



*"In the Spirit of Town Government"*

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**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI  
MINUTES OF REGULAR TOWN BOARD MEETING  
TUESDAY, FEBRUARY 22, 2011 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 Supervisor Lynch at 7:00 p.m.
- 2) **PLEDGE OF ALLEGIANCE:** Pledge recited.
- 3) **ROLL CALL & VERIFY PUBLIC NOTICE:** Public notice verified. Board members present –Mani, O’Neill, Lynch and Starszak. McAndrews was excused. Town officials present – Administrator/Clerk Gorall, Treasurer Berg, EMS Chief Van Schyndel and Fire Chief Grones. Other members of the public and invited guests 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: Lynch called for comments. No 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 January 18, 2011 Town Board Meeting
  - b) Approval of January Treasurer Report & Approve Bills
  - c) Approval of Operator’s License Applications, With No Applicable Violations Per Town PolicyMotion by Mani/Starszak to approve all consent agenda items. Motion carried 4 to 0.  
  
Agenda item 12b was moved to this position on the agenda, minutes are located under item 12b.
- 6) **TOWN DEPUTIES, Buchanan Sheriff’s Deputy**
  - a) Update on Town Law Enforcement Activities: No deputy was present.
  - b) Town of Buchanan Deputies Overtime Request Policy – For Approval/Denial: Gorall and Van Schyndel presented the updated policy based on discussion from the last meeting. The Board reviewed and discussed the revised policy. Motion by Lynch/O’Neill to approve the policy as presented. Motion fails 2 to 2, with Mani and Starszak voting nay. The Board further discussed the policy and potential cost impacts and need for a deputy during a tornado warning. Motion by Mani/Starszak to approve the policy with the removal of “tornado warning” from the weather event list in the policy. Motion carried 3 to 1, with Lynch voting nay.
- 7) **EMS/EMERGENCY MANAGEMENT, Chief Van Schyndel**
  - a) Update/Monthly Report on EMS/Emergency Management Activities and Grant Applications: Van Schyndel reviewed the monthly report and updated the Board on recent activities. Van Schyndel also provided a review of classes available and completed at the WEMSA conference recently attended by the EMS Squad.
- 8) **FIRE & RESCUE, Chief Grones**
  - a) Update/Monthly Report on Fire & Rescue Activities: Grones reviewed the monthly report and updated the Board on recent activities including details on the new MABAS arrangement for structure fires.
  - b) Firefighter Years of Service Recognition: Dennis Berg (33 years): Grones and the Board recognized Assistant Chief Dennis Berg on his years of service and presented a plaque, certificate, service pin and gift certificate.
  - c) Update on Pierce Engine Mechanical Issues – For Discussion Only: Grones presented a memorandum updating the Board on recent actions noting a recent meeting with Pierce representatives and planned next steps. Further details and a recommendation will be presented to the Board at the next meeting.

- d) Submittal of Assistance to Firefighters Grant Application, Equipment Van Replacement – For Approval/Denial: Grones and Van Schyndel presented the request to submit a grant application and provided a review of needs and costs. The Board reviewed and discussed the request. Gorall provided a review of the budget and planning for 2012. Motion by Mani/Starszak to approve submittal of a grant application for replacement of the equipment van not to exceed \$400,000. Motion carried 4 to 0.

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

- a) Intergovernmental Agreement with Town of Harrison on 2011 Road Paving – For Approval/Denial: Majkowski updated the Board on paving of Haas Road and results of recent soil borings. Paving of the road as anticipated for 2011 was pulled from recent bidding due to the condition of the road. Majkowski and Gorall reviewed options for using paving funds. A discussion by the Plan Commission on a potential jurisdictional transfer of this road was recommended. No action was taken by the Board on the intergovernmental agreement. The Board was supportive of paving Crestwood Court and using remaining available funds on rural road maintenance including work on Haas or Clune Road. County Highway Commissioner Geurts recommended enactment of weight restrictions, such as a Class B year round restriction, on Haas Road.
- b) CTH CE/Van Roy Road/Eisenhower Drive Improvement Project, Funding Review and Updated Project Participation Agreement – For Approval/Denial: Gorall presented the updated agreement and cost estimates for the project. The Board reviewed and discussed the overall project, timeline and costs. Motion by O’Neill/Starszak to approve the updated project participation agreement. Motion carried 4 to 0.
- c) Outagamie Road Memorandum of Understanding (MOU), Authorization to Send Final MOU to Neighboring Jurisdictions for Approval – For Approval/Denial: Gorall updated the Board on comments on the agreement from neighboring jurisdictions and reviewed recommended updates. The Board reviewed and discussed changes to the agreement. Motion by Mani/O’Neill to approve sending an updated MOU to the Towns of Holland and Wrightstown for their approval. Motion carried 4 to 0.
- d) Block Road Engineering Evaluation (Ped/Bike/Drainage) Proposal – For Approval/Denial: Majkowski provided a review of the proposal. The Board reviewed and discussed the proposal, project costs and future plans for improvements. Motion by Starszak/O’Neill to approve the proposal as presented. Motion carried 4 to 0.

