



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
NOTICE OF THE TOWN BOARD MEETING
TUESDAY, JANUARY 19, 2016 AT 7:00 P.M.
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

AGENDA

Notice is hereby given that the Buchanan Town Board may take action on any item listed within this agenda.

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL & VERIFY PUBLIC NOTICE

4. CONSENT AGENDA

- a). Approval of the Minutes of December 15, 2015 Town Board Meeting.
- b). Approval of the Minutes of January 6, 2016 Special Town Board Meeting.
- c). Approval of December 2015 Treasurer Report & Approve Bills.
- d). Approval of Operator's License Applications, With No Applicable Violations per Town Policy.

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.

5. PUBLIC COMMENT FORUM

General public comments will be limited to five minutes in length. Commentators must state name and address for the record. The Board's role is to listen and not discuss/debate comments nor take action on those comments at this time.

6. PRESENTATIONS:

- a). 1-Year Service Recognition to Derek Kumrow and Zach Birkner, Buchanan Fire & Rescue.

7. ROUTINE REPORTS:

- a). Law Enforcement – Update/Quarterly Report on Town Law Enforcement Activities.
- b). Fire, EMS & Emergency Management – Update/Monthly Report on Fire, EMS & Emergency Management.
- c). Town Engineer – Update/Quarterly Report on Town Engineering Activities.
- d). Town Administrator – Update/Monthly Report on Administrative Activities.

8. PLAN COMMISSION ITEMS FOR DISCUSSION & POSSIBLE ACTION: NONE

9. UNFINISHED BUSINESS FOR DISCUSSION & POSSIBLE ACTION: NONE

10. NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION:

- a). Fire Department Interim Management Proposal to Provide Professional Consulting Services from Fuasgail Resources, LLC. – For Discussion and Possible Action.
- b). Fire Chief Retirement and Position/Hiring Review – For Discussion and Possible Action.
- c). Employee Assistance Program (EAP) Services Agreement Extension with ThedaCare, Inc. – For Discussion and Possible Action.
- d). Appointment of Town Administrator/Clerk as Interim Emergency Management Director – For Discussion and Possible Action.
- e). Authorization to Purchase Commercial Lawn Mowers from Carstens Ace Hardware – For Discussion and Possible Action.
- f). Ordinance #2016-01 Repealing and Recreating Ch. 420-7 Carrying Firearms and Concealed Weapons in Town Buildings – For Discussion and Possible Action.

11. CLOSED SESSION: NONE

12. FUTURE AGENDA ITEMS

Meeting agenda/discussion items and possible action on future Town Board agenda, including specific items for inclusion on or exclusion from a future agenda.

13. ADJOURNMENT

Joel Gregozeski, Administrator/Clerk
Posted: January 15, 2016

Public Notice: Agendas are posted in the following locations: Town Hall bulletin board & Town website: www.townofbuchanan.org. 2015 Wisconsin Act 79 allows the publication of certain legal notices on an Internet site maintained by a municipality. This law allows these types of legal notices to be posted in one physical location in the jurisdiction (instead of three) if also placed on an Internet site maintained by the local government.

Special Accommodations: Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Clerk's Office at (920) 734-8599 with as much advance notice as possible.

Notice of Possible Quorum: A quorum of the Plan Commission, Board of Review, and/or Board of Adjustment may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Plan Commission, Board of Review, and/or Board of Adjustment will be taken at this meeting.



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF THE TOWN BOARD MEETING
TUESDAY, DECEMBER 15, 2015 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 Chairperson 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, Lawrence, Reinke, and Kavanaugh. Town officials present – Plan Commission Chairperson Wallenfang, Administrator/Clerk Gregozeski, Treasurer/Deputy Clerk Sieracki, Fire Chief Rick Schroeder. Other members of the public were also in attendance.
4. **CONSENT AGENDA**
 - a). Approval of the Minutes of November 12, 2015 Special Town Meeting.
 - b). Approval of the Minutes of November 17, 2015 Town Board Meeting.
 - c). Approval of November 2015 Treasurer Report & Approve Bills.
 - d). Approval of Operator's License Applications, With No Applicable Violations per Town Policy.
 - e). Approval of Election Inspectors for 2016-2017 Term.

Motion by Lawrence/Kavanaugh to approve all items as provided in the consent agenda. Motion carried unanimously by voice vote.

5. **PUBLIC COMMENT FORUM** The following members of the public spoke:
 - Ann Hatch (N179 Van Handel) – Spoke in regards to item #11D. Requested the Town's support to remove a dying box elder tree that encroaches on Town Hall Park. Stated it is a risk and a hazard due to decay.
 - Ron Bernard (N172 Liberty) – Thanked the Town for the affordable services the Town supplies. Wanted to encourage the Town Board to maintain the Valley Transit Call-a-Ride program for son who has special needs.
 - Jackie & Paul Islinger (W2428 Snowberry) – Identified a drainage complaint at their property. They indicated the neighbor partially filled the ditch and flow of surface waters have been blocked causing localized flooding. Requested the Town enforce its ordinance and require the removal of the items placed in the ditch.
6. **PRESENTATIONS:**
 - a). 1-Year Service Recognition to Eugene Reece and Ben Schmidt, Buchanan Fire & Rescue: Chairperson McAndrews and Chief Schroeder presented service awards to Eugene Reece and Ben Schmidt: Chief Schroeder indicated the awards would be presented to Mr. Reece and Mr. Schmidt at the next Fire Department drill.
7. **ROUTINE REPORTS:**
 - a). Town Deputies – Update/Monthly Report on Town Law Enforcement Activities: Deputy Burke provided a quarterly report of law enforcement activities.
 - b). Fire, EMS & Emergency Management – Update/Monthly Report on Fire, EMS & Emergency Management: Chief Schroeder provided a review of the monthly memorandum as provided to the Board.
 - c). Town Administrator – Update/Monthly Report on Administrative Activities: Administrator/Clerk Gregozeski reviewed administrative activities for the month.

8. **PLAN COMMISSION ITEMS FOR DISCUSSION & POSSIBLE ACTION: NONE**

9. **UNFINISHED BUSINESS FOR DISCUSSION & POSSIBLE ACTION: NONE**

10. NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION:

- a). Collection Services Agreement with Finance System of Green Bay, Inc. – For Discussion and Possible Action: The Board reviewed and discussed the Collection Services Agreement with Finance System of Green Bay, Inc.

Motion by Kavanaugh/Hughson to approve the Collection Services Agreement with Finance System of Green Bay, Inc. as presented. Motion carried unanimously by voice vote.

- b). Request for 2016 Codification Services with General Code – For Discussion and Possible Action: The Board reviewed and discussed the 2016 Codification Services proposal from General Code.

Motion by Reinke/Hughson to approve the 2016 Codification Proposal with General Code as presented. Motion carried unanimously by voice vote.

- c). Network Server IT Replacement Proposal from Corporate Network Solutions – For Discussion and Possible Action: Gregozeski provided an overview of the network server project and the proposal from Corporate Network Solutions. The Board reviewed and discussed the proposal.

Motion by Reinke/Lawrence to approve the Network Server IT Replacement Proposal from Corporate Network Solutions as presented. Motion carried unanimously by voice vote.

- d). Request from Resident at N179 Van Handel Drive to assist w/ tree removal from Town Hall Park – For Discussion and Possible Action: The Board reviewed and discussed the request for assistance.

Motion by Lawrence/Hughson to approve the Town assisting the Residents at N179 Van Handel Drive in the amount not to exceed \$100. Motion carried unanimously by voice vote.

11. 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 performance evaluation data and compensation/benefits for specific employees.

Motion by Lawrence/Kavanaugh at 8:29 p.m. to enter into 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. Annual Performance, Compensation, Benefit and Employment for the Fire Chief.

Roll call vote: Lawrence: aye, Reinke: aye, McAndrews: aye, Kavanaugh: aye, Hughson: aye. Motion carried unanimously.

Motion by Lawrence/Hughson at 9:14 p.m. to come back into open session.

Roll call vote: Lawrence: aye, Reinke: aye, McAndrews: aye, Kavanaugh: aye, Hughson: aye. Motion carried unanimously.

12. FUTURE AGENDA ITEMS: No items discussed.

13. ADJOURNMENT: *Motion by Lawrence/Kavanaugh to adjourn at 9:15 p.m. Motion carried unanimously by voice vote.*

Joel Gregozeski, Administrator/Clerk
Dated: December 18, 2015

Motion to approve by: _____ Date: _____ Carried ___ to ___



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF SPECIAL TOWN BOARD MEETING
WEDNESDAY, JANUARY 6, 2016 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 Chairperson 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, Lawrence, Reinke, and Kavanaugh. Town officials present –Administrator/Clerk Gregozeski, Fire Chief Rick Schroeder. Other members of the public were also in attendance.

4. 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.” (Buchanan Fire & Rescue Chief)

Motion by Lawrence/Reinke at 7:01 p.m. to enter into 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. Considering employment, promotion, compensation, and/or performance evaluation data for the Fire Chief.

Roll call vote: Lawrence: aye, Reinke: aye, McAndrews: aye, Kavanaugh: aye, Hughson: aye. Motion carried unanimously.

Motion by Hughson/Reinke at 7:35 p.m. to come back into open session.

Roll call vote: Lawrence: aye, Reinke: aye, McAndrews: aye, Kavanaugh: aye, Hughson: aye. Motion carried unanimously.

- i. Town Board Action Following Closed Session: No action was taken.

5. ADJOURNMENT: *Motion by Reinke/Lawrence to adjourn at 7:36 p.m. Motion carried unanimously by voice vote.*

Joel Gregozeski, Administrator/Clerk
Dated: January 7, 2016

Motion to approve by: _____ Date: _____ Carried ___ to ___



**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF CLOSED SESSION TOWN BOARD MEETING
WEDNESDAY, JANUARY 6, 2016 AT 7:00 P.M.
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

- 3. MOTION TO MOVE TO CLOSED SESSION:** 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." (Buchanan Fire & Rescue Chief)

Motion by Lawrence/Reinke at 7:01 p.m. to enter into 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. Considering employment, promotion, compensation, and/or performance evaluation data for the Fire Chief.

Roll call vote: Lawrence: aye, Reinke: aye, McAndrews: aye, Kavanaugh: aye, Hughson: aye. Motion carried unanimously.

The Board reviewed and discussed the severance agreement drafted by Town Attorney Cornett. Additionally the Board reviewed and discussed a petition presented by members of the Fire Department urging the Board to allow Rick Schroeder to remain on the Department after his severance as Fire Chief.

Motion by Kavanaugh/Lawrence to continue with the original severance offer to Rick Schroeder with no amendments to allow Rick Schroeder to continue service on the Department as a fire fighter. Motion carried 3 to 2. McAndrews and Hughson dissenting.

Motion by Hughson/Reinke at 7:35 p.m. to come back into open session.

Roll call vote: Lawrence: aye, Reinke: aye, McAndrews: aye, Kavanaugh: aye, Hughson: aye. Motion carried unanimously.

Joel Gregozeski, Administrator/Clerk
Drafted: January 7, 2016

Motion to approve: _____ / _____. Date: _____ Carried ___ to ___.

TOWN BOARD MEETING:

January 19, 2016

AGENDA ITEM #: 4c

ACTION TYPE:

Administrative Action

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: January 13, 2016
RE: **Treasurer's Report & Approval of Bills**

RECOMMENDED ACTION: This is an administrative action¹ item for Town Board Approval/Denial.

SUMMARY: The attached Treasurer's Report is for the period ending December 31, 2015. Also attached is a list which includes all bills and deposits for the period December 6, 2015 through January 9, 2016. Included is the Administrator/Clerk's working budget summary for the period ending December 31, 2015

POLICY/PLAN REFERENCE(S):

1. Wis. Stats. §64.45 - Disbursements from town treasury.
2. Wis. Stats. §66.0607 - Withdrawal or disbursement from local treasury.
3. Town of Buchanan Budget & Financial Policy, adopted March 2010.

FISCAL IMPACT:

1. As shown on list of bills and deposits for period.

JDG

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Attachments:

1. December 2015 Treasurer's Report
2. December 6, 2015 through January 9, 2016 Bills & Deposits List
3. Town Budget Summary for period ending December 31, 2015

¹ Administrative actions involve the routine application of adopted rules, policies and standards. Examples include the approval of bills, the awarding of contracts/agreements and the issuance of permits and licenses for permitted uses. Discretion associated with these types of decisions is very limited and is based solely on state statutes, local ordinances and/or policy.



Monthly Report

December 2015

Operating Account The Business Bank	Previous Balance	\$ 461,404.26
	Deposits	\$ 6,169,194.56
	Checks	\$ 589,539.81
	Interest Credited on 12/31/15	\$ 340.31
	Balance as of 12/31/15	\$ 6,041,399.32
	<i>(Interest Year to Date: \$11,844.47)</i>	
	Segregated Funds (included in above total)	
Intersection Improvement Fund	\$ 523,886.00	
Fire Apparatus Fund	\$ 76,405.00	
Building Improvement Fund	\$ 21,601.00	
Trail Development Fund	\$ 10,024.00	
Contingency Account The Business Bank	Previous Balance	\$ 246,715.39
	Deposits	
	Withdrawals	\$ -
	Interest Credited on 12/31/15	\$ 181.35
	Balance as of 12/31/15	\$ 246,896.74
	<i>(Interest Year to Date: \$2129.00)</i>	
Park Impact Fees The Business Bank	Previous Balance	\$ 12,837.14
	Deposits	\$ -
	Withdrawals	\$ -
	Interest Credited on 12/31/15	\$ 5.46
	Balance as of 12/31/15	\$ 12,842.60
	<i>(Interest Year to Date: \$289.07)</i>	
Fire/EMS Communication The Business Bank	Previous Balance	\$ 3,056.15
	Withdrawals	\$ -
	Interest Credited on 12/31/15	\$ 0.25
	Balance as of 12/31/15	\$ 3,056.40
	<i>(Interest Year to Date: \$3.05)</i>	
Fire Department Fundraising The Business Bank	Previous Balance	\$ 28,150.68
	Deposit	\$ 100.00
	Withdrawals	\$ -
	Interest Credited on 12/31/15	\$ 17.97
	Balance as of 12/31/15	\$ 28,268.65
	<i>(Interest Year to Date: \$195.83)</i>	
Road Improvements The Business Bank	Previous Balance	\$ 2,000,856.81
	Deposit	\$ -
	Withdrawals	\$ 600,010.25
	Interest Credited on 12/31/15	\$ 330.32
	Balance as of 12/31/15	\$ 1,401,176.88
	<i>(Interest Year to Date: \$1207.13)</i>	

Loan Balances

Citizens Bank (Van Roy Road/Other Projects)	Balance as of 12/31/15	\$ 175,000.00
<i>(Original Loan Amount - \$1,410,000.00)</i>		
<i>(Int. Paid Year to Date:)</i>		
<i>(Int. Paid Inception to Date: \$242,728.80)</i>		

TOWN OF BUCHANAN
Bills for 1/19/16 Meeting
December 6, 2015 through January 9, 2016

Type	Date	Num	Name	Memo	Paid Amount
11010.0 - Bus Bank-Checking					
Deposit	12/08/2015			Deposit	0.00
Deposit	12/09/2015			Deposit	2,488.61
Deposit	12/10/2015			Deposit	6,955.94
Deposit	12/11/2015			Deposit	36,151.00
Deposit	12/14/2015			Deposit	79,123.76
Deposit	12/14/2015			Deposit	153,808.56
Deposit	12/14/2015			Deposit	167,851.56
Deposit	12/23/2015			Deposit	1,954.64
Deposit	12/15/2015			Deposit	146,096.67
Deposit	12/15/2015			Deposit	154,290.55
Deposit	12/16/2015			Deposit	135,520.49
Deposit	12/16/2015			Deposit	151,328.78
Deposit	12/17/2015			Deposit	120,900.20
Deposit	12/18/2015			Deposit	139,442.19
Deposit	12/18/2015			Deposit	163,471.42
Deposit	12/18/2015			Deposit	118,901.64
Deposit	12/21/2015			Deposit	152,025.24
Deposit	12/23/2015			Deposit	171,340.52
Deposit	12/23/2015			Deposit	119,366.65
Deposit	12/23/2015			Deposit	149,681.43
Deposit	12/23/2015			Deposit	162,269.02
Deposit	12/28/2015			Deposit	153,119.01
Deposit	12/28/2015			Deposit	180,966.43
Deposit	12/28/2015			Deposit	115,943.32
Deposit	12/28/2015			Deposit	160,146.48
Deposit	12/28/2015			Deposit	133,551.10
Deposit	12/28/2015			Deposit	148,143.20
Deposit	12/29/2015			Deposit	161,655.17
Deposit	12/29/2015			Deposit	133,127.13
Deposit	12/29/2015			Deposit	328,410.09
Deposit	12/29/2015			Deposit	156,538.94
Deposit	12/29/2015			Deposit	146,449.92
Deposit	12/29/2015			Deposit	163,661.32
Deposit	12/29/2015			Deposit	169,077.04
Deposit	12/30/2015			Deposit	134,407.74
Deposit	12/30/2015			Deposit	2,161.42
Deposit	12/31/2015			Deposit	184,691.19
Deposit	12/31/2015			Deposit	137,293.61
Deposit	12/31/2015			Deposit	127,292.96
Deposit	12/31/2015			Deposit	130,944.38
Deposit	12/31/2015			Deposit	114,937.06
Deposit	12/31/2015			Deposit	244,066.18
Deposit	12/31/2015			Deposit	115,054.37
Deposit	01/05/2016			Deposit	147,241.94
Deposit	01/05/2016			Deposit	101,626.24
Deposit	01/04/2016			Deposit	25,546.58
Deposit	01/06/2016			Deposit	57,160.79
Deposit	12/31/2015			Interest	340.31

TOWN OF BUCHANAN
Bills for 1/19/16 Meeting
December 6, 2015 through January 9, 2016

