



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF REGULAR TOWN BOARD MEETING
TUESDAY, JUNE 21, 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 McAndrews 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, Lynch and Starszak. Town officials present – Administrator/Clerk Gorall, Treasurer Diedrich, EMS Chief Van Schyndel and Fire Chief Grones (arrived at 7:21 p.m.). 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. A.J. Goetsch of Snowberry Lane asked questions regarding the outcome of the yard waste survey completed by the Town and expressed concerns with the pick-up procedures and process.
- 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 May 17, 2011 Town Board Meeting
 - b) Approval of May Treasurer Report & Approve Bills

Motion by Mani/Starszak to approve all items in the consent agenda as presented. Motion carried 5 to 0.

Agenda item 13a was discussed at this point on the agenda upon agreement of the Board. Minutes are provided under the agenda item.
- 6) **TOWN DEPUTIES**, Buchanan Sheriff's Deputy
 - a) Update on Town Law Enforcement Activities – For Discussion Only: Deputy Burke was present and updated the Board on recent activities noting call activity and recent Deputy training. Burke also distributed a list of May incidents and graphics displaying call information.
 - b) Noise Ordinance Variance Permit, Applicant Holy Spirit Parish, Event date August 20-21 – For Approval/Denial: Motion by Lynch/O'Neill to approve permit as presented. Motion carried 5 to 0.
- 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.
 - b) Review of Draft Town Emergency Response Plan (30 minutes) – For Discussion Only: Van Schyndel facilitated a review and discussion of the Emergency Response Plan (ERP) with the Board. Each Board member presented questions and comments on the plan. Van Schyndel will make edits as necessary based on Board comments and maintain a list of comments and items to be further reviewed. Van Schyndel discussed the next steps in the review and training process.
- 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) Firefighter Years of Service Recognition: Brett Schroeder (1 year): The Board recognized Schroeder with a service pin and certificate.
 - c) Fireworks User Permit, Spielbauer Display-Bob Cleveland, for July 7, WIR – For Approval/Denial: Grones noted review of the application and recommended approval. Motion by Mani/Lynch to approve the permit as presented. Motion carried 5 to 0.

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

- a) Review of Block Road Bicycle and Pedestrian Facility Study – For Discussion Only: Majkowski and Meisel reviewed the study with the Board. The Board discussed the details of the study including design options, costs and overall benefits. Tom Walsh presented information on safety issues regarding pedestrian and bicycle facilities and advocated for adding facilities. The Board generally agreed to proceed with further discussions and planning on the addition of paved shoulder facilities. The Board will continue to work with Majkowski on capital estimates for improvements and design. Majkowski will provide a final report to the Board based on discussions which will also include the option of ten foot driving lanes.
- b) General Update on Town Engineering/Drainage/Road Projects – For Discussion Only: Majkowski provided an update on several projects including crack seal bidding, the completion of paving Crestwood Court and general road maintenance.
 - i) Distribution of Comprehensive Drainage Study (For Discussion in July): Majkowski distributed the draft Comprehensive Drainage Study for the Board to review. A discussion by the Board will be held in July.

10) ADMINISTRATOR/CLERK, Angela Gorall

- a) Hickory Park Shelter Contracting Update & Recommendation – For Discussion Only: Gorall presented a memo on the project and recommendation for completion of the shelter in a future year. The Board discussed the recommendation and overall completion of the project including costs and end use of the facility. The Board agreed to proceed with the project in a future year pending funding approval in the CIP.
- b) Review of Draft Town Capital Improvement Plan (CIP) 2012-2016 – For Discussion Only: Gorall presented the draft CIP and reviewed document text and projects included. The Board discussed the overall plan and specifically projects for inclusion in the 2012 budget. Edits to the CIP will be completed as discussed by the Board. The Board is supportive of Gorall providing further tools to assist in making budget/prioritization decisions for the 2012 budget. Gorall will also provide further finalization to 2012 cost estimates as feasible.
- c) Sidewalk/Trail Snow Removal for 2011/2012 Season – For Discussion Only: Gorall presented options for the upcoming season. The Board reviewed and discussed options and agreed to request a new contract from Bob & Dave's Landscaping for an additional year of service. The Board will consider adoption at a future meeting.
- d) Resolution 2011-04, Resolution to Establish Municipal Wards (ward map) – For Approval/Denial: Gorall provided a review of the map development process, resolution and the draft map. The Board reviewed and discussed the map and impact to the election process. Motion by Mani/Starszak to approve resolution 2011-04 and ward map as presented. Motion carried 5 to 0.
- e) Update/Review of State Budget Impact on Town – For Discussion Only: Gorall updated the Board on the latest developments regarding the State budget. Gorall noted that more detailed information will be available by the July meeting.