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

- a) Ordinance 2011-01: Repealing and Recreating §495-2 of the Code of the Town of Buchanan, Disorderly Conduct with a Motor Vehicle and Compression Brakes Prohibited – For Approval/Denial: Motion by Mani/O’Neill to approve ordinance 2011-01. Motion carried 4 to 0.
- b) Ordinance 2011-02: Repealing and Recreating §133-1 of the Code of the Town of Buchanan; Review, Board of; Composition – For Discussion Only: Gorall presented the draft ordinance and need for the update. The Board reviewed the draft and agreed to carry forward to the next meeting for consideration.
- c) Hiring Process/Advertisement for Assistance Maintenance Worker/Groundskeeper Seasonal Position – For Approval/Denial: Gorall provided a review of the position and hiring process. Motion by O’Neill/Starszak to approve the hiring process and advertisement of the position. Motion carried 4 to 0.
- d) Town Website Update – For Discussion Only: Gorall presented a memo on updating the Town website. The Board discussed the current site and potential upgrades to be considered. The Board had no specific requests for changes. The Board agreed to consider costs for upgrades during the 2012 budget process.
- e) Update on Town Treasurer Hiring Process – For Discussion Only: Gorall updated the Board on the hiring process noting that only one application had been received by the application due date. The Board reviewed options for advertising the position and agreed to extend the application deadline to March 18 with the goal of Board approval of an applicant in April.

**11) CHAIRPERSON, Mark McAndrews**

- a) Board of Review Elector Appointment (current term expiring March 16), One Year Term, Al Lamers - For Approval/Denial: Motion by Mani/O’Neill to reappoint Al Lamers to the Board of Review. Motion carried 4 to 0.

**12) PLAN COMMISSION RELATED ITEMS**

- a) Application for Minor Land Division (CSM): Applicant Dennis Elsen, Parcel number 030181400 (N514 Kingfisher Ct./W2809 Brookhaven Dr.) – For Approval/Denial: O’Neill noted Commission review and approval of the application. The Board reviewed and discussed the application and applicability with the Town’s zero lot line ordinance. Motion by Mani/O’Neill to approve the application. Motion carried 4 to 0. The Board requested Gorall to further investigate applicability of our reviews to the Town’s zero lot line ordinance and involvement of the Town building inspector.
- b) Application for Minor Land Division (CSM) - REVISED: Applicant Jeff Carlson, Parcel number 030012700 & Portions of 030012802, 030012704 and 030012600 (Gerrits/Eimmerman Drives) – For Approval/Denial: Applicant Jeff Carlson was presented and reviewed the application. Gorall noted approval by the Plan Commission. Motion by Mani/Starszak to approve the application as presented. Motion carried 4 to 0.

- c) Intermunicipal Agreement Between the City of Kaukauna & Town of Buchanan (DeBruin Area Agreement) – For Approval/Denial: Gorall noted that the Plan Commission approved the agreement and recommended approval by the Board. The Board reviewed and discussed the agreement. Motion by Mani/Starszak to approve the intermunicipal agreement as presented. Motion carried 4 to 0.

**13) 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 a future meeting. No new agenda items were added.

**14) ADJOURNMENT:** Motion by Starszak/O'Neill to adjourn at 9:40 p.m. Motion carried 4 to 0.

Angela Gorall, Administrator/Clerk  
Dated: February 23, 2011

Motion to approve by Mani/Starszak. Date: 3/15/2011.  
Carried 4 to 0.