Type	Date	Num	Name	Memo	Paid Amount
Deposit	01/08/2016			Deposit	3,095.50
Deposit	01/08/2016			Deposit	71,782.43
Liability C...	12/30/2015	ACH	Department of Employee Trust Funds	69-036-0120-000	-1,431.72
Liability C...	12/30/2015	ACH	Wisconsin Dept. of Revenue	036-0000195431-02	-567.52
Paycheck	12/09/2015	ACH	BERG, DENNIS G		-784.97
Paycheck	12/09/2015	ACH	JAHN, STEVEN W		-369.40
Paycheck	12/09/2015	ACH	KRUEGER, SAMUEL A		-369.40
Paycheck	12/09/2015	ACH	LOCKHART, SCOTT G		-507.93
Paycheck	12/09/2015	ACH	MUSICH, SCOTT M		-369.40
Paycheck	12/09/2015	ACH	NEWHOUSE, JAMIE J		-369.40
Paycheck	12/09/2015	ACH	VAN SCHYNDEL, LISA M		-784.98
Paycheck	12/09/2015	ACH	DESMOND II, GERARD A		-177.32
Paycheck	12/09/2015	ACH	HERMANN, KEEGAN A		-235.49
Paycheck	12/09/2015	ACH	HOOYMAN, JEFFREY J		-709.24
Paycheck	12/09/2015	ACH	JAHN, DANIEL W		-758.77
Paycheck	12/09/2015	ACH	JAHN, STEVEN W		-74.81
Paycheck	12/09/2015	ACH	LOCKHART, SCOTT G		-817.30
Paycheck	12/09/2015	ACH	MADER, MATTHEW J		-451.59
Paycheck	12/09/2015	ACH	MENCEL, JR, WILLIAM L		-825.24
Paycheck	12/09/2015	ACH	NEWHOUSE, JAMIE J		-343.53
Paycheck	12/09/2015	ACH	RASCHKA, AARON M		-376.78
Paycheck	12/09/2015	ACH	REECE III, EUGENE R		-88.66
Paycheck	12/09/2015	ACH	RUSCH, TYLER R		-69.26
Paycheck	12/09/2015	ACH	SCHROEDER, BRETT P		-66.49
Paycheck	12/09/2015	ACH	VAN SCHYNDEL, LISA M		-426.66
Paycheck	12/09/2015	ACH	BERG, DENNIS G		-1,620.20
Paycheck	12/09/2015	ACH	BIRKNER, ZACHARY G		-1,118.73
Paycheck	12/09/2015	ACH	CORNING, BRUCE D		-1,318.39
Paycheck	12/09/2015	ACH	DIEDRICK, TRAVIS W		-365.33
Paycheck	12/09/2015	ACH	HERMANN, KEEGAN A		-508.30
Paycheck	12/09/2015	ACH	HERTER, BILL J		-694.87
Paycheck	12/09/2015	ACH	HOMOLA, MICHAEL G		-293.86
Paycheck	12/09/2015	ACH	JAHN, DANIEL W		-320.74
Paycheck	12/09/2015	ACH	JAHN, STEVEN W		-277.97
Paycheck	12/09/2015	ACH	KARNER, BENJAMIN D		-524.18
Paycheck	12/09/2015	ACH	KELDERMAN, KELSEY E		-94.30
Paycheck	12/09/2015	ACH	KRUEGER, SAMUEL A		-1,286.62
Paycheck	12/09/2015	ACH	KUMROW, DEREK A		-761.72
Paycheck	12/09/2015	ACH	LOCKHART, SCOTT G		-524.18
Paycheck	12/09/2015	ACH	MADER, FREDERICK N		-841.86
Paycheck	12/09/2015	ACH	MADER, MATTHEW J		-714.79
Paycheck	12/09/2015	ACH	MENCEL, JR, WILLIAM L		-1,644.60
Paycheck	12/09/2015	ACH	MUSICH, SCOTT M		-1,024.53
Paycheck	12/09/2015	ACH	NACZEK, DAVID J		-63.53
Paycheck	12/09/2015	ACH	NEWHOUSE, JAMIE J		-1,294.57
Paycheck	12/09/2015	ACH	RASCHKA, AARON M		-254.15
Paycheck	12/09/2015	ACH	REECE III, EUGENE R		-683.01
Paycheck	12/09/2015	ACH	REINKE, DANIEL L		-770.38
Paycheck	12/09/2015	ACH	RUSCH, TYLER R		-810.09

TOWN OF BUCHANAN
Bills for 1/19/16 Meeting
December 6, 2015 through January 9, 2016

Type	Date	Num	Name	Memo	Paid Amount
Paycheck	12/09/2015	ACH	SCHMIDT, BENJAMIN M		-675.08
Paycheck	12/09/2015	ACH	SCHROEDER, BRETT P		-290.39
Paycheck	12/09/2015	ACH	THYSSEN, NICHOLAS P		-1,325.55
Paycheck	12/09/2015	ACH	VAN SCHYNDEL, LISA M		-762.44
Paycheck	12/09/2015	ACH	VANDE WETTERING, KURT D		-222.38
Paycheck	12/09/2015	ACH	VANDERMOSS, TAYLOR L		-738.61
Paycheck	12/09/2015	ACH	WALSH, JOHN T		-1,818.75
Paycheck	12/09/2015	ACH	KLANDERMAN, DEAN A		-79.42
Paycheck	12/09/2015	ACH	FRANZKE, RICK A		-339.83
Paycheck	12/09/2015	ACH	GIRARD, CHRIS L		-167.74
Paycheck	12/09/2015	ACH	HENNESSEY, PATRICIA A		-632.36
Paycheck	12/09/2015	ACH	SIERACKI, CYNTHIA R		-885.73
Paycheck	12/09/2015	ACH	GREGOZESKI, JOEL D		-2,201.97
Paycheck	12/09/2015	ACH	KARRELS, JONATHON A		-73.88
Paycheck	12/09/2015	ACH	MENCEL, JR, WILLIAM L		-62.34
Paycheck	12/09/2015	ACH	REECE III, EUGENE R		-48.49
Paycheck	12/09/2015	ACH	VAN SCHYNDEL, LISA M		-74.80
Paycheck	12/09/2015	ACH	BERG, DENNIS G		-35.74
Paycheck	12/09/2015	ACH	BIRKNER, ZACHARY G		-20.54
Paycheck	12/09/2015	ACH	CORNING, BRUCE D		-14.66
Paycheck	12/09/2015	ACH	HERTER, BILL J		-13.13
Paycheck	12/09/2015	ACH	HOOYMAN, JEFFREY J		-32.70
Paycheck	12/09/2015	ACH	JHR, DANIEL W		-23.27
Paycheck	12/09/2015	ACH	KRUEGER, SAMUEL A		-44.20
Paycheck	12/09/2015	ACH	LOCKHART, SCOTT G		-63.19
Paycheck	12/09/2015	ACH	MADER, FREDERICK N		-14.67
Paycheck	12/09/2015	ACH	MADER, MATTHEW J		-24.35
Paycheck	12/09/2015	ACH	MENCEL, JR, WILLIAM L		-33.32
Paycheck	12/09/2015	ACH	MUSICH, SCOTT M		-16.01
Paycheck	12/09/2015	ACH	NEWHOUSE, JAMIE J		-29.75
Paycheck	12/09/2015	ACH	THYSSEN, NICHOLAS P		-21.04
Paycheck	12/09/2015	ACH	VAN SCHYNDEL, LISA M		-32.05
Paycheck	12/09/2015	ACH	VANDERMOSS, TAYLOR L		-10.51
Paycheck	12/09/2015	ACH	WALSH, JOHN T		-32.26
Paycheck	12/09/2015	ACH	WIEDENBAUER, KENNETH S		-9.13
Check	12/07/2015	ACH	Network Health Plan	Group 100400,	-3,583.63
Liability C...	12/15/2015	ACH	Internal Revenue Service	39-1316254	-7,703.68
Paycheck	12/15/2015	ACH	HUGHSON, JENNIFER S		-582.20
Paycheck	12/15/2015	ACH	KAVANAUGH, CHARLES J		-376.18
Paycheck	12/15/2015	ACH	LAWRENCE, KAREN L		-400.18
Paycheck	12/15/2015	ACH	MC ANDREWS, MARK C		-559.20
Paycheck	12/15/2015	ACH	REINKE, DENNIS G		-376.18
Paycheck	12/15/2015	ACH	SCHROEDER, RICK L		-1,219.99
Check	12/15/2015	ACH	Paul Hermes	Inspection fees	-1,227.56
Liability C...	12/18/2015	ACH	Internal Revenue Service	39-1316254	-994.44
Paycheck	12/23/2015	ACH	BERGHOLZ, SEAN M		-175.46
Paycheck	12/23/2015	ACH	FRANZKE, RICK A		-379.20
Paycheck	12/23/2015	ACH	GIRARD, CHRIS L		-346.24
Paycheck	12/23/2015	ACH	HENNESSEY, PATRICIA A		-677.90

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Type	Date	Num	Name	Memo	Paid Amount
Paycheck	12/23/2015	ACH	HOFFMANN, JOHN J		-110.82
Paycheck	12/23/2015	ACH	JENSEMA, MICHAEL P.		-184.70
Paycheck	12/23/2015	ACH	KARRELS, JONATHON A		-156.99
Paycheck	12/23/2015	ACH	KINNARD, STEFFI A.		-40.41
Paycheck	12/23/2015	ACH	SIERACKI, CYNTHIA R		-906.19
Paycheck	12/23/2015	ACH	GREGOZESKI, JOEL D		-2,201.97
Paycheck	12/23/2015	ACH	LAMERS, JON P		-110.82
Paycheck	12/23/2015	ACH	VAN WYCHEN, MARY K		-184.70
Paycheck	12/23/2015	ACH	WALLENFANG JR, JEROME A		-230.87
Paycheck	12/23/2015	ACH	KAVANAUGH, CHARLES J		-147.76
Paycheck	12/23/2015	ACH	MC ANDREWS, MARK C		-89.70
Paycheck	12/23/2015	ACH	BERG, DENNIS G		-305.76
Paycheck	12/23/2015	ACH	BIRKNER, ZACHARY G		-116.89
Paycheck	12/23/2015	ACH	CORNING, BRUCE D		-93.82
Paycheck	12/23/2015	ACH	DIEDRICK, TRAVIS W		-24.25
Paycheck	12/23/2015	ACH	HERTER, BILL J		-170.43
Paycheck	12/23/2015	ACH	HOMOLA, MICHAEL G		-24.24
Paycheck	12/23/2015	ACH	KARNER, BENJAMIN D		-36.75
Paycheck	12/23/2015	ACH	KRUEGER, SAMUEL A		-68.03
Paycheck	12/23/2015	ACH	MADER, FREDERICK N		-29.32
Paycheck	12/23/2015	ACH	MADER, MATTHEW J		-48.71
Paycheck	12/23/2015	ACH	MENCEL, JR, WILLIAM L		-56.88
Paycheck	12/23/2015	ACH	MUSICH, SCOTT M		-44.84
Paycheck	12/23/2015	ACH	NEWHOUSE, JAMIE J		-257.88
Paycheck	12/23/2015	ACH	REINKE, DANIEL L		-9.93
Paycheck	12/23/2015	ACH	RUSCH, TYLER R		-55.88
Paycheck	12/23/2015	ACH	SCHMIDT, BENJAMIN M		-75.15
Paycheck	12/23/2015	ACH	THYSSEN, NICHOLAS P		-65.50
Paycheck	12/23/2015	ACH	VAN SCHYNDEL, LISA M		-252.36
Paycheck	12/23/2015	ACH	VANDERMOSS, TAYLOR L		-26.25
Paycheck	12/23/2015	ACH	WALSH, JOHN T		-79.43
Paycheck	12/23/2015	ACH	HOOYMAN, JEFFREY J		-32.69
Paycheck	12/23/2015	ACH	LOCKHART, SCOTT G		-63.20
Liability C...	12/29/2015	ACH	Internal Revenue Service	39-1316254	-1,980.74
Check	12/24/2015	ACH	USPS	Stamps.com postage purchase	-100.00
Paycheck	01/06/2016	ACH	FRANZKE, RICK A		-293.34
Paycheck	01/06/2016	ACH	GIRARD, CHRIS L		-286.63
Paycheck	01/06/2016	ACH	HENNESSEY, PATRICIA A		-645.88
Paycheck	01/06/2016	ACH	SIERACKI, CYNTHIA R		-988.72
Paycheck	01/06/2016	ACH	GREGOZESKI, JOEL D		-2,248.90
Paycheck	01/06/2016	ACH	BERG, DENNIS G		-154.87
Paycheck	01/06/2016	ACH	BIRKNER, ZACHARY G		-54.74
Paycheck	01/06/2016	ACH	CORNING, BRUCE D		-70.38
Paycheck	01/06/2016	ACH	HERTER, BILL J		-5.26
Paycheck	01/06/2016	ACH	HOOYMAN, JEFFREY J		-85.82
Paycheck	01/06/2016	ACH	JAHN, DANIEL W		-36.85
Paycheck	01/06/2016	ACH	JAHN, STEVEN W		-66.59
Paycheck	01/06/2016	ACH	KARNER, BENJAMIN D		-21.00
Paycheck	01/06/2016	ACH	KRUEGER, SAMUEL A		-88.42

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Type	Date	Num	Name	Memo	Paid Amount
Paycheck	01/06/2016	ACH	KUMROW, DEREK A		-108.78
Paycheck	01/06/2016	ACH	LOCKHART, SCOTT G		-59.48
Paycheck	01/06/2016	ACH	MADER, FREDERICK N		-52.78
Paycheck	01/06/2016	ACH	MADER, MATTHEW J		-32.47
Paycheck	01/06/2016	ACH	MENCEL, JR, WILLIAM L		-82.51
Paycheck	01/06/2016	ACH	MUSICH, SCOTT M		-78.24
Paycheck	01/06/2016	ACH	NEWHOUSE, JAMIE J		-26.44
Paycheck	01/06/2016	ACH	REECE III, EUGENE R		-47.17
Paycheck	01/06/2016	ACH	REGAL, BRIAN J		-81.85
Paycheck	01/06/2016	ACH	REINKE, DANIEL L		-34.75
Paycheck	01/06/2016	ACH	RUSCH, TYLER R		-45.71
Paycheck	01/06/2016	ACH	THYSSEN, NICHOLAS P		-32.75
Paycheck	01/06/2016	ACH	VAN SCHYNDEL, LISA M		-351.01
Paycheck	01/06/2016	ACH	VANDERMOSSE, TAYLOR L		-36.75
Paycheck	01/06/2016	ACH	WALSH, JOHN T		-101.24
Paycheck	01/06/2016	ACH	WIEDENBAUER, KENNETH S		-58.46
Bill Pmt -...	01/04/2016	ACH	Delta Dental of Wisconsin		-179.46
Check	12/07/2015	ACH	STAMPS.COM	Monthly Stamps.Com fee Dec 2015	-15.99
Check	01/05/2016	ACH	STAMPS.COM	Monthly Stamps.Com fee Jan 2016	-15.99
General J...	12/09/2015	480		Transfer Funds	600,000.00
Check	12/07/2015	34286	Postmaster	Postage for tax refunds	-98.00
Check	12/07/2015	34287	SIERACKI, CYNTHIA R	Cash for Tax Collection	-300.00
Check	12/07/2015	34288	KELLER STRUCTURES	VOID: Refund of Erosion Escrow Balance	0.00
Bill Pmt -...	12/07/2015	34289	Appleton Trophy & Engraving Inc.		-55.99
Bill Pmt -...	12/07/2015	34290	Cintas Corporation #443		-103.09
Bill Pmt -...	12/07/2015	34291	Emergency Medical Products, Inc.		-108.77
Bill Pmt -...	12/07/2015	34292	Fire-Rescue Supply, LLC		-470.00
Bill Pmt -...	12/07/2015	34293	Joe's Power Center Inc.		-25.99
Bill Pmt -...	12/07/2015	34294	McMahon Associates, Inc.		-297.10
Bill Pmt -...	12/07/2015	34295	Paul Conway Shields		-149.50
Bill Pmt -...	12/07/2015	34296	Reese Recreation Products, Inc		-31,280.00
Bill Pmt -...	12/07/2015	34297	Superior Chemical Corporation		-326.38
Bill Pmt -...	12/07/2015	34298	The Horton Group-INS BILLS		-2,023.00
Bill Pmt -...	12/07/2015	34299	Vinton Construction, Co.		-22,221.96
Check	12/07/2015	34300	KELLER STRUCTURES	Refund of Erosion Escrow Balance	-3,835.00
Paycheck	12/09/2015	34302	INOCELDA, BRIAN K		-41.56
Paycheck	12/09/2015	34303	INOCELDA, BRIAN K		-135.02
Paycheck	12/09/2015	34304	KINGTON, DAVID M		-158.85
Bill Pmt -...	12/09/2015	34305	Hero 247		-1,080.00
Bill Pmt -...	12/14/2015	34306	Card Service Center	Visa 2495 & 0579	-1,101.74
Bill Pmt -...	12/14/2015	34307	Cedar Corporation		-12,611.98
Bill Pmt -...	12/14/2015	34308	Corporate Network Solutions, Inc.		-1,840.00
Bill Pmt -...	12/14/2015	34309	Darboy Corner Store		-279.47
Bill Pmt -...	12/14/2015	34310	EAGLE PRINTING & GRAPHICS		-664.89
Bill Pmt -...	12/14/2015	34311	Lowe's		-93.50
Bill Pmt -...	12/14/2015	34312	McKeefry & Sons, Inc		-24,543.58
Bill Pmt -...	12/14/2015	34313	Menards	Acct. 31110297,	-8.41
Bill Pmt -...	12/14/2015	34314	Office Depot	Acct. 5163,	-175.00
Bill Pmt -...	12/14/2015	34315	Oshkosh Fire & Police Equipment, Inc.		-1,167.15