11) TOWN CHAIRPERSON, Mark McAndrews

- a) Re-Appointment of George Schmidt to Darboy Joint Sanitary District No. 1 Commission (6 year term) – For Approval/Denial: Motion by Mani/O'Neill to reappoint George Schmidt to the Commission. Motion carried 5 to 0.
- b) Re-Appointment of Justin Hansen to Board of Adjustment (3 year term) – For Approval/Denial: Motion by Mani/McAndrews to reappoint Justin Hansen to the Board of Adjustment. Motion carried 5 to 0.
- c) Re-Appointment of Faith Opsteen to Plan Commission (3 year term) – For Approval/Denial: Motion by Lynch/Mani to reappoint Faith Opsteen to the Commission. Motion carried 5 to 0.

12) PLAN COMMISSION RELATED ITEMS

- a) Ordinance 2011-03, Repealing and/or Recreating Sections of Chapter 404 (Nuisances) of the Code of the Town of Buchanan – For Approval/Denial: Wallenfang, Plan Commission Chairperson, was present and provided a review of the ordinance. Motion by Lynch/Mani to approve ordinance 2011-03. Motion carried 5 to 0.
- b) Application for Minor Land Division (CSM): Applicant Ron Krueger, Parcel numbers 030050605 and 030050700 (SW corner of Creekview Ln. and Pinecrest Blvd.) – For Approval/Denial: Wallenfang provided a review of the application. Motion by Lynch/Mani to approve the application as presented. Motion carried 5 to 0.
- c) Application for Minor Land Division (CSM): Applicant Mary Ann Nettekoven (Owner John Nytes), Parcel number 030000900 (CTH ZZ) – For Approval/Denial: Wallenfang and Gorall provided a review of the application noting it is the Town's first conservation CSM as required by the subdivision ordinance. The Board reviewed and discussed the application. Motion by Mani/Starszak to approve the application as presented. Motion carried 5 to 0.
- d) Ordinance 2011-04 Repealing and Recreating Section 525-34(F)(1) of the Code of the Town of Buchanan, Accessory Parking and Storage in Residential Districts – For Discussion Only (Return to Plan Commission for Public Hearing): Wallenfang provided a review of the draft ordinance. Gorall detailed issues with enforcement of the current code. The Board reviewed and discussed the ordinance and impact to residents. The Board agreed to have the Plan Commission proceed with a public hearing and the approval process.

13) APPROVE OR DENY VARIOUS LICENSE APPLICATIONS

- a) Operator's License Renewals and New Applications for July 1, 2011-June 30, 2012 – For Approval/Denial: McAndrews provided an overview of all applications noting one applicant that was sent a letter to appear before the Board. Meghan Kuehl was present and provided information on her background. Motion by Lynch/Mani to approve all applications as presented, except Megan Kuehl. Motion carried 4 to 1, with Starszak voting no. Motion by Mani/Starszak to approve an operator's license for Megan Kuehl. Motion carried 5 to 0.
- b) Temporary Class "B"/"Class B" Retailers License "Picnic License"; Holy Spirit Parish, August 20-21, 2011 – For Approval/Denial: Motion by Mani/O'Neill to approve the license for Holy Spirit Parish. Motion carried 5 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 to a future meeting. No new agenda items were added.

15) MOTION TO MOVE TO CLOSED SESSION

- a) Closed session pursuant to section 19.85(1)(c) of the Wisconsin State Statutes: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Employee Performance Evaluation of Town Administrator/Clerk by Town Board. Motion by Mani/Starszak to move into closed session at 10:31 p.m. Motion carried 5 to 0.

16) MOTION TO MOVE OUT OF CLOSED SESSION: Motion by Lynch/Starszak to move out of closed session at 11:19 p.m. Motion carried 5 to 0.

17) ADJOURNMENT: Motion by O'Neill/Lynch to adjourn at 11:20 p.m. Motion carried 5 to 0.

Angela Gorall, Administrator/Clerk
Dated: June 22, 2011

Motion to approve by Mani/Starszak. Date: 7/19/2011.
Carried 4 to 0.