



*"In the Spirit of Town Government"*

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**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI  
MINUTES OF REGULAR TOWN BOARD MEETING  
TUESDAY, MAY 17, 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 and a moment of silence was completed in honor of retired Town firefighter Don Coenen.
- 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. 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. 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 April 19, 2011 Town Board Meeting
  - b) Approval of Closed Session Minutes of April 12, 2011 Special Town Board Meeting
  - c) Approval of April Treasurer Report & Approve Bills
  - d) Approval of Operator's License Applications, With No Applicable Violations Per Town PolicyMotion by Mani/Starszak to approve all items included in the consent agenda. Motion carried 5 to 0.
- 6) **SCOTT YUKEL, BUSINESS BANK RELATIONSHIP REVIEW/UPDATE** – For Discussion Only: CEO and Bank President Jim Wilson was present along with Scott Yukel. Bank representatives provided an overview of the Business Bank's current financial condition and the current regulatory agreement with the FDIC. The Board discussed the banks status and asked further questions. No further action taken by the Board.
- 7) **TOWN DEPUTIES, Buchanan Sheriff's Deputy**
  - a) Update on Town Law Enforcement Activities: Deputy Burke was present and provided an overview of recent activities and provided a call summary report. Burke also noted that Deputy Wang Lee was promoted to Sergeant and Deputy Clint Kriewaldt will be the new 3<sup>rd</sup> shift Deputy serving the Town.
  - b) Noise Ordinance Variance Permit Application, W2376 Greenspire Way, Applicant Robert Mani – For Approval/Denial: Motion by Lynch/O'Neill to approve the permit application as presented. Motion carried 4 to 0 with Mani abstaining.
- 8) **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 April 10 Storm Event/Response – For Discussion Only: Mani provided an overview of the event, actions taken by the Town and areas in need of improvement. Van Schyndel and Grones provided further comments on the event, training needed and future planning. The Board further discussed and asked questions regarding the storm event.
  - c) Distribution of Draft Town of Buchanan Emergency Response Plan – For Discussion Only: Van Schyndel distributed the draft plan to the Board and reviewed the general layout and contents. Review and discussion on the plan will be placed on the June Board agenda.

**9) 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: David Naczek & Matt Klipstine (1 year): The Board recognized members for their service and recognition was provided.
- c) Method of Sale for Existing Fire Tanker – For Approval/Denial: Grones reviewed a memorandum provided to the Board recommending sale of the vehicle. The Board reviewed and discussed staff recommendations and vehicle usage. Motion by Starszak/Mani to authorize the Fire Chief to utilize wisconsinsurplus.com for sale of the departments existing fire tanker and take other actions consistent with staff recommendations for the sale. Motion carried 5 to 0.

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

- a) General Update on Town Engineering/Drainage/Road Projects – For Discussion Only: Majkowski provided a review of all on-going Town projects including paving, the comprehensive drainage study, PASER ratings and road maintenance reviews. Majkowski distributed a draft of the Block Road ped/bike study which will be discussed in detail by the Board at the June meeting.

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

- a) Resolution 2011-03 Transferring Funds from General Fund to Contingency Fund & Intersection Improvement Fund – For Approval/Denial: Gorall provided a review of a memorandum submitted to the Board and a recommendation for the resolution. Motion by Mani/O’Neill to approve Resolution 2011-03. Motion carried 5 to 0.
- b) Purchase of Edge Election Machine for 2012 – For Approval/Denial: Gorall provided a review of the request and a memorandum provided to the Board. Gorall also provided a review of the Town’s current budget status for elections. The Board discussed the proposed purchase. Motion by Mani/Lynch to approve the purchase of an Edge election machine for \$2,250 (with available funds to be used in 2011 and remaining necessary funds budgeted in 2012). Motion carried 5 to 0.
- c) Review of 2010 Strategic Planning & 2012 Budgeting Principles – For Discussion Only: Gorall provided a review of the strategic planning list and implementation actions to date. The Board reviewed and discussed the list and agreed that the list is still accurate and that a strategic planning meeting is not needed at this time. Gorall also reviewed budgeting principles to assist in the 2012 budgeting process. The Board reviewed and discussed the principles and generally agreed on the principles for use in the budgeting process.
- d) Update on Recent Town Hiring (Treasurer, Seasonal, Park Coordinator) – For Discussion Only: Gorall provided an update on recent Town hiring and staff orientation completed to date.

**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 Discussion Only: Wallenfang, Plan Commission Chairperson, was present and provided an overview of the ordinance noting its approval by the Commission. Gorall also provided further detail on the need for an updated nuisance code including legal reviews completed. The Board reviewed and discussed the ordinance and agreed to carry forward to the next Board meeting for approval/denial.

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

- a) Business Liquor License Renewals for July 1, 2011-June 30, 2012 – For Approval/Denial: Gorall provided a review of applicants noting internal review of applications which were completed prior to the meeting. The Board reviewed and discussed the applicants including future use of the Town nuisance abatement code. Motion by Mani/McAndrews to approve the list of liquor license renewals as presented. 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 the next meeting. Lynch requested a review of the property at Stoney Brook Rd. and Creekview Rd. in regard to possible unauthorized dumping, initial review to be completed by the Plan Commission with a report back to the Town Board.

**15) ADJOURNMENT:** Motion by Mani/Starszak to adjourn at 8:44 p.m. Motion carried 5 to 0.

Angela Gorall, Administrator/Clerk  
Dated: May 18, 2011

Motion to approve by Mani/Starszak. Date: 6/21/2011.  
Carried 5 to 0.