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Bill Pmt -...	12/14/2015	34316	Outagamie County Highway Dept.		-158,407.42
Bill Pmt -...	12/14/2015	34317	Outagamie County Highway Dept.		-19,836.13
Bill Pmt -...	12/14/2015	34318	Outagamie County Solid Waste		-17.95
Bill Pmt -...	12/14/2015	34319	Staples Advantage		-64.44
Bill Pmt -...	12/14/2015	34320	WE Energies-Street Lights	Acct. 3841-040-796	-2,177.76
Check	12/21/2015	34321	Daniel Kraft	Tax Overpayment 030 145300	-38.05
Check	12/21/2015	34322	Christopher Spiegel	Tax Overpayment 030 186700	-53.01
Check	12/21/2015	34323	Sandra England	Tax Overpayment 030 158000	-54.92
Check	12/21/2015	34324	Brian Hoffmann	030228700 tax overpayment	-59.68
Check	12/21/2015	34325	Grace Sprangers	030156900 tax overpayment	-25.27
Check	12/21/2015	34326	Patricia Hauser	030172500 tax overpayment	-49.04
Check	12/21/2015	34327	James Feavel	010176500 tax overpayment	-62.03
Check	12/21/2015	34328	Charles Lashua	030183500 tax overpayment	-48.95
Check	12/21/2015	34329	David Jacobs	Tax Overpayment 030183200	-72.79
Check	12/21/2015	34330	Matthew Ellisen	Tax Overpayment 030251300	-108.09
Check	12/21/2015	34331	Paul Despirito	030221200 tax overpayment	-86.26
Check	12/21/2015	34332	Wendy Brandt	Tax Overpayment 030126400	-56.32
Check	12/21/2015	34333	Chad & Tara Evans	030169500 tax overpayment	-58.60
Check	12/21/2015	34334	William Herter	030213900 tax overpayment	-47.40
Check	12/21/2015	34335	Lyndsey Allen	Tax Overpayment 030101500	-34.98
Check	12/21/2015	34336	James & Amie Olson	030213800 tax overpayment	-42.63
Check	12/21/2015	34337	Michael Aniol	030080000 tax overpayment	-50.92
Check	12/21/2015	34338	Michael & Sheri Johnson	030230900 tax overpayment	-57.69
Check	12/21/2015	34339	David Johnson	030176200 Tax Overpayment	-48.39
Check	12/21/2015	34340	Adam & Melissa Behling	Tax Overpayment 030238400	-53.93
Check	12/21/2015	34341	Bradley Meyer	030218000 tax overpayment	-44.92
Check	12/21/2015	34342	Shawna Jahns	Tax Overpayment 030180100	-45.40
Check	12/21/2015	34343	Ed Stuckey	030173000 tax overpayment	-61.14
Check	12/21/2015	34344	Wayne Pirman	030167500 tax overpayment	-79.33
Check	12/21/2015	34345	Kenneth Schmitz	Tax Overpayment	-55.45
Check	12/21/2015	34346	Sheri L Jones	030 217500	-47.67
Check	12/21/2015	34347	Donald Doherty	030164200 tax overpayment	-53.95
Check	12/21/2015	34348	Mark Kaufman	030057600 tax overpayment	-37.52
Check	12/21/2015	34349	Samantha Tomczak	Tax Overpayment 030187000	-45.76
Check	12/21/2015	34350	Jay Williams	030220300 tax overpayment	-53.98
Check	12/21/2015	34351	William Cork	030200600 tax overpayment	-63.23
Check	12/21/2015	34352	Mark & Cathy Wittmann	030195100 tax overpayment	-117.22
Check	12/21/2015	34353	Eric Welhouse	Tax Overpayment	-48.85
Check	12/21/2015	34354	Julie Haughian	Tax Overpayment 030127700	-53.56
Check	12/21/2015	34355	Cary Lindauer	030163500 tax overpayment	-64.59
Check	12/21/2015	34356	Melanie Richard	Tax Overpayment 030237400	-66.89
Check	12/21/2015	34357	Scott & Tina Lockhart	030137700 tax overpayment	-46.47
Check	12/21/2015	34358	Donald Gossen	Tax Overpayment 030207100	-43.32
Check	12/21/2015	34359	Gregg & Christina Hanlon	030243500 tax overpayment	-48.92
Check	12/21/2015	34360	Jessica Mass Bowden	Tax Overpayment 030100200	-45.03
Check	12/21/2015	34361	William & Deirdra Porretto	030098200 tax overpayment	-47.93
Check	12/21/2015	34362	Dennis Moore	030110900 tax overpayment	-44.69
Check	12/21/2015	34363	Anthony Krueger	030133900 tax overpayment	-62.65
Check	12/21/2015	34364	Jeffrey Lind	030236100 tax overpayment	-51.56

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Type	Date	Num	Name	Memo	Paid Amount
Check	12/21/2015	34365	Bradley Klipp	Tax Overpayment 030059805	-55.00
Check	12/21/2015	34366	Jennifer Sabai-Thede	Tax Overpayment 030229800	-60.10
Check	12/21/2015	34367	Mark Schmalz	Tax Overpayment 030136500	-65.67
Check	12/21/2015	34368	Todd & Sandra Stohl	030119600 tax overpayment	-54.85
Check	12/21/2015	34369	Dennis Halle	Tax Overpayment 030122800	-60.20
Check	12/21/2015	34370	Ryan & Jessica Angell	030159100 tax overpayment	-43.57
Check	12/21/2015	34371	Catherine Rietveld	Tax Overpayment 030222400	-93.54
Check	12/21/2015	34372	Michael Treu	030200800 tax overpayment	-52.87
Check	12/21/2015	34373	Robert & Vicki Wills	030 132200 Tax Overpayment	-329.91
Check	12/21/2015	34374	Paul Footit	Tax Overpayment 030 205900	-45.84
Check	12/21/2015	34375	Gary Ludwig	030163000 tax overpayment	-85.33
Check	12/21/2015	34376	Scott Butler	030080800 tax overpayment	-38.99
Check	12/21/2015	34377	Jeffrey & Elizabeth Gundrum	030228400 tax overpayment	-64.65
Check	12/21/2015	34378	Derek & Angela Mikula	030 126800tax overpayment	-60.15
Bill Pmt -...	12/21/2015	34379	Advance Disposal-Green Bay-B8		-37,903.66
Bill Pmt -...	12/21/2015	34380	Batteries Plus #508		-71.00
Bill Pmt -...	12/21/2015	34381	Central Temperature Equipment Servi...		-645.18
Bill Pmt -...	12/21/2015	34382	Corporate Network Solutions, Inc.		-390.00
Bill Pmt -...	12/21/2015	34383	Festival Foods	Drill Expense	-170.78
Bill Pmt -...	12/21/2015	34384	Fox Valley Technical College		-240.00
Bill Pmt -...	12/21/2015	34385	Matthews Tire & Service Center		-34.95
Bill Pmt -...	12/21/2015	34386	Paul Conway Shields		-2,150.00
Bill Pmt -...	12/21/2015	34387	TDS Metrocom		-635.85
Bill Pmt -...	12/21/2015	34388	Tesch Chemical		-151.35
Bill Pmt -...	12/21/2015	34389	The Horton Group-INS BILLS		-5,932.00
Bill Pmt -...	12/21/2015	34390	Wisconsin Dept. of Justice	G3203	-28.00
Check	12/28/2015	34391	Jeffrey Blom	030242900 tax overpayment	-57.95
Check	12/28/2015	34392	Stacey Steffens	030224700 tax overpayment	-48.38
Check	12/28/2015	34393	Scott Christensen	030109700 tax overpayment	-59.86
Check	12/28/2015	34394	Jill Paul	Tax Overpayment 030237900	-46.90
Check	12/28/2015	34395	Susan Wolf	030133700 tax overpayment	-65.50
Check	12/28/2015	34396	Carrie VanBoxtel	Tax Overpayment 030 188500	-46.16
Check	12/28/2015	34397	Kenneth Schmalz II	030 056403 tax overpayment	-56.47
Check	12/28/2015	34398	Melissa Roth	Tax Overpayment 030 216900	-46.69
Check	12/28/2015	34399	Richard & Amy Metzner	030173600 tax overpayment	-71.56
Check	12/28/2015	34400	Keith & Shannon Scanlan	Tax Overpayment 030 188800	-34.10
Check	12/28/2015	34401	Steven Zillges	030157900 tax overpayment	-51.05
Check	12/28/2015	34402	Roderick Tillman	Tax Overpayment 030 097400	-43.88
Check	12/28/2015	34403	Jeffrey Veith	030163300 tax overpayment	-67.57
Check	12/28/2015	34404	Julie Nys	Tax Overpayment 030 219300	-46.31
Check	12/28/2015	34405	Brian Wahl	030141400 tax overpayment	-60.43
Check	12/28/2015	34406	Kayla Manders	Tax Overpayment 030 262300	-55.92
Check	12/28/2015	34407	Terry & Tiara Bodway	030 245800 tax overpayment	-49.57
Check	12/28/2015	34408	David Cook	030210500 tax overpayment	-45.39
Check	12/28/2015	34409	Clayton Gann	030 129300 tax overpayment	-55.64
Check	12/28/2015	34410	Jane Mueller	030 207300 tax overpayment	-46.31
Check	12/28/2015	34411	George Mongin	Tax Overpayment 030 125800	-62.96
Check	12/28/2015	34412	Pamela J Reese	Tax Overpayment 030204700	-33.43
Check	12/28/2015	34413	Roger Vanpatten	030112800 tax overpayment	-51.11

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Type	Date	Num	Name	Memo	Paid Amount
Check	12/28/2015	34414	Richard Bethke	Tax Overpayment 030 199600	-52.00
Check	12/28/2015	34415	Ross Diederich	030084500 tax overpayment	-41.17
Check	12/28/2015	34416	Connie Seidel	Tax Overpayment 030 187300	-45.41
Check	12/28/2015	34417	Barbara Belogea	Tax Overpayment 030 236000	-66.52
Check	12/28/2015	34418	William & Helen Schmitz	030 223201 Tax Overpayment	-103.88
Check	12/28/2015	34419	Eric & Michelle Sorenson	Tax Overpayment 030 186600	-46.19
Check	12/28/2015	34420	Karl Argall	030 182600 tax overpayment	-61.25
Check	12/28/2015	34421	Bradley Arft	030128500 tax overpayment	-46.08
Check	12/28/2015	34422	Paul R Eggen Rev. Trust	030150000 tax overpayment	-61.40
Check	12/28/2015	34423	Charles Sauder	Tax Overpayment 030 138700	-55.39
Check	12/28/2015	34424	Courtney Kahl	Tax Overpayment 030 210001	-32.29
Check	12/28/2015	34425	BEN & REBECCA WILDENBERG	030 144400 tax overpayment	-55.98
Bill Pmt -...	12/28/2015	34426	Accent Business Solutions, Inc.		-81.00
Bill Pmt -...	12/28/2015	34427	Cedar Corporation		-11,590.01
Bill Pmt -...	12/28/2015	34428	Cellcom Appleton PCS	Acct # 009-09048840	-49.09
Bill Pmt -...	12/28/2015	34429	Cintas Corporation #443		-103.09
Bill Pmt -...	12/28/2015	34430	Corporate Network Solutions, Inc.		-12,453.00
Bill Pmt -...	12/28/2015	34431	Kaukauna Utilities		-127.51
Bill Pmt -...	12/28/2015	34432	MCC, Inc		-11,310.65
Bill Pmt -...	12/28/2015	34433	McMahon Associates, Inc.		-568.90
Bill Pmt -...	12/28/2015	34434	Midwest Workwear		-1,243.13
Bill Pmt -...	12/28/2015	34435	Mirsberger Sales & Service*		-3,262.00
Bill Pmt -...	12/28/2015	34436	Superior Chemical Corporation		-209.72
Bill Pmt -...	12/28/2015	34437	Verizon		-120.03
Bill Pmt -...	12/28/2015	34438	Wisconsin Dept. of Transportation		-33,095.49
Check	12/31/2015	34439	Catherine Johnson	030130100 tax overpayment	-55.79
Check	12/31/2015	34440	Eric & Monica Burt	030190400 tax overpayment	-64.38
Check	12/31/2015	34441	Barry Kukulka	030130400 tax overpayment	-50.81
Check	12/31/2015	34442	Brandii Kroening	Tax Overpayment 030 121600	-62.60
Check	12/31/2015	34443	Matthew Weber	Tax Over Payment 030 263100	-3,445.13
Check	12/31/2015	34444	Robert Mayfield	030244400 tax overpayment	-56.15
Check	12/31/2015	34445	Chad Krueger	Tax Overpayment 030 169200	-75.55
Check	12/31/2015	34446	Michael Rheingans	030163200 tax overpayment	-63.64
Check	12/31/2015	34447	Anthony Marcoe	030 055201 Tax Overpayment	-218.37
Check	12/31/2015	34448	Jeremy Zahringer	030226100 tax overpayment	-51.25
Check	12/31/2015	34449	James & Susan Schwantes	030175800 tax overpayment	-48.95
Check	12/31/2015	34450	Scott & Jodi Lietzau	030241500 tax overpayment	-74.17
Check	12/31/2015	34451	Drew Waterworth	Tax Overpayment 030053700	-176.53
Check	12/31/2015	34452	Christian & Jennifer Rottier	030 138500 Tax Overpayment	-137.71
Check	12/31/2015	34453	Erik & Tracey Steffen	030219700 tax overpayment	-48.74
Check	12/31/2015	34454	Scott Boreson	030126200 tax overpayment	-75.91
Check	12/31/2015	34455	Michael Flanagan	030 181100 tax overpayment	-219.73
Check	12/31/2015	34456	Vicki Bayer	030176800 tax overpayment	-48.68
Check	12/31/2015	34457	Mark & Jane Belling	030078700 tax overpayment	-38.82
Check	12/31/2015	34458	Brian Kuester	030 214700 tax overpayment	-45.57
Check	12/31/2015	34459	Joel & Janice Kasper	030096500 tax overpayment	-67.94
Check	12/31/2015	34460	Mickey & Katherine Schallie	030192200 tax overpayment	-51.72
Check	12/31/2015	34461	Tammy Williams	Tax Overpayment 030 186900	-48.71
Check	12/31/2015	34462	James Miron	030121200 tax overpayment	-84.98

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Check	12/31/2015	34463	Mark & Sandra Giannoni	030146700 tax overpayment	-47.73
Check	12/31/2015	34464	Bradley & Roxanne Best	030207500 tax overpayment	-53.83
Bill Pmt -...	12/31/2015	34465	Eagle Graphics LLC		-301.60
Bill Pmt -...	12/31/2015	34466	Emergency Medical Products, Inc.		-699.30
Bill Pmt -...	12/31/2015	34467	FAE		-134.75
Bill Pmt -...	12/31/2015	34468	Lake Shore Cleaners, Inc.		-578.00
Bill Pmt -...	12/31/2015	34469	Masimo Americas, Inc		-4,901.00
Bill Pmt -...	12/31/2015	34470	Menards	Acct. 31110297,	-4.97
Bill Pmt -...	12/31/2015	34471	WE Energies		-876.71
Check	12/31/2015	34472	Michael Reider	030 131900 tax overpayment	-61.63
Check	12/31/2015	34473	Julie Dellemann	Tax Overpayment 030242800	-58.71
Check	12/31/2015	34474	Christopher Michener	Tax Overpayment 030 151300	-65.17
Check	12/31/2015	34475	Robert Ruys	Tax Overpayment 030 127200	-61.03
Check	12/31/2015	34476	Norma Czarnik	Tax Overpayment 030 079000	-59.81
Check	12/31/2015	34477	Chad Woehler	Tax Overpayment 030 136200	-50.49
Check	12/31/2015	34478	Charles & Joanne Blank	030230300 tax overpayment	-52.62
Check	12/31/2015	34479	Chad Dorton	Tax Overpayment 030154200	-59.69
Check	12/31/2015	34480	Alan & Robin Gibson	030207400 tax overpayment	-42.05
Check	12/31/2015	34481	Glen & Linda Zietlow	030 219900 tax overpayment	-43.80
Check	12/31/2015	34482	Julie Seefeldt	Tax Overpayment 030147800	-45.17
Check	12/31/2015	34483	Michael & Sharon Hibbard	030 227700 tax overpayment	-57.20
Check	12/31/2015	34484	Maria Luna	030245200 tax overpayment	-44.49
Check	12/31/2015	34485	Debra Swoger	030119700 tax overpayment	-71.63
Check	12/31/2015	34486	Kenneth Thompson	030231400 tax overpayment	-55.68
Check	12/31/2015	34487	Thomas Cops	Tax Overpayment 030 172900	-66.75
Check	12/31/2015	34488	Christopher McBair	Tax Overpayment 030129800	-64.65
Check	12/31/2015	34489	Joshua Bohlen	Tax Overpayment 030 241100	-51.39
Check	12/31/2015	34490	Jeffrey Evers	030090200 tax overpayment	-45.46
Check	12/31/2015	34491	Tim & Rosemary Vanhimbergen	030165600 tax overpayment	-67.50
Total 11010.0 · Bus Bank-Checking					6,180,547.54
11015.0 · Bus Bank-Contingency Svgs MM					
Deposit	12/27/2015			Interest	181.35
Total 11015.0 · Bus Bank-Contingency Svgs MM					181.35
11020.0 · Bus Bank-Park Impact Fees MM					
Deposit	12/27/2015			Interest	5.46
Total 11020.0 · Bus Bank-Park Impact Fees MM					5.46
11030.0 · Bus Bank-Fire/EMS Comm Equip MM					
Deposit	12/29/2015			Interest	0.25
Total 11030.0 · Bus Bank-Fire/EMS Comm Equip MM					0.25
11045.0 · Bus. Bank-Fire Dept Fundraising					
Deposit	12/11/2015			Deposit	100.00
Deposit	12/31/2015			Interest	17.97
Total 11045.0 · Bus. Bank-Fire Dept Fundraising					117.97
11050.0 · Bus. Bank-Road Improvement					

TOWN OF BUCHANAN
Bills for 1/19/16 Meeting
December 6, 2015 through January 9, 2016

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Check	12/31/2015			Service Charge	-10.25
Deposit	12/31/2015			Interest	330.32
General J...	12/09/2015	480		Transfer Funds	-600,000.00
Total 11050.0 · Bus. Bank-Road Improvement					-599,679.93
TOTAL					<u><u>5,581,172.64</u></u>

Town of Buchanan						
Year-To-Date Budget Comparison (Expenses)						
Fiscal Year 2015						
					As of:	12/31/2015
					(UNDER)	
			YEAR		OVER	PERCENT
		2014	2015	TO DATE	BUDGET	OF
	Department	BUDGET	BUDGET	12/31/2015	2015	BUDGET
General Government - 51000						
51100	Legislative (Town Board)	\$ 31,930	\$ 31,930	\$ 30,954	\$ (976)	97%
51300	Legal Service Fees	\$ 33,000	\$ 33,000	\$ 22,739	\$ (10,261)	69%
51400	General Administration	\$ 225,520	\$ 250,934	\$ 254,705	\$ 3,771	102%
51500	Financial Administration	\$ 21,500	\$ 21,500	\$ 21,802	\$ 302	101%
51600	General Building, Town Hall	\$ 55,558	\$ 57,637	\$ 56,754	\$ (882)	98%
51900	Other General Government	\$ 23,446	\$ 24,146	\$ 21,317	\$ (2,829)	88%
Subtotal - General Government		\$ 390,953	\$ 419,146	\$ 408,272	\$ (10,875)	97%
Public Safety - 52000						
52100	Law Enforcement	\$ 405,490	\$ 400,002	\$ 378,284	\$ (21,718)	95%
52200	Fire & Rescue	\$ 141,477	\$ 157,847	\$ 149,374	\$ (8,473)	95%
52300	Emergency Management/EMS	\$ 85,480	\$ 91,720	\$ 47,504	\$ (44,216)	52%
52400	Building Inspection	\$ 12,500	\$ 12,500	\$ 15,391	\$ 2,891	123%
Subtotal - Public Safety		\$ 644,947	\$ 662,069	\$ 590,553	\$ (71,516)	89%
Public Works - 53000						
53300	Highway & Street Maintenance	\$ 188,200	\$ 211,400	\$ 184,964	\$ (26,436)	87%
53400	Road Related Facilities	\$ 33,018	\$ 34,068	\$ 40,411	\$ 6,343	119%
53500	Mass Transit	\$ 60,000	\$ 60,772	\$ 51,018	\$ (9,754)	84%
53600	Sanitation	\$ 320,000	\$ 321,982	\$ 321,733	\$ (249)	100%
Subtotal - Public Works		\$ 601,218	\$ 628,222	\$ 598,125	\$ (30,097)	95%
Culture, Recreation & Education - 55000						
55200	Parks	\$ 9,900	\$ 10,500	\$ 5,589	\$ (4,911)	53%
55300	Recreation Programs & Events	\$ 7,500	\$ -	\$ -	\$ -	
Subtotal - Culture, Recreation & Ed.		\$ 17,400	\$ 10,500	\$ 5,589	\$ (4,911)	53%
Conservation & Development - 56000						
56700	Economic Development	\$ 3,637	\$ 185	\$ 210	\$ 25	114%
56900	Planning & Zoning/Erosion/Conservation	\$ 23,370	\$ 25,520	\$ 28,230	\$ 2,710	111%
Subtotal - Conservation & Development		\$ 27,006	\$ 25,705	\$ 28,440	\$ 2,735	111%

