applications – For Approval/Denial
  - i) No Applicable Violations Per Town Policy: Cortney Schumacher: Motion by Walsh/Mani to approve the application. Motion carried 3 to 0.

**14) 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. No new agenda items were added.

**15) MOTION TO MOVE TO CLOSED SESSION**

- a) Closed session pursuant to section 19.85(1)(g) of the Wisconsin State Statutes: Conferring with legal counsel about strategy regarding current or likely litigation. Annexation/boundary agreement letter/proposal (Village of Kimberly): Motion by Walsh/Mani to move into closed session at 8:48 p.m. Motion carried 3 to 0.

**16) MOTION TO MOVE OUT OF CLOSED SESSION:** Motion by Walsh/Mani to move out of closed session at 9:03 p.m. Motion carried 3 to 0.

**17) ADJOURNMENT:** Motion by Mani/Walsh to adjourn at 9:04 p.m. Motion carried 3 to 0.

Angela Gorall, Administrator/Clerk  
Dated: January 20, 2010

Motion to approve by Mani/Walsh. Date: 2/16/10.  
Carried 4 to 0.