



*"In the Spirit of Town Government"*

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**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI  
MINUTES OF REGULAR TOWN BOARD MEETING  
TUESDAY, APRIL 19, 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 Lynch at 7:02 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 absent due to weather. Town officials present – Administrator/Clerk Gorall, 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: 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 March 15, 2011 Town Board Meeting
  - b) Approval of March Treasurer Report & Approve Bills
  - c) Approval of Operator’s License Applications, With No Applicable Violations Per Town PolicyMotion by Mani/O’Neill to approve all items included in the consent agenda. Motion carried 4 to 0.
- 6) **TOWN DEPUTIES**, Buchanan Sheriff’s Deputy
  - a) Quarterly Report (Jan-March) of the Buchanan Sheriffs Deputies – For Discussion Only: Deputy Southard was present and provided a review of the quarterly report to the Board. The Board reviewed and discussed the report and asked questions of Southard.
- 7) **EMS/EMERGENCY MANAGEMENT**, Chief Van Schyndel
  - a) Update/Monthly Report on EMS/Emergency Management Activities and Grant Applications: Van Schyndel provided a review of the monthly report submitted to the Board.
  - b) Review of April 10 Storm Event/Response – For Discussion Only: Board agreed to discuss this agenda item at the May Board meeting with a full Board present. No discussion.
- 8) **FIRE & RESCUE**, Chief Grones
  - a) Update/Monthly Report on Fire & Rescue Activities: Grones provided a review of the monthly report submitted to the Board and also noted that two new members were recently added to the department.
  - b) Firefighter Years of Service Recognition: Scott Musich & Bill Herter (1 year): The Board recognized both Musich and Herter for their one year of service to Buchanan Fire & Rescue.
- 9) **PUBLIC WORKS/TOWN ENGINEER**, Thad Majkowski, Cedar Corporation
  - a) Award of 2011 Roadway Construction, Project ID 11C016 Foth 4916-0013 Cedar, Paving Crestwood Ct. – For Approval/Denial: Majkowski provided a review of the bidding process and recommended awarding the contract to MCC, Inc. The Board reviewed and discussed the bidding. Motion by Mani/O’Neill to award the 2011 roadway construction project to MCC, Inc. for \$45,320.00. Motion carried 4 to 0.
  - b) General Update on Town Engineering/Drainage/Road Projects – For Discussion Only: Majkowski provided a general overview of all ongoing Town projects.

**10) TOWN CHAIRPERSON, Mark McAndrews**

- a) Appointment of Town Treasurer – For Approval/Denial: Lynch provided a review of the selection process and candidate. Motion by Mani/Starszak to appoint Molly Diedrich as Town Treasurer. Motion carried 4 to 0.
- b) Board of Review Elector Appointment, One Year Term, Jerry Wallenfang - For Approval/Denial: Motion by Mani/Starszak to appoint Jerry Wallenfang to the Board of Review for a one year term. Motion carried 4 to 0.

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

- a) Updated Analysis of State Budget Bill Impact on Town – For Discussion Only: Gorall presented an update analysis of the state budget bill and the potential impacts on the Town. The Board reviewed and discussed the analysis and Mani provided an update on impacts to the Garners Creek Storm Water Utility. Gorall will continue to keep the Board informed of new information as available.
- b) Review of 2010 Audited Financial Statements and Fund Balances – For Discussion Only: Gorall provided an overview of the financial statements and presented a memo on the Towns contingency/fund balance. The Board reviewed and discussed the statements and future transfers of funds. The Board requested to formally approve fund transfers after Gorall provides further analysis and recommendation. Gorall will present a resolution for approval at the next meeting.
- c) Resolution 2011-02, Notice of Public Contract with Estimated Cost More Than \$5,000, But Not More Than \$25,000 (Hickory Park Shelter) – For Approval/Denial: Gorall provided a review of the resolution and a status on the shelter project. The Board reviewed and discussed the proposal process and how a vendor will be selected. Motion by Mani/O’Neill to approve Resolution 2011-02. Motion carried 4 to 0.
- d) Update on Town Records Management Project – For Discussion Only: Gorall presented a memo on the project and provided an update on next steps in the project.

**12) PLAN COMMISSION RELATED ITEMS**

- a) Jurisdictional Transfer of Haas Rd. (CTH Z-CTH ZZ), Letter Requesting Review by County Highway Department – For Approval/Denial: Gorall provided an overview of the letter and potential transfer. The Board reviewed and discussed the letter. Motion by O’Neill/Starszak to approve sending the provided letter to the Outagamie County Highway Department. Motion carried 4 to 0.
- b) Conditional Use Permit, Garners Creek Storm Water Utility Erosion Control Project, N477 Mapleridge Dr. – For Approval/Denial: Gorall provided an overview of the permit request. Mani also provided a review of the project. Motion by Mani/Starszak to approve the conditional use permit. 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) 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. Review of 2011 compensation and benefits for specific employees. Motion by Mani/O’Neill to move to closed session at 8:09 p.m. Motion carried 4 to 0 by a roll call vote. Closed session held. Motion by Mani/Starszak to move out of closed session at 8:45 p.m. Motion carried 4 to 0.

**15) ADJOURNMENT:** Motion by O’Neill/Starszak to adjourn at 8:46 p.m. Motion carried 4 to 0.

Angela Gorall, Administrator/Clerk  
Dated: April 20, 2011

Motion to approve by Mani/Starszak. Date: 5/17/2011.  
Carried 5 to 0.