					(UNDER)	
		2014	2015	YEAR	OVER	PERCENT
		BUDGET	BUDGET	TO DATE	BUDGET	OF
	Department	BUDGET	BUDGET	12/31/2015	2015	BUDGET
Other Financing Uses						
	Contingency & Reserves	\$ -	\$ 70,027	\$ -	\$ (70,027)	0%
Subtotal - Other Financing Uses		\$ -	\$ 70,027	\$ -	\$ (70,027)	0%
Debt Service Fund - 58000						
58000	Debt Service	\$ 188,798	\$ 182,593	\$ 182,592	\$ (1)	100%
Subtotal - Debt Service Fund		\$ 188,798	\$ 182,593	\$ 182,592	\$ (1)	100%
Capital Outlay - 57000						
57190	General Government	\$ 6,300	\$ 8,500	\$ 21,284	\$ 12,784	250%
57620	Parks & Recreation	\$ 10,000	\$ 58,500	\$ 34,542	\$ (23,958)	59%
57220	Fire & Rescue	\$ 29,500	\$ 114,500	\$ 4,372	\$ (110,128)	4%
57230	EMS - Emergency Management	\$ -	\$ 4,500	\$ 4,901	\$ 401	109%
57331	Roads & Public Works	\$ 547,156	\$ 2,384,350	\$ 1,914,702	\$ (469,648)	80%
57348	Stormwater & Drainage	\$ -	\$ -	\$ -	\$ -	
Subtotal - Capital Outlay		\$ 592,956	\$ 2,570,350	\$ 1,979,802	\$ (590,548)	77%
TOTAL - General Fund Operating, Debt & Capital		\$ 2,463,278	\$ 4,568,612	\$ 3,793,373	\$ (775,239)	83.03%

Town of Buchanan						
Year-To-Date Budget Comparison (Revenues)						
Fiscal Year 2015						
					<i>As of:</i>	<i>12/31/2015</i>
				YEAR	(UNDER)	PERCENT
		2014	2015	TO DATE	OVER	UNDER/
	Department	BUDGET	BUDGET	12/31/2015	BUDGET	OVER
					2015	
	Taxes - 41000	\$1,525,733	\$1,885,308	\$1,885,759	\$ 451	100%
	General Property Taxes	\$1,523,843	\$1,883,418	\$1,885,759	\$ 2,341	100%
	Special Assessments - 42000	\$0	\$0	\$33,763	\$ 33,763	#DIV/0!
	Intergovernmental Revenues - 43000	\$279,972	\$282,774	\$282,992	\$ 218	100%
	Licenses & Permits - 44000	\$69,495	\$70,495	\$99,060	\$ 28,565	141%
	Fines, Forfeitures & Penalties - 45000	\$14,155	\$14,155	\$25,898	\$ 11,743	183%
	Public Charges for Services - 46000	\$273,654	\$301,480	\$317,058	\$ 15,578	105%
	Intergovernmental Charges for Services - 47000	\$2,225	\$1,900	\$1,905	\$ 5	100%
	Miscellaneous Revenue - 48000	\$191,809	\$615,500	\$22,588	\$ (592,912)	4%
	Proceeds Long Term Debt - 49000	\$0	\$1,397,000	\$2,000,000	\$ 603,000	143%
	TOTAL - Revenues	\$ 2,357,043	\$ 4,568,612	\$ 4,669,023	\$ 100,411	102.20%

TOWN BOARD MEETING:

January 19, 2016

AGENDA ITEM #: 4d

ACTION TYPE:

Administrative Action

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: January 13, 2016
RE: **Operator's License Applications for Approval/Denial**

RECOMMENDED ACTION: This is an administrative action¹ item for Town Board Approval/Denial.

SUMMARY: The attached list of bartender operator's license and agent applications were submitted for Town Board consideration. No applicants listed have any applicable violations per Town policy.

POLICY/PLAN REFERENCE(S):

1. §125.17 Wis. Stats.
2. Town of Buchanan Municipal Code: Chapter §339-24G – Operators.
3. Alcohol License (Operators) Applications Policy, adopted January 2009.

FISCAL IMPACT: NONE

JDG

###

Attachments:

1. **New Applicants for Operator's Licenses & Agents for January 2016**

¹ *Administrative actions involve the routine application of adopted rules, policies and standards. Examples include the approval of bills, the awarding of contracts/agreements and the issuance of permits and licenses for permitted uses. Discretion associated with these types of decisions is very limited and is based solely on state statutes, local ordinances and/or policy.*

JANUARY 2016 – APPLICANTS FOR BARTENDER OPERATOR’S LICENSES:

NAME & ADDRESS OF APPLICANT

2015-164PV Sheila M. Anderson, 730 S. John St.,
Apt. #2, Kimberly, WI 54136

BUSINESS NAME

The Stone Yard

**VIOLATIONS PERTAINING
TO LICENSE APPLICATION**

None

**NEW OR
RENEWAL**

New

CERTIFICATE OF APPRECIATION
& YEARS OF SERVICE TO THE TOWN OF
BUCHANAN

AWARDED TO

Derek Kumrow

For 1 year of service to the community and the

Town of Buchanan Fire & Rescue

Awarded this 19th day of January, 2016

Mark McAndrews, Town Chairperson

Dennis Berg, Asst. Fire Chief

Lisa Van Schyndel, Division Chief

CERTIFICATE OF APPRECIATION
& YEARS OF SERVICE TO THE TOWN OF
BUCHANAN

AWARDED TO

Zachary Birkner

For 1 year of service to the community and the

Town of Buchanan Fire & Rescue

Awarded this 19th day of January, 2016

Mark McAndrews, Town Chairperson

Dennis Berg, Asst. Fire Chief

Lisa Van Schyndel, Division Chief

TOWN BOARD MEETING:

January 19, 2016

AGENDA ITEM #: 7a

ACTION TYPE:

Routine Report

(For Discussion Only)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: January 13, 2016
RE: **Quarterly Report on Town Law Enforcement Activities**

RECOMMENDED ACTION: This item is for discussion only.

SUMMARY: Representatives from the Outagamie County Sheriff's Department will present the quarterly law enforcement report.

POLICY/PLAN REFERENCE(S):

- Intergovernmental Agreement between Town of Buchanan and Outagamie County Sheriff's Department, adopted June 2010.

FISCAL IMPACT: NONE

JDG

###

Attachments:

- **Quarterly Law Enforcement Report for October, November, December 2015.**

OUTAGAMIE CO.

SHERIFF'S DEPT.

320 S. WALNUT ST.

FAX (920) 832-5263

TDD (920) 832-5007



APPLETON, WI 54911-5989

TELEPHONE (920) 832-5605

EMERGENCY 9-1-1

Sheriff BRADLEY G. GEHRING

Date: Submitted one week prior to Board meeting (January, April, July, October of each year)
To: Buchanan Town Board, Buchanan Town Administrator / Clerk
From: Lieutenant Chris Proietti (Supervisor - Criminal Investigations)
Re: Quarterly Report (**OCTOBER, NOVEMBER, DECEMBER 2015**)

Crime View Statistics for Buchanan: The following are statistics for the Town of Buchanan for each month of the quarter as provided by Crime View.

EVENT	OCTOBER	NOVEMBER	DECEMBER	QUARTERLY TOTAL
911 Assist / Hang Up	10	10	08	28
Accident	34	37	39	110
Alarm	06	10	10	26
Alcohol	00	01	01	02
Animal	12	02	02	16
Assist Motorist	08	10	31	49
Assists	20	08	10	38
Battery	00	01	00	01
Bike Stops	00	00	00	00
Burglary / Theft / Robbery	18	17	21	56
Crime Prevention	58	36	43	137
Damage to Property	05	02	04	11
Disturbances / Noise Fireworks / Trespass	03	03	07	13
Domestic / Sex Offense	03	00	01	04
Drugs	01	01	02	04
Fire / Medical	21	11	18	50
Fraud	00	02	05	07
Harassment	04	06	04	14
Hazard	05	04	02	11
Juvenile / Truancy	02	01	02	05

Lost / Found	01	02	02	05
Missing / Runaway	01	01	00	02
Open Door	01	00	00	01
Ordinance	04	02	03	09
Parking / Abandoned Vehicle	01	01	14	16
Reckless Driving	07	08	05	20
Suspicious Person / Vehicle	07	08	10	25
Traffic Stop	46	47	26	119
Violation Court Order	01	02	01	04
Warrant / Jail	09	13	00	22
Weapons	02	00	00	02
Welfare Check / Emergency Commit	11	06	08	25

1. **Community Support:** Buchanan Town Deputies attended, completed or participated in the following activities during the reported quarter (Safety events, School events, GREAT activities, Neighborhood Watch meetings, Business Watch meetings, other presentations or meetings which benefited the citizens of Buchanan).
 - a. GREAT Instruction at Holy Spirit School
 - b. Presentation at Children of America Day Care
 - c. Assisted Town Administrator with Recreational Vehicle Parking Ordinance
 - d. Assisted with Supervisor Klanderman's Funeral
 - e. School Traffic Enforcement at Holy Spirit School

2. **Sheriff's Department Specialized Assist:** The citizens of Buchanan received support from the following specialized units over the reported quarter (K9 Units, Bomb Squad, Emergency Response Team, Detectives, Drug Unit, Dive Team, Patrol Grants).
 - a. Drug Unit conducted 3 criminal investigations in the Town of Buchanan
 - b. Four separate incidents of K9 and Handler response

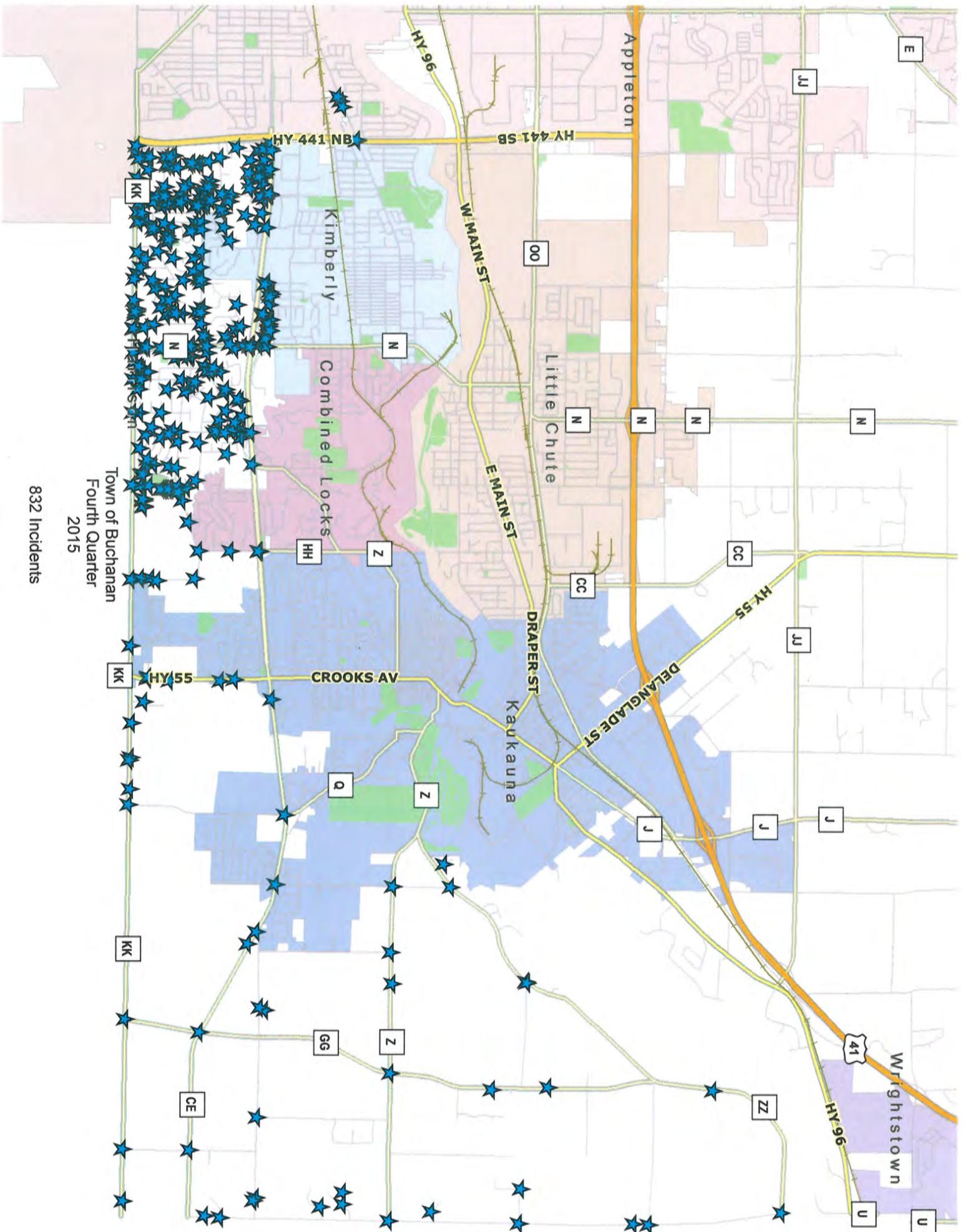
- c. Eighteen follow-up investigations conducted by Detectives from the Outagamie County Sheriff's Department

3. **Deputy Training and Continued Education:** Buchanan Town Deputies completed the following training during the reported quarter.

- a. Firearms

4. **Buchanan Priorities:** The following are law enforcement priorities for the next quarter.

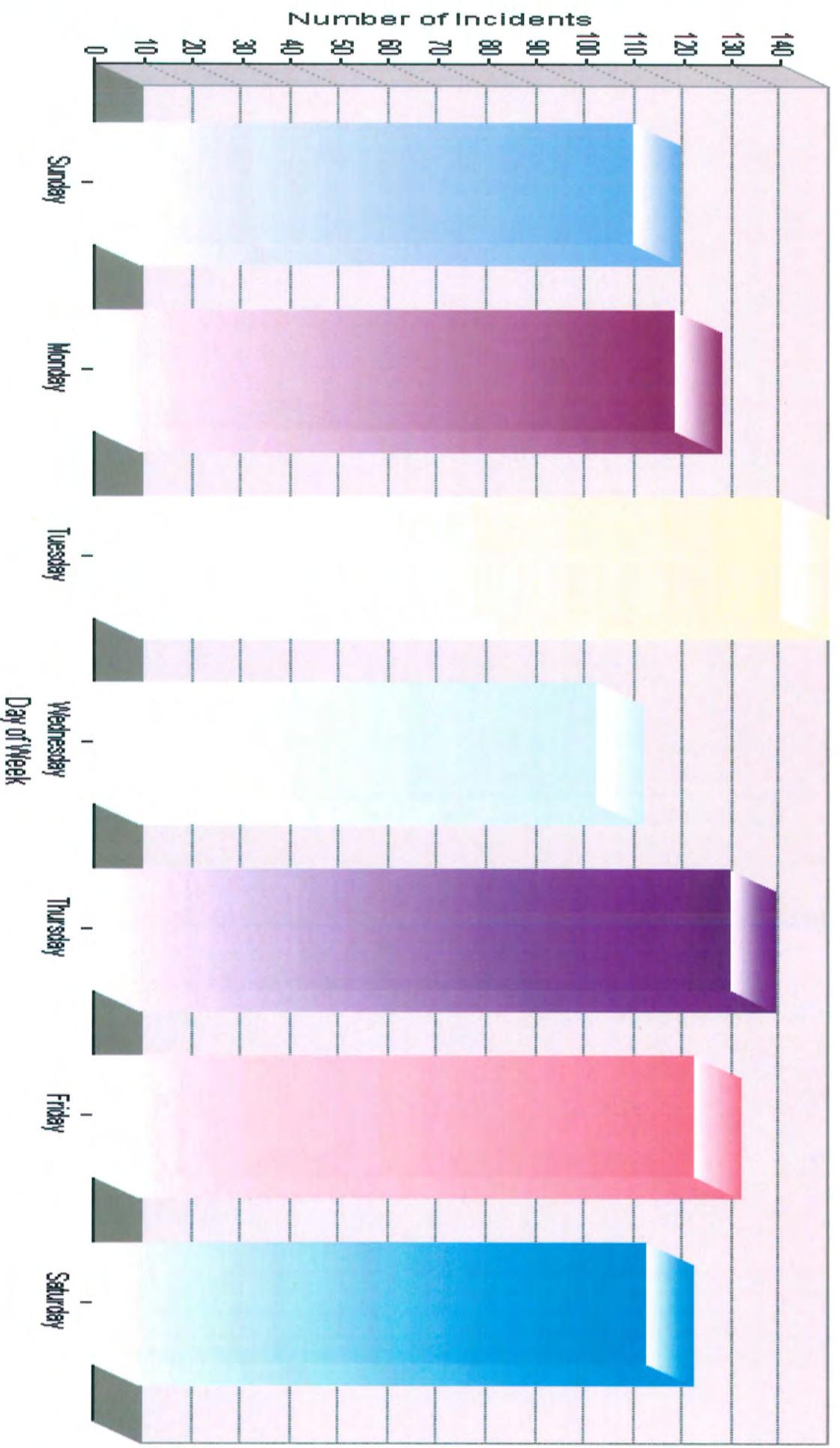
- a. Stop and make contact with suspicious persons, as the Town's vehicle break-ins have increased recently
- b. Extra Patrol (Inside and out) of local businesses. Retail Thefts increase during the winter season
- c. Extra Patrol addressing traffic issues / concerns (Roundabouts) including school zone (Speed)
- d. Assist Deputy VanHandel as needed. Make him familiar with the Town of Buchanan and its Citizens
- e. Each Deputy must make contact with the Town Administrator, addressing the concerns of the Town Board and Buchanan Citizens



832 Incidents

Town of Buchanan
Fourth Quarter
2015

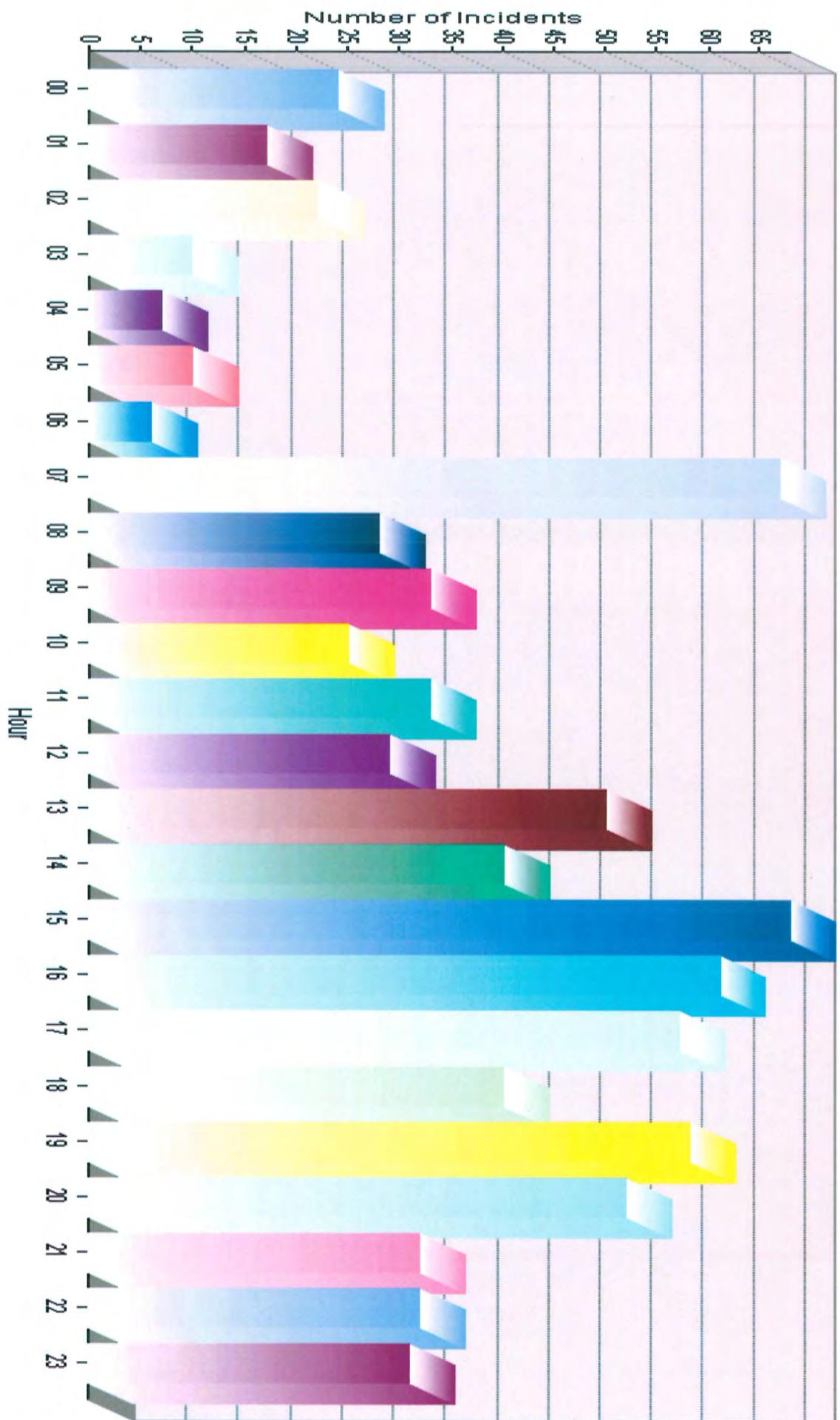
Day of Week Graph

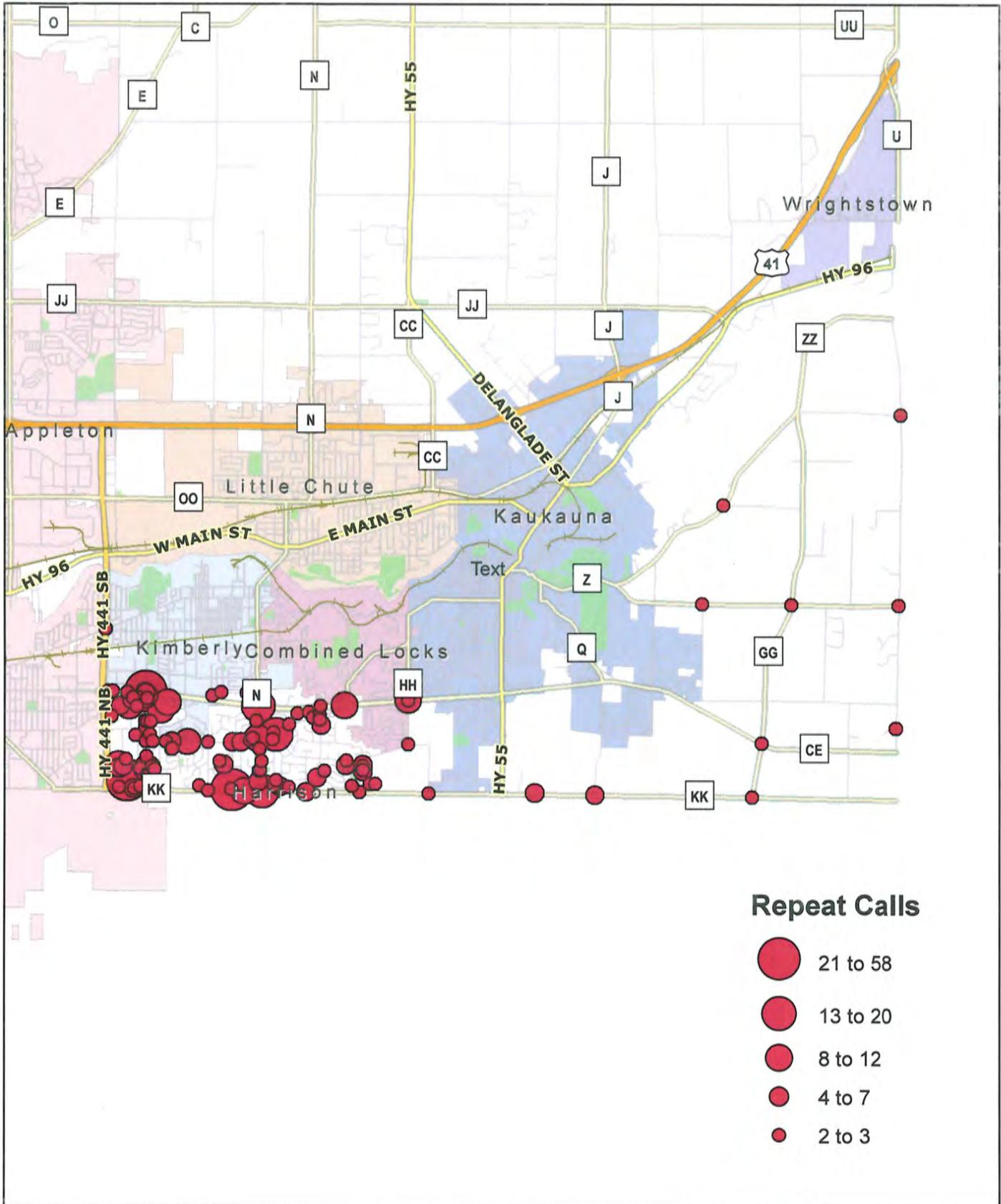


- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

The Omega Group

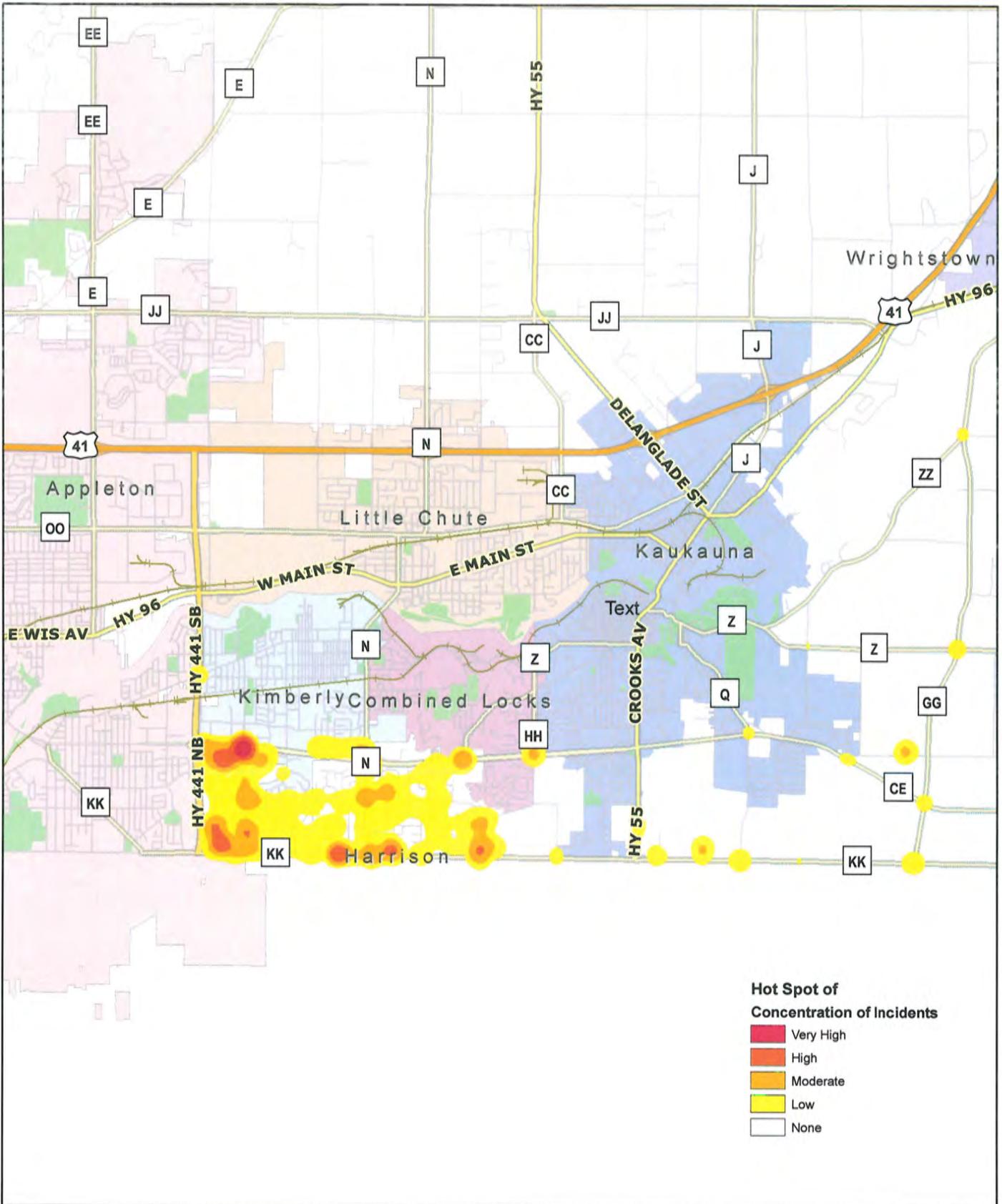
Time of Day Graph

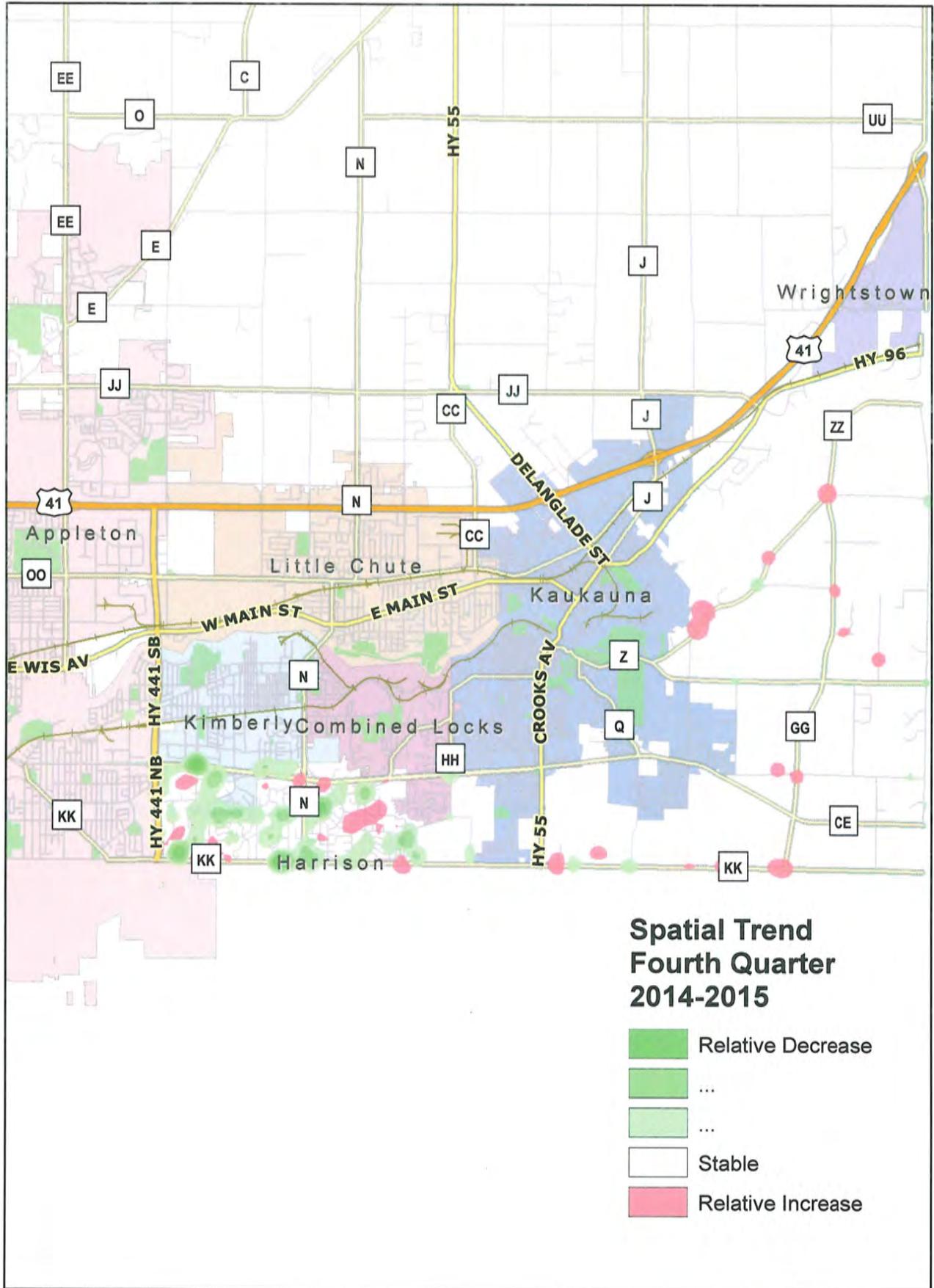
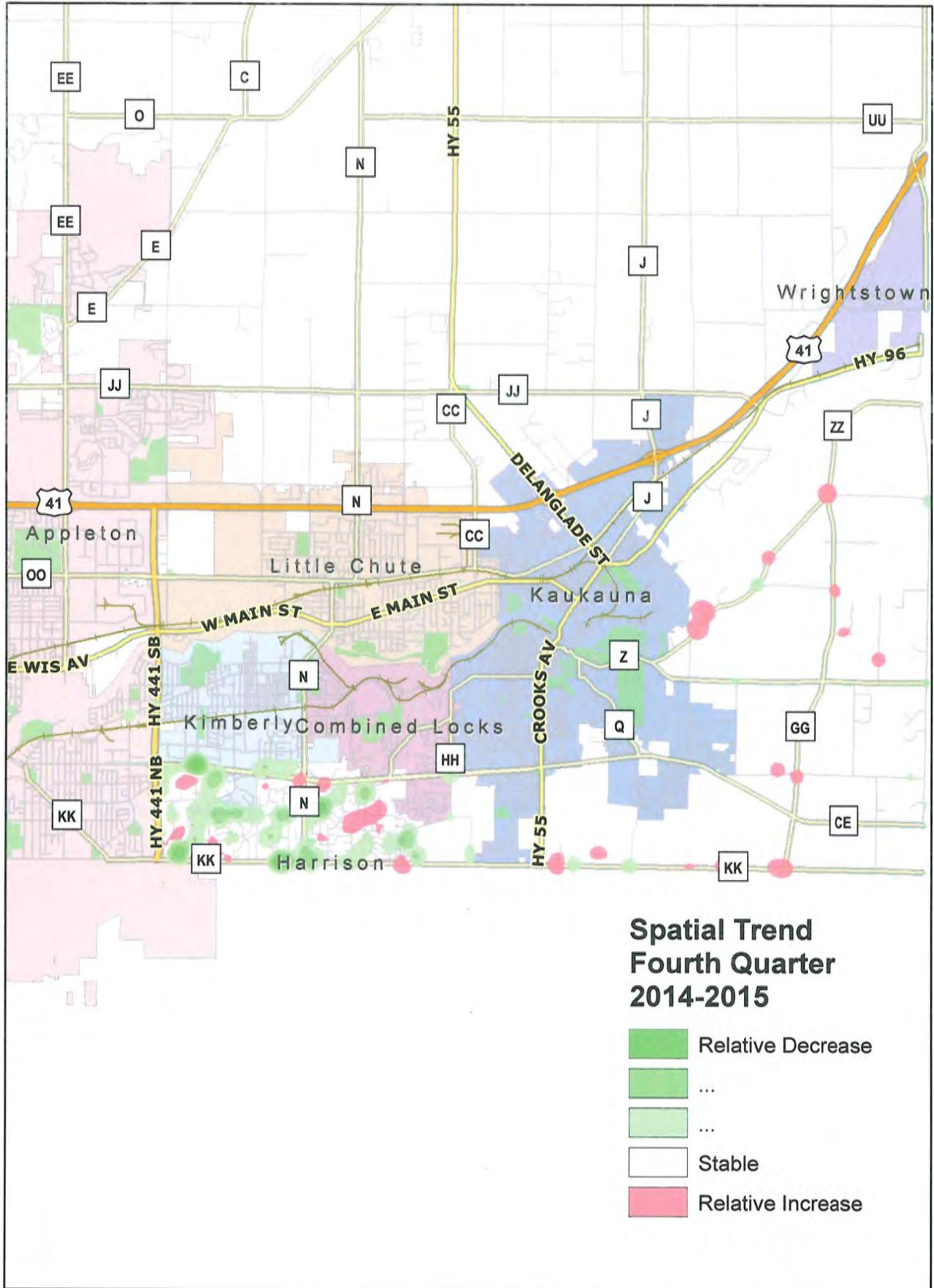




Repeat Calls

- 21 to 58
- 13 to 20
- 8 to 12
- 4 to 7
- 2 to 3





TOWN MEETING:

January 19, 2016

AGENDA ITEM #: 7c

ACTION TYPE:

Routine Report

(For Discussion Only)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: January 13, 2016
RE: **Engineer's Report**

RECOMMENDED ACTION: This item is for discussion only.

SUMMARY: Town Engineer, Thad Majkowski (Cedar Corp) will be present to provide an oral report on Town projects for 2016.

POLICY/PLAN REFERENCE(S):

1. 2016 Agreement for Professional Services Cedar Corp. & Town of Buchanan
2. 2016 Town of Buchanan Fiscal Year Budget

FISCAL IMPACT: NONE

JDG

###

Attachments: NONE

TOWN BOARD MEETING:

January 19, 2016

AGENDA ITEM #: 7d

ACTION TYPE:

Routine Report

(For Discussion Only)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: January 13, 2016
RE: **Monthly Report on Town Administrator Activities**

RECOMMENDED ACTION: This item is for discussion only.

SUMMARY: An oral report related to the activities of the Town Administrator's office will be provided to the Town Board.

The report will include the following items:

1. 2016 Key Project Updates.
2. 2016 Election Updates.

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Municipal Code: Chapter §102-9 B(4) – Office of the Town Administrator – Responsibilities to the Town Board.

FISCAL IMPACT: NONE

JDG

###

Attachments:

- **2016 Key Project Update Spreadsheet.**

2016 Key Projects - Implementation Status

Last Revised: 1/13/2016

Project	Project Open or Closed	Status	Approved Project Estimate/Budget	Project Cost to Date	Completion Date Goal
General Government					
IT Network Server Upgrade	In-Progress	Hardware ordered 12/16/2015; Awaiting installation and conversion.	\$25,000	\$17,488	Mar-16
Computer Replacements (EMS)	Completed	Hardware ordered 12/16/2015; Installed on 1/12/2016	\$3,000	\$1,355	Jan-16
Mobile Fire Inspections	In-Progress	Inspection Client purchases, Hardware (tablet) ordered and received 1/12/2016; awaiting software installation and staff training	\$3,000	\$2,045	Feb-16
Credit Card Transactions & Electronic Receipting	In-Progress	iPad ordered 12/16/15; iPad received on 1/12/2016; awaiting application installation and set-up	\$500	\$390	Jan-16
Planning & Economic Development					
Comprehensive Plan Update	Open	Plan Commission requested Town Board apply for Technical Assistance from ECWRP. Staff contacted ECWRP soliciting proposal for services 1/12/2016	\$25,000		Dec-16
Custom Municipal Banners	In-Progress	Staff soliciting graphic designs for consideration 1/1/2016	\$6,000		Mar-16
Building Space Needs Study	In-Progress	Engineer has drafted 60% of study. Awaiting final notes from Town Board and Staff on draft study document			Mar-16
Eisenhower Drive Improvement Study	In-Progress	Engineer to provide final study recommendations to Town Board at February 2016 meeting.	\$8,800		Mar-16
Parks & Recreation					
Large Riding Mower Replacement	In-Progress	Staff has solicited for competitive quotes. Town Board requested to authorize purchase in January 2016.	\$20,000		Mar-16
Sport Court Surfacing (Hickory Park & Town Hall)	Open		\$37,500		May-16
Public Safety					
SCBA Replacment	Open	Resolution to carry over funds from 2015 to 2016 to be presented at January Town Board meeting	\$104,000		Jul-16
Rescue Support Vehicle Replacement 2373 w/ Cascade	Open		\$200,000		Dec-16
Public Works					
CTH CE/HH/Debruin Road Roundabout	Open		\$260,000		Oct-16
2016 Paving Projects (Mapleridge Dr/Ct, Aspen Ct, Hillside Dr, Liberty Ln)	In-Progress	Engineer has completed preliminary survey and 30% design. PIM scheduled for January 19, 2016. 60% design to be presented to Town Board in February 2016	\$541,001		Oct-16
2016 Patching & Sealing Projects (Haen Rd, Clune Rd, Outagamie Rd, Debruin Rd & Block Rd)	Open	Staff is soliciting quotes from Outagamie County Highway	\$225,920		Sep-16
2016 Drainage/Ditching (Hopfensperger, Hickory Park)	In-Progress	Engineer has completed preliminary survey and 30% design. PIM scheduled for January 19, 2016. 60% design to be presented to Town Board in February 2016	\$106,375		Oct-16
2016 Culvert Replacment	Open		\$32,000		Nov-16

Other Notable Purchases/Activities Recently Completed:

TOWN BOARD MEETING:

January 19, 2016

AGENDA ITEM #: 10a

ACTION TYPE:

Legislative

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: January 13, 2016
RE: **Fire Department Interim Management Proposal**

RECOMMENDED ACTION: This is a legislative action¹ item for possible Town Board Approval/Denial.

SUMMARY BACKGROUND: Fire Chief Rick Schroeder announced to the Town Board his retirement effective January 8, 2016. Due to the effective date of his retirement, the Town Board needs to fill this position on an interim basis until a permanent replacement can be made. We anticipate the interim services to last 4 to 6 months in duration.

The Administration has met with members of the Fire & Rescue department over the course of the past two weeks. Obviously the Department has concerns related to the vacancy and filling of the fire chief position. However, based on our meetings, the Department agrees that it will need some administrative assistance during the interim period.

The Administration has spoken with two area consultants regarding the possibility of fulfilling an interim management function of the Buchanan Fire & Rescue department. RW Management and Fuasgail Resources, LLC were contacted. At present, only Neil Cameron from Fuasgail Resources, LLC is available to assume interim management duties. A proposal from Mr. Cameron is attached for your consideration. A brief biography of Mr. Cameron is also attached. Mr. Cameron will be available at the meeting to answer questions. RW Management was unavailable to provide services at this time due to other area appointments.

Staff recommends hiring Neil Cameron to fulfill the short term interim fire chief function of the Buchanan Fire & Rescue department.

FISCAL IMPACT:

Is there a fiscal impact? Yes; \$8,000 to \$12,000 (estimated)

Is it currently budgeted or planned? No, 2016 (FY Budget)*

Amount: \$17,500 GL 52200.2 (Fire & Rescue) – Fire Chief Compensation & Benefits

¹ *Legislative actions are those which result in policy making. They generally affect the community as a whole rather than a small area or specific individuals. The adoption, amendment and implementation of plans, budgets, policies, and ordinances are considered legislative actions. Legislative action allows for a great deal of discretion. They are limited only by procedural and constitutional concerns. In many cases, legislative actions require or encourage public participation in helping shape the decision, e.g. public hearings, etc.*

**Although not budgeted for 2016, budgeted wages for the vacant fire chief position can be used to offset interim service expenses.*

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Purchasing Policy, Adopted June 2008.

JDG

###

Attachments:

- **Interim Fire Chief Services – Fuasgail Resources, LLC**
- **Neil Cameron Biography**

December 15, 2015

Joel Gregozeski
Town Administrator
Town of Buchanan
N178 County Road N
Appleton, Wisconsin 54915

Dear Mr. Gregozeski:

Thank you for the opportunity to submit a proposal to potentially assist the Town of Buchanan with provision of Interim Fire Chief services.

Based upon our brief discussion and the description of the work I would propose the following as an alternative to the standard billing rate of \$85/hour:

- 1) I would be appointed as Interim Fire Chief to perform the functions and duties allowed under State Statutes and Town ordinances.
- 2) Employment is considered "at-will"
- 3) Hours worked would be between 10 -15 weekly.
- 4) Compensation to be \$500 weekly
- 5) The Town shall provide any equipment or tools necessary to perform the tasks of the position.
- 6) The position is considered temporary and no other employment benefits would accrue.
- 7) The Town shall defend, hold harmless and indemnify for actions arising out of the scope of employment.

Providing stability during challenging times in an organization is critical to maintaining service delivery and I look forward to discussing further with you and the Board how I can be of assistance.

Please feel free to contact me at (920) 419-3324 or nacamer@gmail.com should you have any questions.

Sincerely,

Neil Cameron,
Fuasgail Resources, LLC.

Neil Cameron,
Fire/Ems Specialist

Education: Bachelor of Science, Silver Lake College

Industry Tenure: 26 years

Consulting: 1 year

Local Government:
25 years

Neil has extensive experience in nearly every facet of fire service delivery and management. He has served in the positions of firefighter, fire inspector, battalion chief/training officer, and deputy chief. Most recently, Neil served as fire chief for more than eleven years in Appleton, Wisconsin. He has received advanced training at the National Fire Academy in fire prevention activities and hazardous materials and has served as an adjunct instructor for the local technical college.

Neil has experience in assessing community emergency response needs and developing plans to address those needs in a cost effective manner. For example, he has studied opportunities for efficiency and effective joint service delivery for several jurisdictions in Wisconsin.

During his tenure as Appleton's fire chief, Neil led the development of a successful plan that saved capital expenditures while upgrading almost fifty percent of the department's emergency response apparatus. While undertaking site selection for a new fire station, he initiated discussions with the local school district and parks department that ultimately led to reducing land acquisition needs as well as the capital cost for the project.

Neil successfully developed a joint hazardous materials response team with partner communities to provide comprehensive, effective regional hazardous material response throughout nineteen counties in northeastern Wisconsin. He has experience in negotiating mutual aid agreements and led a group of municipal fire chiefs in developing a joint regional response team to address technical rescue needs.

The Governor of Wisconsin appointed Neil to serve as the fire service representative on the Statewide Interoperability Council for the State of Wisconsin. He earned a bachelor's degree in management from Silver Lake College in Wisconsin and has over twenty five years of experience in the fire service, both in the United States and abroad.



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: December 10, 2015
RE: **Fire Chief Retirement and Position/Hiring Review**

RECOMMENDED ACTION: This is an administrative action¹ item for Town Board discussion and possible action.

SUMMARY: Fire Chief Rick Schroeder announced to the Town Board his retirement effective January 8, 2016. Due to the effective date of his retirement, the Town Board needs to immediately begin the process of filling this position.

The Board should utilize this announcement as an opportunity to make any changes that are warranted or necessary. There are two primary questions in which the Board must provide further guidance in order to proceed:

1. Type of Position/Organizational Structure (part-time, full-time, stipend, hybrid, etc. and any change to organizational structure)
2. Position Selection (internal, external, FD bylaws process, TB only process, etc.)

Type of Position/Organizational Structure: The current Fire Chief position is a volunteer position which receives payment/benefits as shown on the provided Compensation & Benefits Summary. The position could continue to remain a "volunteer" position or be transitioned to a part-time position. With no significant change in current duties or organizational structure.

The 2009 HR & Org. Study provided a recommendation for the creation of a part-time Fire Chief with an integrated department structure. Since 2009, department integration between Fire and EMS has occurred. However, the position has remained as a "volunteer" with a paid stipend. More detail and recommendations are provided in the study and can be provided if requested. Creation of a part-time position as a true employee of the Town will allow for greater oversight and accountability of the position.

¹ *Administrative actions involve the routine application of adopted rules, policies and standards. Examples include the approval of bills, the awarding of contracts/agreements and the issuance of permits and licenses for permitted uses. Discretion associated with these types of decisions is very limited and is based solely on state statutes, local ordinances and/or policy.*

The 2015 Fire and EMS – First Responder Services Study provided an option for the creation of a full-time Fire Chief within the integrated department structure. The option was provided to aid in giving the Town more daytime response coverage; primarily for EMS. The study did not recommend this option however. Conversely, the study did recommend providing paid-on-premise staffing for daytime coverage needs.

Position Selection: Current bylaws of the Fire Department provides the process for the selection of the Chief (see provided excerpt). However, as noted in the HR & Org. Study:

“The Town Board’s appointment of the Fire Chief is an appropriate exercise of its powers and ultimately demonstrates its oversight and accountability for providing these services. Selecting a chief by the popular vote of department members exposes the Town to potential liabilities. In our review of the department’s by-laws, we note that department members forward a list of three recommended candidates from which the Town Board makes the appointment. If more than three members express an interest in the position, members elect three members by a secret ballot to forward to the Town Board. This provision seems inconsistent with the Equal Employment Opportunity clause included in the by-laws and could expose the Town Board to potential liabilities.”

Based on this analysis, it is recommended that the Town Board make the final selection of a candidate and complete an open recruitment/application process. A selection or interview committee should be established and should include a member(s) of the Fire Department, but ultimately the selection of a new Chief is the Board’s statutory responsibility.

Fiscal Impact: The type of position or any change in duties may affect the fiscal year budget. A part-time position would be a pay grade #7 under the scale currently used by the Town, resulting in a starting wage of \$21.86. If a part-time position is created, it will also require Town review of other benefits such as WRS, vacation, sick time, etc.

The Board may also wish to consider using a consultant for the recruitment/hiring process should the position type be changed. The Fire Chief position is a very diverse position requiring technical competency, leadership, public speaking, writing skills, budgeting, HR, etc. of which finding the best candidate requires the proper recruiting, interviewing any maybe testing.

Department Member/Chief Involvement: Seeking input from members of the Department will be important to this process. However, at this initial stage in the process I would encourage the Board to focus on the position itself including duties, hours, skill level and overall future vision for the Town. Focusing on what is in the best interest of the Town for the long term success of the position and the department is required before any discussion on potential candidates.

JDG

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Attachments:

- 1. Compensation & Benefits Summary – Fire Chief**
- 2. Current Fire Chief Job Description (Approved 2007)**
- 3. Proposed Fire Chief Job Description**
- 4. Fire Chief Administrative Responsibilities**

2016 COMPENSATION AND BENEFITS FOR: RICK SCHROEDER

FIRE CHIEF

STATUS: VOLUNTEER/EMPLOYEE

ITEM	RECEIVING		AMOUNT	NOTES
	YES	NO		
COMPENSATION & OTHER CASH PAYMENTS				
Annual Base Salary	X		\$17,500	
Hourly Salary		X		
Bonuses-Incentives		X		
BENEFITS				
Health Insurance		X		
Dental Stipend		X		
Vision Insurance				Not offered by Town
Wisconsin Retirement System		X		
Life Insurance		X		
Employee Assistance Program (EAP)	X			
Short-Term Disability				Not offered by Town
Long-Term Disability		X		
Worker's Compensation Insurance	X			
Vacation Benefits		X		
Paid Holidays		X		
Sick Days Benefits		X		
Funeral Leave		X		
ONE-TIME PAYMENTS/REIMBURSEMENTS				
Personal Vehicle Mileage (Town business only)	X			Standard IRS rate
Severance Agreement		X		
OTHER				
Wisconsin Deferred Compensation Program		X		
Memberships	X			WI Firefighters Assoc.
Conferences-Training	X			Budgeted annually
Cell Phone	X			Per agreement w/Town
Flexible Scheduling (flexible office hours)	X			
Remote E-Mail & Networking Access	X			
Laptop Availability (for home/other use)		X		
PUBLIC SAFETY SPECIFIC				
Volunteer Recognition Program	X			
Town Vehicle Availability (Town business only)	X			
Fire Inspection Hourly Compensation		X		
Sickness & Accident Insurance	X			
Length of Service Award (LOSA) Program	X			
Personal Vehicle Mileage (responding to calls)		X		
EMS-Fire Annual Year End Compensation		X		

Note: All compensation and benefits subject to the Town of Buchanan Personnel Policy Manual.

Town of Buchanan

Job Description

Position Title: Fire Chief

Reports To: Town Board

Purpose of Position: The purpose of this position is to oversee the Town of Buchanan Fire & Rescue Department including management functions and implementation of Town Board policies related to the Fire Department, coordinate fire protection management functions with other agencies and units of government, and generally plan, direct, and review activities and operations including fire suppression, prevention and technical services. Work is performed under the direction of the Administrator/Clerk.

Essential Functions: To perform this job successfully, an individual must be able to perform each essential function listed satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Serve as the Chief of the Buchanan Fire & Rescue Department and assumes full management responsibility.
2. Manage the development and implementation of Buchanan Fire & Rescue Department goals, objectives, policies and priorities.
3. Serve as a Firefighter within the Town of Buchanan Fire & Rescue Department.
4. Provide direction and perform reviews of grant writing completed for the Department.
5. Coordinate Fire Department activities with other departments and outside agencies and organizations.
6. Maintain compliance with current federal, state, county, and local requirements concerning public safety including, but not limited to, NFPA standards and ordinances of the Town of Buchanan.
7. Provide recommendations and facilitate equipment and vehicle repairs and maintenance and scheduling equipment and vehicle replacement.
8. Coordinate meetings and training of the Fire Department.
9. Represent the Town in community relations and public safety awareness events and programs for local schools, churches, civic groups and the business community.
10. Attend Fire Department meetings and other meetings as prescribed by the Town Board or the Administrator/Clerk.
11. Participate in boards and committees as appropriate; attend and participate in professional work group meetings, conferences, and workshops; stay abreast of new trends and innovations in the field of emergency services.
12. Develop and administer the annual budget for the Department.
13. Recruit and maintain adequate volunteer staffing within the Department including evaluation of volunteers, working with volunteers to correct deficiencies, and implementing discipline or grievance procedures.

14. Assist the Town Administrator/Clerk in meeting the overall mission, goals and objectives of the Town of Buchanan.

15. Minimum Training and Experience Required to Perform Essential Job Functions:

High school graduate or GED equivalent required, Associate's Degree preferred. Must have a valid Wisconsin State driver's license. Must have the ability to successfully pass a criminal background check. Must be within a maximum ten (10) minute response time to the Buchanan Town Hall (residency in Town is not required). Must have more than (6) years experience in local emergency management services with command or supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must be able to obtain NIMS certification within one (1) year of date of hire. Must have possession of Firefighter II certification. Fire Inspector I and Driver/Operator-Pumper certification also preferred.

Knowledge, Skills and Abilities Required to Perform Essential Job Functions:

Language Ability and Communication

Ability to recommend modification or creation of policies, strategies, methods to meet existing or changing context of fire protection service provision. Ability to oversee the execution of policies, strategies, and methods selected by the Town Board for fire protection service provision.

Ability to provide formal and informal instruction and/or training. Ability to manage and direct a group of employees or volunteers. Ability to advise and interpret policies, procedures, and regulations for application to specific situations.

Ability to utilize a variety of data, information, and regulations such as budgets, contracts, municipal code, Wisconsin State Statutes, Wisconsin Administrative Code, and codes and regulations related to emergency services.

Ability to communicate orally and in writing with the Town Board, Administrator/Clerk, other municipalities, officials, other government entities, personnel, town employees, volunteers, attorneys, consultants, residents, and other entities as necessary to perform job duties.

Ability to manage other staff members, assign and evaluate work, and discipline and reward staff.

Technical

Familiar with standard computer office software or equivalent and familiarity with the internet. Ability to interpret basic descriptive statistical reports. Ability to utilize specialized communication equipment.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing functions such as leading, controlling, managing, supervising, and teaching/training.

Ability to exercise the judgment, decisiveness, and creativity required in critical or unexpected situations.

Physical Requirements

Ability to meet the physical requirements as prescribed by the Fire Department to meet the essential duties and responsibilities which may include the following:

- a) Directing/participating in emergency fire suppression activities
- b) Running, walking, crouching, or crawling during emergency operations
- c) Moving equipment and injured/deceased persons
- d) Climbing stairs/ladders
- e) Walking, standing, or sitting for extended periods of time
- f) Performing life-saving and rescue procedures
- g) Operating assigned equipment

Ability to effectively deal with personal danger, which may include exposure to:

- a) Hazardous chemicals and materials
- b) Fumes and smoke
- c) Intense heat
- d) Electrical hazards
- e) Confined or high work places
- f) Dangerous animals
- g) Extremely loud noises
- h) Hazards of emergency driving
- i) Hazards associated with traffic control and working in and near traffic
- j) Natural and man-made disasters

Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as telephone, cell phone, calculator and computer.

Ability to recognize and identify individual characteristics of colors, sounds, and shapes related with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work in conditions as required for responding to emergencies and completing training as necessary as a member of the Fire Department. Ability to work in stressful or physically harmful situations.

Other

When acting as a First Responder-EMT or Firefighter for the Town of Buchanan, the command structure of each department shall be observed.

Knowledge of the geography of the town and surrounding areas is required. Must have a working knowledge of safe work practices and procedures.

Ability to work irregular hours including weekends, holidays, and extended hours in emergency, disaster or other situations influenced by workload or staffing needs.

Additional Task and Responsibilities: While the following tasks are necessary for the work of this position, they are not an essential part of the purpose of this position and may also be performed by other staff members.

Responds to citizen complaints, investigates and provides recommendations.

Participate in special studies, projects, and activities as assigned.

The Town of Buchanan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Revised: 10/20/2011

Adopted by Town Board: 11/7/2011

Town of Buchanan

Position Title: Fire & Rescue Chief

Reports To: Town Administrator/Clerk

Purpose of Position: Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Town's public safety functions including fire suppression and prevention, emergency medical services, emergency management, disaster responses, community problem solving, related code enforcement, general community support services, and related support services; coordinates assigned activities with other departments and outside agencies; acts as a member of the Town Board's management team; and provides highly responsible and complex administrative support to the Town Board.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential function listed satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assume full management responsibility for all fire & rescue, emergency medical services (first responder) and emergency management activities; manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
2. Establish, within Town policy and budget, appropriate service and staffing level needs; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
3. Assess and monitor work load; administrative and support systems; and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
4. Plan, direct, and coordinate, through subordinate level staff and volunteers, the Fire & Rescue Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key personnel to identify and resolve problems.
5. Recruit, select, train, motivate, and evaluate department personnel; provide or coordinate personnel training; work with employees/volunteers to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of department budgets; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
7. Oversee the acquisition and maintenance of Department apparatus, equipment and vehicles; maintain safety standards for personnel and equipment.
8. Responsible for the continuous improvement of all emergency management activities including updating and maintaining the Emergency Operations Plan and coordinating training for non-emergency town employees as necessary.

9. Responsible for record keeping on fire records management system to include, but not limited to fire inspections, premise, NFIRS reporting, WARDS reporting and call reporting.
10. Provide staff assistance to the Town Board; prepare and present staff reports and other necessary correspondence; attend Town Board and other meetings as required.
11. Represent the Town's Fire & Rescue services to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints; explain, justify, and defend public safety programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
13. Participate on a variety of boards, commissions, and committees; serve as the Town's representative to committees and community organizations concerned with improvements in fire-EMS, public education, and departmental public relations.
14. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of fire suppression, fire prevention, EMS, and related support services; incorporate new developments as appropriate.
15. Act as the Town's Emergency Management Director as per Town Code Ch. §26-4.
16. Maintain National Incident Management Systems (NIMS) certification. Responsible for keeping the Town NIMS compliant, including Fire Department, First Responders, town employees, and Town Board.
17. Respond to and may command fire emergencies and/or community disasters.
18. Perform line fire and/or emergency medical service functions as needed.
19. Perform related duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions:

Associate's degree preferred from an accredited college or university with major course work in fire science, emergency management, public administration, business administration or a related field. Five years of increasingly responsible fire/EMS service experience including three years of management and supervisory responsibility. Must have a valid Wisconsin State driver's license. Must have the ability to successfully pass a criminal background check. Must be within a maximum ten (10) minute response time to the Buchanan Town Hall (residency in Town is not required). Must be able to obtain NIMS certification within one (1) year of date of hire. Must be able to obtain Wisconsin EMT-Basic certification within one (1) year of date of hire. Must have possession of Firefighter II certification. Fire Inspector I and Driver/Operator-Pumper certification.

Knowledge, Skills and Abilities Required to Perform Essential Job Functions:

Language Ability and Communication

Ability to recommend modification or creation of policies, strategies, methods to meet existing or changing context of public safety service provision. Ability to oversee the execution of policies, strategies, and methods selected by the Town Board for public safety services.

Ability to provide formal and informal instruction and/or training. Ability to manage and direct a group of employees or volunteers. Ability to advise and interpret policies, procedures, and regulations for application to specific situations.

Ability to utilize a variety of data, information, and regulations such as budgets, contracts, municipal code, Wisconsin State Statutes, Wisconsin Administrative Code, and codes and regulations related to emergency services.

Ability to communicate orally and in writing with the Town Board, Administrator/Clerk, other municipalities, officials, other government entities, personnel, town employees, volunteers, attorneys, consultants, residents, and other entities as necessary to perform job duties.

Ability to manage other staff members, assign and evaluate work, and discipline and reward staff.

Technical

Familiar with standard computer office software or equivalent and familiarity with the internet. Ability to interpret basic descriptive statistical reports. Ability to utilize specialized communication equipment.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing functions such as leading, controlling, managing, supervising, and teaching/training.

Ability to exercise the judgment, decisiveness, and creativity required in critical or unexpected situations.

Physical Requirements

Ability to meet the physical requirements as prescribed by the Fire Department to meet the essential duties and responsibilities which may include the following:

- a) Directing/participating in emergency fire suppression activities
- b) Running, walking, crouching, or crawling during emergency operations
- c) Moving equipment and injured/deceased persons
- d) Climbing stairs/ladders
- e) Walking, standing, or sitting for extended periods of time
- f) Performing life-saving and rescue procedures
- g) Operating assigned equipment

Ability to effectively deal with personal danger, which may include exposure to:

- a) Hazardous chemicals and materials
- b) Fumes and smoke
- c) Intense heat
- d) Electrical hazards
- e) Confined or high work places
- f) Dangerous animals
- g) Extremely loud noises

- h) Hazards of emergency driving
- i) Hazards associated with traffic control and working in and near traffic
- j) Natural and man-made disasters

Ability to operate office equipment and machinery requiring simple but continuous adjustments, such as telephone, cell phone, calculator and computer.

Ability to recognize and identify individual characteristics of colors, sounds, and shapes related with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work in conditions as required for responding to emergencies and completing training as necessary as a member of the Fire Department. Ability to work in stressful or physically harmful situations.

Other

Knowledge of National Incident Management Systems (NIMS).

Knowledge of the geography of the town and surrounding areas is required. Must have a working knowledge of safe work practices and procedures.

Ability to work irregular hours including weekends, holidays, and extended hours in emergency, disaster or other situations influenced by workload or staffing needs.

Additional Task and Responsibilities: While the following tasks are necessary for the work of this position, they are not an essential part of the purpose of this position and may also be performed by other staff members.

Responds to citizen complaints, investigates and provides recommendations.

Participate in special studies, projects, and activities as assigned.

The Town of Buchanan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Revised:

Adopted by Town Board:

Fire Chief Position: Administrative/Office Duties Detail

Reporting (3.5 hours/month)

- Monthly Report, submitted to Administrator/Clerk one week prior to TB meetings (1 hour/month)
- CIP and annual budget of Department including a list of goals, achievements, performance measures, etc. and other details as needed by the Administrator for the budget process (20 hours/year)
- LOSA annual reporting and information sharing to members (3 hours/year)
- 2% Dues annual report to State (1 hour/year)
- Monthly report to Darboy Joint Sanitary District on water usage (0.5 hour/month)

Meetings (19.5 hours/month)

- Attendance at monthly Town Board meetings and special meetings as requested (2 hours/month)
- Department drills and monthly officers meeting (10 hours/month)
- Attendance at bi-monthly staff meetings (generally held from noon-1:00 p.m.) (1 hour/month)
- Quarterly meetings and annual performance review meeting with Administrator (6 hours/year)
- Attendance at County level (MABAS, Arson Task Force, etc.) and Chief's meetings (Outagamie & Fox Valley Chiefs) on a regular basis (night meetings)(6 hours/month)

Training (40 hours/year)

- Advanced ICS training (as available)
- Attendance at additional detailed training or conferences as necessary to maintain and advance skills

Other Administrative/Office (28 hours/month)

- Voicemail (checked minimum of two times per week)(3 hours/month)
- E-mail (checked minimum of three times per week)(10 hours/month)
- Mail (checked minimum of two times per week)(3 hours/month)
- Submittal and proper reporting of all purchases ASAP to Deputy Clerk (including compliance with Purchasing Policy prior to purchasing)(3 hours/month)
- Public Records management (electronic, hard copy) per State Statute (9 hours/month)

Other Duties (53.5 hours/month)

- HR/Volunteer program - record keeping, insurance issues, hiring, discipline, grievances, providing protective equipment, bylaw enforcement, SOG development, compensation reporting, etc. (15 hours/month)
- Burning Permit program – primary contact for questions, complaints, enforcement, etc. (1 hour/month)
- Inspection program – responsible for full implementation including inspections, compliance letters to business, staff delegation and monitoring, filing, coordination with EMSC, site plan reviews, etc. (20 hours/month)
- Training program – responsible for implementation of volunteer training/drills (coordination w/training officer) (4 hours/month)
- Recommend and review all grants submittals, providing detail as necessary to EMSC (2 hours/year)
- Oversight and management of all vehicle and equipment maintenance, repairs and purchasing (coordination w/maintenance committee) (10 hours/month)
- Community relations including fielding calls for Department participation in events and coordinating participation in events (2 hours/month)

IT Technical Skills (minimum requirements)

- Basic skills in Microsoft Office (Excel, Word, Outlook) and Adobe
- Ability to work in Town IT environment (server, remote access)

TOWN BOARD MEETING:

January 19, 2016

AGENDA ITEM #: 10c

ACTION TYPE:

Legislative

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: January 14, 2016
RE: **Employee Assistance Program Services Agreement Extension**

RECOMMENDED ACTION: This is a legislative action¹ item for possible Town Board Approval/Denial.

SUMMARY BACKGROUND: In accordance with the Town's personnel policy manual, The Town has provided an EAP program to its employees, volunteers and Board members since 2007. Attached is the Employee Assistance Program (EAP) services agreement extension (3 years) for continuation with ThedaCare At Work.

Considering our employee/volunteer count, this program does receive significant utilization. Also, it has been a good resource for management to providing independent counseling services for employee performance related concerns.

Staff recommends approval of the services agreement.

FISCAL IMPACT:

Is there a fiscal impact? Yes; \$28.50 per employee or \$1,282.50 (estimated)

Is it currently budgeted or planned? Yes;

The Town has budgeted \$1,196 for 2016 (GL #51980.1)

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Personnel Policy Manual, Adopted 2012.
2. Town of Buchanan Purchasing Policy, Adopted June 2008.

JDG

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Attachments:

- **EAP Service Agreement w/ ThedaCare, Inc.**

¹ Legislative actions are those which result in policy making. They generally affect the community as a whole rather than a small area or specific individuals. The adoption, amendment and implementation of plans, budgets, policies, and ordinances are considered legislative actions. Legislative action allows for a great deal of discretion. They are limited only by procedural and constitutional concerns. In many cases, legislative actions require or encourage public participation in helping shape the decision, e.g. public hearings, etc.

SERVICES AGREEMENT
EAP – Capitated

THIS SERVICES AGREEMENT is entered into by and between **ThedaCare, Inc. d/b/a ThedaCare At Work**, a health care consulting service (“Provider”), and **Town of Buchanan** (“Client”). This Agreement shall take effect on the 1st day of January 2016, (“Effective Date”).

WHEREAS, Client desires to contract with the Provider to provide health care services to the Client’s employees pursuant to the terms and conditions hereinafter set forth;

NOW, THEREFORE, in consideration of the mutual promises and mutual covenants of the parties, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Services.** Provider shall provide certain services to Client as set forth in Exhibit A attached hereto (“Services”). Provider shall supply adequate resources and support services, as further described on Exhibit A, including but not limited to sufficient technology and qualified individuals to meet the needs and time schedules of Client in order to furnish Services governed by the terms of this Agreement.

2. **Term; Termination.**

2.1 **Term.** The initial term of this Agreement shall be 3 year(s), commencing on January 1, 2016 and ending at midnight, December 31, 2018 (“Initial Term”). Thereafter, this Agreement shall automatically be renewed upon the same terms and conditions then in effect for successive terms of one (1) year each, unless either party hereto notifies the other party in writing of its intent not to renew this Agreement at least one (1) month prior to the end of the then current year, or unless sooner terminated by one of the parties under this Section. _____ Client initials.

2.2 **Termination With Cause.** If either party defaults under this Agreement, the non-defaulting party may send a written notice of default to the defaulting party, setting forth with reasonable specificity the nature of the default. If the defaulting party fails to cure or remedy the default to the reasonable satisfaction of the non-defaulting party within twenty (20) days of the date of such notice, except as otherwise provided in this Section, then, without further notice or hearing, the non-defaulting party, in its sole discretion, may terminate this Agreement effective immediately; provided, however, that if Client fails to make a payment due under the terms of this Agreement, Client shall have only five (5) days of the date of such notice to cure or remedy the default to the reasonable satisfaction of Provider, before Provider may opt, without further notice or hearing in its sole discretion, to terminate this Agreement effective immediately

2.3 **Termination Without Cause.** Either party may terminate this Agreement following the Initial Term by providing the other party with written notice one (1) month in advance of its intention to terminate this Agreement.

2.4 **Effect Of Termination.** The termination of this Agreement shall not affect any rights or obligations of the parties which accrue or arise prior to the effective date of termination.

3. **Non-Solicitation.** During the term of this Agreement and for twelve (12) months thereafter, Client shall not directly nor indirectly encourage any employee of ThedaCare that interacts with Client in connection with this Agreement to terminate employment with ThedaCare or solicit such individual for employment outside ThedaCare, which would end or diminish that employee’s services to ThedaCare.

4. **Initial Annual Rate.** The initial rates for Services are included within the attached Exhibit A. Provider reserves the right to revise its rates once annually.

5. **Payment Terms.** Provider shall provide Client with an itemized invoice for Services provided and the total amount due as consistent with the then-current rates for Services. Client shall pay invoices submitted by Providers in accordance with this Agreement. Client shall pay all invoices submitted by Provider within fifteen (15) days of receipt.

6. **Confidentiality.** During the term of this Agreement and until the fifth anniversary of the date of termination of this Agreement, the parties agree to keep confidential the financial reimbursement terms of this Agreement, including all charges, administrative fees and discounts, and any other confidential, nonpublic, proprietary information and documents concerning the strategic plans, objectives, finances, and business practices of Provider and Client including, without limitation, information concerning revenues, capital and other expenditures, volume of business, methods, systems, practices and plans. Neither party shall disclose such information and documents to any third party, except with the prior written consent of the other party. Nothing in this Agreement shall prevent the communication to others of any information or documents which the disclosing party can show:

6.1 Was known to it or its representative prior to its receipt hereunder, as shown by their prior written records;

6.2 Was lawfully obtained by it or its representative other than directly or indirectly from the other party;

6.3 Became public knowledge through no fault of the disclosing party; or

6.4 Is required to be disclosed by the disclosing party by law.

The parties acknowledge and agree that patient information shall not be subject to this Section 6, but shall instead be subject to Section 9.

7. **Indemnification.** Client shall, at its own cost and expense, pay, protect, indemnify, and defend Provider, and hold Provider harmless, from and against all claims, causes of action, suits, demands, liabilities, damages, penalties, judgments, and expenses, including reasonable attorneys' fees, arising out of or in connection with the services provided under this Agreement, which may be imposed upon, incurred by, or asserted against Provider arising out of acts caused by the misrepresentations, negligence or intentional acts or omissions of Client or its representatives. In addition, Client shall, at its own cost and expense, pay, protect, indemnify, and defend Provider, and hold Provider harmless, from and against all claims, causes of action, suits, demands, liabilities, damages, penalties, judgments, and expenses, including reasonable attorneys' fees, arising out of or in connection with the services provided under this Agreement, which may be imposed upon, incurred by, or asserted against Provider as a result of Client's program(s) being non-compliant with applicable law. Provider shall, at its own cost and expense, pay, protect, indemnify, defend, and hold Client harmless, from and against all claims, causes of action, suits, demands, liabilities, damages, penalties, judgments, and expenses, including reasonable attorneys' fees, arising out of or in connection with the services provided under this Agreement, which may be imposed upon, incurred by, or asserted against Client arising out of acts caused solely by the intentional acts or omissions of Provider or its representatives.

8. **Disclaimer.** Provider makes no warranty or representation to Client that the Services it provides will result in Client's programs being compliant with applicable law and specifically disclaims any responsibility for ensuring such compliance.

9. **Confidentiality of Patient Information.** Provider and Client each acknowledge and agree that Provider is subject to the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations, as amended ("HIPAA"), and to other state and federal patient confidentiality

requirements. Accordingly, Provider will share patient information with Client, and Client's employees and agents, only as permitted by applicable law and as described on Exhibit A.

10. **Independent Contractor Status.** Provider and Client are each independent entities. Except as otherwise provided herein, nothing in this Agreement shall be construed or deemed to create a relationship between Provider and Client as employee and employer or principal and agent, or any relationship other than that of independent entities contracting with each other solely for the purpose of carrying out the terms and conditions of this Agreement.

11. **Miscellaneous.** This Agreement shall be binding upon and inure to the benefit of the parties hereto, their successors and permitted assigns. Any waiver by either party of a breach of a term or condition of this Agreement shall not operate as a waiver of any future breach. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin, and further construed without regard to any presumption or rule requiring construction against the party causing the agreement to be drafted. Any determination that any provision of this Agreement is invalid, illegal, or unenforceable shall not affect the validity, legality, and enforceability of any other provision of this Agreement

12. **Entire Agreement.** This Agreement constitutes the entire understanding and agreement by and amongst Client and Provider concerning the subject matter set forth herein. This Agreement supersedes any and all prior promises, representations, understandings and agreements by and among the parties relating to the subject matter of this Agreement.

13. **Assignment.** This Agreement may not be assigned to any other person or entity without the prior written consent of the Client and Provider.

14. **Notices.** Notices hereunder shall be effective upon mailing by certified mail, return receipt requested, postage prepaid and mailed to the following person and address, or to such other person and address as may be specified in a notice properly given:

Client:

Town of Buchanan
Attn: Joel Gregozeski
N178 County Rd N
Appleton, WI 54915

Provider:

ThedaCare At Work
c/o VP Market Development & Sales
820 Association Dr
Appleton, WI 54914-1495

IN WITNESS WHEREOF, the parties have executed this Services Agreement to be effective as of the day and year so stated above.

TOWN OF BUCHANAN

THEDACARE AT WORK

Signature:

Signature:

Please Print Name:

Print Name: Christian Hess

Title:

Title: VP Market Development & Sales

Date:

Date: December 30, 2015

EXHIBIT

EMPLOYEE ASSISTANCE PROGRAM Capitated

Effective January 1, 2016, Client agrees to accept the following Provider services.

The Employee Assistance Program (“EAP”) shall provide day and evening hours for appointments on a scheduled basis for Client employees or household members. Additionally, the EAP will provide toll free telephone hotline services, assuring quick, professional, and convenient services to Client employees and their household members’, twenty-four (24) hours per day, seven (7) days per week.

PAYMENT TERMS:

1. Annual Employee Fee

The cost is based on the current employee count of 45 and the per capita charge of \$28.50 dollars for each of the Client’s covered employees. The proposed fee of \$1,282.50 dollars shall be guaranteed if EAP services are implemented by, January 1, 2016.

2. Mode of Payment

Client will receive annual invoices. This fee is payable to the Provider EAP at the beginning of each designated period during the contract.

3. Multiple Year Contract

The services contracted and the fee structure will be negotiated ninety (90) days prior to the renewal date of the contract between Client and the Provider EAP.

4. Annual Increases

Price for subsequent years of this Agreement will be based on a fixed increase to the per-employee rate, and shall be adjusted to reflect the actual eligible employees as of the anniversary of the effective date. See below for subsequent year pricing. If during this Agreement, Organization acquires any additional location or business that receives EAP Services, then Organization will pay the employee per month rate in effect for that year for each additional employee, for the applicable portion of the year.

Year 2: \$28.50

Year 3: \$28.50

5. Early Termination

Upon the effective date of any early termination, Client shall pay a termination fee equal to one-half of the then monthly fee multiplied by the lesser of (i) six (6) months or (ii) the months remaining in the initial term or renewal term, as applicable, under Section 1.1. The termination fee shall be payable in full on the effective date of termination.

This document outlines the responsibilities of each party to this Agreement. The Client representative agrees to the responsibilities set forth below.

Provider Responsibilities: (as further defined in the “Investment Proposal” prepared for Client)

a. Assessment, Short Term Counseling and Referrals.

- Assessment of the problem, performed on a face-to-face basis.
- Short-term counseling of up to (6) sessions per issue per year is available when appropriate. One counseling session will be deducted from Client should they fail to appear for a scheduled appointment.
- Resource identification and referral to an appropriate helping agency.
- Follow-up with the employee and/or household member to elicit feedback on the progress and necessity for further services. In cases dealing with supervisory referrals, the follow-up may extend up to a year depending on the extent of issue assessed.

- Provide feedback to the referring supervisor stating compliance or lack of compliance with the terms of a formal referral.
- b. Supervisor Consultation
 - c. On-site program services including EAP Orientations sessions, EAP Supervisor Training, Critical Incident Stress Debriefings, Back To Work Meetings, and Dismissal Meetings are available up to **6 hours** for the duration of the contract. On-site program services are available only for facilities within a 40-mile radius of Appleton, WI as determined by ThedaCare At Work. On-site services outside this service area are billed above and beyond the capitated contract amount at the rate of our affiliate provider. Should local facilities deplete the included amount of contract hours, additional on-site services can be provided at the billable rate (varies) plus travel. Travel will be billed portal to portal in 15-minute increments at the hourly rate. A surcharge will apply for services performed outside of standard business hours. Standard business hours are Monday through Friday from 6AM to 6 PM.
 - d. Supervisor Training Sessions are available (additional charge will apply once contract hours are used) to inform all management personnel about the operations of and referral procedures for EAP.
 - e. Promotional Materials
 - An **informational brochure** and **wallet card**.
 - **One (1) EAP employee newsletter** per month.
 - **One (1) EAP supervisor newsletter** per month.
 - **EAP posters** provided for each specified branch location.
 - f. Employee Orientation Sessions are available approximately thirty (30) minutes in duration.
 - g. Administrative Reporting
 - h. Critical Incident Stress Debriefings regarding workplace trauma are available.
 - i. Hotline with twenty four (24) hour, seven days a week, toll-free telephone access staffed by trained behavioral care and crisis intervention personnel.
 - j. Provide information and referral resources to community programs and services as needed.
 - k. Staffed by full-time professionals with clerical support. Qualifications for EAP counselors include an advanced degree in a behavioral science (masters or doctoral degree) with licensing (LCP, LCSW, LCPC, or LMFT), certification as an employee assistance professional (CEAP) or currently in training with supervision for the licensing or certification, and specialized knowledge in chemical dependency. This will assure Client of the professional level of all EAP counselors in performing services that are compliant with various local, state, and federal regulations.

Client Responsibilities:

- a. Provide a designated Client coordinator to assist in the implementation and ongoing promotion of the EAP.
- b. Facilitate and coordinate onsite meetings involving EAP staff.
- c. Work collaboratively with Provider to promote and educate employees of the services.
- d. Assist Provider in resolving any issues that may arise regarding services, billing and/or out-of-area facilities.

Optional Related Services:

Corporate Education – Corporate Education is defined as any offerings from ThedaCare At Works’ Corporate Education Catalog. Rates vary and are subject to change.

Corporate Consultation – Corporate Consultative Services are defined as any offerings from ThedaCare At Works’ Corporate Consultative Catalog. Rates vary and are subject to change.

TOWN BOARD MEETING:

January 19, 2016

AGENDA ITEM #: 10d

ACTION TYPE:

Legislative

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: January 14, 2016
RE: **Appointment of Administrator/Clerk as Interim Emergency Management Director**

RECOMMENDED ACTION: This is a legislative action¹ item for possible Town Board Approval/Denial.

SUMMARY BACKGROUND: According to Town Code §26-4: The position of Emergency Management Services Coordinator shall be the Town's Head of Emergency Management Services and serve as the Emergency Management Director, as specified in § 323.15, Wis. Stats. The Emergency Management Services Coordinator shall be appointed by the Town Board and shall have an indefinite term of office.

Since March of 2015, the Town Board has elected not to fill the position of Emergency Management Services Coordinator. It was recognized that these duties would be fulfilled by the Fire Chief. Now, since the departure of the Fire Chief an interim Emergency Management Director must be assigned.

Duties and authority. The Director shall be the executive head of the Town emergency management organization and shall have direct responsibility for the organization, administration and operation of the organization, subject to the direction and control of the Town Board. In addition to such powers and responsibilities as may be imposed on the Director from time to time by the Town Board, the Director shall have the authority and it shall be his or her duty to:

1. Coordinate all activities for emergency management within the Town.
2. Maintain liaison and cooperate with emergency management agencies and organizations of other political subdivisions and of the state and federal government.
3. Participate in county and state emergency management activities upon request.
4. Prepare a comprehensive general plan for the emergency management of the Town and present such plan to the Town Board for approval.
5. Subject to the approval of the Town Board, enter into mutual aid agreements with other political subdivisions and file copies of any such agreements with the State Director of Emergency Management.
6. Upon declaration of an emergency, issue all necessary proclamations as to the existence of such state of emergency and such disaster warnings or alerts as shall be required in the emergency operations plan.

¹ Legislative actions are those which result in policy making. They generally affect the community as a whole rather than a small area or specific individuals. The adoption, amendment and implementation of plans, budgets, policies, and ordinances are considered legislative actions. Legislative action allows for a great deal of discretion. They are limited only by procedural and constitutional concerns. In many cases, legislative actions require or encourage public participation in helping shape the decision, e.g. public hearings, etc.

FISCAL IMPACT: NONE

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Municipal Code Chapter §26.
2. Wis Stats. Ch §323.

JDG

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Attachments: NONE

TOWN BOARD MEETING:

January 19, 2016

AGENDA ITEM #: 10e

ACTION TYPE:

Legislative

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: January 14, 2016
RE: **Replacement of Large Riding Lawn Mowers**

RECOMMENDED ACTION: This is a legislative action¹ item for possible Town Board Approval/Denial.

SUMMARY BACKGROUND: The 2016 Fiscal Year Operating Budget and Five-Year Capital Improvement Plan identifies and allocates funding for the replacement of the Town's large riding lawn mowers. Staff has solicited competitive quotes from Carstens Ace and Joe's Power. Carstens provided the low bid.

Staff recommends approval to purchase two large riding mowers from Carstens for an amount up to \$16,808.

FISCAL IMPACT:

Is there a fiscal impact? Yes; \$16,808

Is it currently budgeted or planned? Yes;

The Town has budgeted \$20,000 for 2016 (Parks Capital 57620)

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan 2016 Operating Budget.
2. Town of Buchanan 5-Year Capital Improvement Plan (2016-2020).
3. Town of Buchanan Purchasing Policy, Adopted June 2008.

JDG

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Attachments:

- **Large Mower Quotes – Carstens & Joe's Power**

¹ Legislative actions are those which result in policy making. They generally affect the community as a whole rather than a small area or specific individuals. The adoption, amendment and implementation of plans, budgets, policies, and ordinances are considered legislative actions. Legislative action allows for a great deal of discretion. They are limited only by procedural and constitutional concerns. In many cases, legislative actions require or encourage public participation in helping shape the decision, e.g. public hearings, etc.

Carstens Ace Hardware
400 E Ann St
Kaukauna WI 54130
920-766-7773

December 9, 2015

PRO MASTER 9100

Quote for Town of Buchanan

Gravely Pro-Turn 260 27HP Kawasaki	\$8254.00
Bagger	\$1800.00
	1286
Gravely Pro-Turn 460 31HP Kawasaki	\$9540.00
Gravely Pro-Turn 460 35HP Kawasaki	\$9875.00
Bagger	1800.00

Product is all 2016 and will not be available until March 15, 2016

Prices include all discounts.
Set up is included.

Thank you,

Ann Lamers

Ann Lamers
Service Manager
Carstens Ace Hardware

Trade in 1200

SELL OUTRITE 1800

JOE'S POWER CENTER

534 S. WASHINGTON ST-HWY N
 KIMBERLY, WISCONSIN 54136
 920-788-9064

Status: **Quote**
 Make
 Type

Invoice Number **168648**
 Date Created **12/3/2015**
 Date **12/3/2015**
 P.O. #
 Ref. Number

Phone: 920-734-8599 920-915-7569

TOWN OF BUCHANAN, RICK
 N178 COUNTY ROAD N
 APPLETON WI 54915

Item Number	Description	Qty	Unit Price	Ext. Price	WSO
QGRPRO-TURN 460 29KO EFI	COMMERCIAL GRAVELY 29KO EFI -	1	\$10,399.96	\$10,399.96	*
			Discounted from: \$12,999.95		
QGRPRO-TURN 460	COMMERCIAL GRAVELY 31HP KA 60" -	1	\$10,119.95	\$10,119.95	*
			Discounted from: \$12,239.95		
QGRPRO-TURN 460 35KA	COMMERCIAL GRAVELY 35HP KA 60" -	1	\$10,439.95	\$10,439.95	
			Discounted from: \$13,049.95		
QGRPRO-TURN 460 DIESEL	COMMERCIAL GRAVELY 60" 25 HP KUBOTA DIES	1	\$12,959.95	\$12,959.95	*
			Discounted from: \$16,199.95		
QGRPRO-TURN 260 27KA	COMMERCIAL GRAVELY 27HP KA 60" ROPS -	1	\$8,719.96	\$8,719.96	
			Discounted from: \$10,899.95		
QGRPRO-TURN 260 29KO	COMMERCIAL GRAVELY 29KO EFI 60" -	1	\$9,199.96	\$9,199.96	
			Discounted from: \$11,499.95		
QGR892047	BAGGER PRO-TURN 200 AND 400 52" 60"	1	\$2,379.00	\$2,379.00	*
QFLUT8.2518	TRAILER ELITE UTILITY TANDEM 8.5X18 -	1	\$3,740.00	\$3,740.00	*

Invoice Notes:

SET UP PER UNIT WITH BAGGER IS AT \$260.00
 WITHOUT BAGGER IS AT \$100.00
 PRICES ARE WITH BID ASSISTANCE. THE CURRENT REBATE WOULD BE MORE MONEY

CUSTOMER SIGNATURE _____
 PLEASE VISIT US AT WWW.JOESPOWERCENTER.COM

Shipping Charges	Ship Via	Labor	Pickup & Delivery	Shop Materials	EPA Charge Restocking Fee
\$0.00		\$0.00		\$0.00	\$0.00

S/O Items	\$39,598.86	Taxable Items	28,359.87	Transaction Total	\$67,958.73
S/O Shipping		Non Taxable Items	\$0.00	Payment Method	
S/O Tax	\$0.00	Tax	\$0.00		
S/O Total	\$39,598.86	Total	28,359.87		
S/O Deposit Amt	\$39,598.86				

S/O Balance Due: 67958.73

Balance Due \$67,958.73

TOWN BOARD MEETING:

January 19, 2016

AGENDA ITEM #: 10f

ACTION TYPE:

Legislative

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: January 14, 2016
RE: **Ordinance 2016-01**

RECOMMENDED ACTION: This is a legislative action¹ item for possible Town Board Approval/Denial.

SUMMARY BACKGROUND: Per the request from Chairperson McAndrews, a draft ordinance to repeal and recreate Chapter 420-7.1 Carrying Firearms and Concealed Weapons in Town Buildings is prepared for your review.

Staff does not recommend approval at this time. Rather, staff recommends only discussion by the Town Board. Upon final draft approval from the Town Board, staff recommends forwarding the draft Ordinance to the Town Attorney for review, as well as, the Town's liability insurance provider for comment.

FISCAL IMPACT: NONE

POLICY/PLAN REFERENCE(S): NONE

JDG

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Attachments:

- **Draft Ordinance 2016-01 – Repeal and Recreate Ch §420-7.1 Carrying Firearms and Concealed Weapons in Town Buildings.**

¹ Legislative actions are those which result in policy making. They generally affect the community as a whole rather than a small area or specific individuals. The adoption, amendment and implementation of plans, budgets, policies, and ordinances are considered legislative actions. Legislative action allows for a great deal of discretion. They are limited only by procedural and constitutional concerns. In many cases, legislative actions require or encourage public participation in helping shape the decision, e.g. public hearings, etc.

**TOWN OF BUCHANAN
ORDINANCE NO. 2016-01
CARRYING FIREARMS AND CONCEALED WEAPONS
IN TOWN BUILDINGS**

The Town Board of the Town of Buchanan does hereby ordain as follows:

Section § 420-7.1. of the Code of the Town of Buchanan is hereby repealed and recreated to read:

§ 420-7.1. Carrying firearms and concealed weapons in Town buildings.

A. Definitions. As used in this section, the following terms shall have the meanings indicated:

FIREARM — A weapon that acts by force of gunpowder, whether loaded or unloaded.

LAW ENFORCEMENT OFFICER — A person who is employed by a law enforcement agency as defined in Wis. Stats. § 175.49(1)(f) for the purpose of engaging in, or supervising others engaging in, the prevention, detection, investigation or prosecution of, or the incarceration of any person for, any violation of law and who has statutory powers of arrest.

ADMINISTRATOR/CLERK — The person who is employed by the Town of Buchanan as the Administrator/Clerk as defined in Municipal Code §102-7.

TOWN BOARD – The persons who currently serve as Town Board Chairperson or Town Board Supervisors as defined in Municipal Code §150.

WEAPON — A firearm, an electric weapon as defined in § 941.295(1c)(a), Wis. Stats., a knife other than a switchblade knife under § 941.24, Wis. Stats., or a billy club.

- A. In addition to provisions of § 175.60, Wis. Stats., enumerating places where the carrying of a weapon or firearm is prohibited, including exceptions thereto, it shall be unlawful for any person other than a law enforcement officer, Town Administrator/Clerk or Town Board member to enter any building or portion of a building owned, occupied or controlled by the Town of Buchanan while carrying a firearm or concealed weapon.
- B. The Town Administrator/Clerk shall cause signs to be erected at all entrances to all buildings owned, occupied or under the control of the Town of Buchanan providing notice that no person is to enter or remain in any such building while carrying a firearm or concealed weapon. Such signs shall meet the requirements of § 943.13(2)(bm)1, Wis. Stats.
- C. Any person who enters or remains in any aforementioned Town building contrary to such signage shall be considered a trespasser subject to penalty as proscribed under § 420-1 of this Code.

This Ordinance shall take effect upon passage and publication.

Adopted this _____ day of _____, 2016

TOWN OF BUCHANAN:

Mark McAndrews
Town Chairperson

Attest:

Joel Gregozeski
Town Administrator/Clerk