



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF THE TOWN BOARD MEETING
TUESDAY, JANUARY 19, 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, Kavanaugh and Hughson. Town officials present – Plan Commission Chairperson Wallenfang, Administrator/Clerk Gregozeski, Treasurer/Deputy Clerk Sieracki, Division Chief Van Schyndel, and Assistant Chief Berg. Other members of the public were also in attendance.
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.

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

5. **PUBLIC COMMENT FORUM:** The following individuals spoke:
 - Ted Erdmann & Pete Hermes (Hillside Drive): Commented that they would like to see the Town reconstruct portions of Hillside Drive with California curb and gutter. Stated they will be seeking a petition from residents requesting the same and will present the information to the Town Board in February.
6. **PRESENTATIONS:**
 - a). 1-Year Service Recognition to Derek Kumrow and Zach Birkner, Buchanan Fire & Rescue: Chairperson McAndrews recognized Derek Kumrow and Zach Birkner for their 1-year service to Buchanan Fire & Rescue.
7. **ROUTINE REPORTS:**
 - a). Law Enforcement – Update/Quarterly Report on Town Law Enforcement Activities: Lt. Proietti from the Outagamie County Sheriff’s Department provided a quarterly report of law enforcement activities in the Town of Buchanan. He noted a significant drug arrest and an arrest related to thirty area thefts and burglaries. Deputy Burke commented on feedback he received from a recent vehicular accident victim who stated she was very thankful for the response and care she received during a car accident at the intersection of Buchanan Road and County Road CE.
 - b). Fire, EMS & Emergency Management – Update/Monthly Report on Fire, EMS & Emergency Management: Division Chief Van Schyndel provided a review of the monthly memorandum as provided to the Board. She noted several accomplishments from 2015 including two successful grants received from Georgia Pacific and We Energies.
 - c). Town Engineer – Update/Quarterly Report on Town Engineering Activities: Town Engineer Majkowski provided a brief overview of the 2016 projects, including annual crack filling, a culvert replacement on Clune Road and paving projects on Mapleridge Drive, Mapleridge Court, Aspen Court, Liberty Lane and Hillside Drive. Majkowski indicated the projects have been designed to 30% completion and will present 60% completion for Town Board consideration in February. Majkowski noted the designs will be based on the Town’s approved typical standard.
 - d). Town Administrator – Update/Monthly Report on Administrative Activities: Gregozeski provided an overview of several key capital projects planned for 2016. Gregozeski noted that in addition to the paving projects described by Town Engineer Majkowski, several significant maintenance projects of patching and sealing are planned for Outagamie Road, Clune Road, DeBruin Road, Haen Road and Block Road. Gregozeski also updated the Board on the 2016 election year and changes at the State Government Accountability Board.

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: Gregozeski presented a proposal to provide interim management services for the Buchanan Fire & Rescue department. Gregozeski noted the proposal anticipates 10-15 hours of service for a cost of \$500 per week. Neil Cameron from Fuasgail Resources, LLC was available and answered several questions from the Board. The Board agreed that assistance was needed to help administer the Department during the interim period.

Motion by Lawrence/Hughson to approve the Fire Department Interim Management Proposal to Provide Professional Consulting Services from Fuasgail Resources, LLC. Motion carried unanimously by voice vote.

- b). Fire Chief Retirement and Position/Hiring Review – For Discussion and Possible Action: Gregozeski provided a review of the Fire Chief's job description, administrative responsibilities and possible options for filling the now vacant position. He requested the Town Board schedule a meeting with the Fire & Rescue Department's officers to better gauge their input in the process and to establish communication lines between the governing body and the department. The Board agreed that a meeting would be important. The Board discussed the possibility of hiring a part-time chief over a full-time chief; in addition to consolidating the chief position with a neighboring community. The Board requested staff and consultant review opportunities with neighboring communities and report back to the Board information relating any possible opportunities. The Board also asked Neil Cameron to review the position and provide input from his perspective.

- c). Employee Assistance Program (EAP) Services Agreement Extension with ThedaCare, Inc. – For Discussion and Possible Action: Gregozeski provided a brief overview of the Employee Assistance Program and the proposed contract extension. The Board reviewed and discussed the contract.

Motion by Lawrence/Kavanaugh to approve the Employee Assistance Program (EAP) Services Agreement Extension with ThedaCare, Inc. Motion carried unanimously by voice vote.

- d). Appointment of Town Administrator/Clerk as Interim Emergency Management Director – For Discussion and Possible Action: Gregozeski indicated the Town is required by Statute and Ordinance to name an Emergency Management Director. With the vacant Fire Chief position, that leaves the Administrator/Clerk as the only option.

Motion by Lawrence/Hughson to appoint the Town Administrator/Clerk as interim Emergency Management Director. Motion carried unanimously by voice vote.

- e). Authorization to Purchase Commercial Lawn Mowers from Carstens Ace Hardware – For Discussion and Possible Action: Gregozeski provided an overview of the bids received for the replacement of two large riding mowers. Gregozeski indicated discussions with staff allowed the specifications to be changed thus lowering the overall costs of a single mower. As a result, the Town can reduce the total cost to replace both mowers in a single year.

Motion by Reinke/Lawrence to authorize to purchase two commercial lawn mowers from Carstens Ace Hardware as bid, for an amount up to \$16,808. Motion carried unanimously by voice vote.

- f). Ordinance #2016-01 Repealing and Recreating Ch. 420-7 Carrying Firearms and Concealed Weapons in Town Buildings – For Discussion and Possible Action: McAndrews presented the proposed Ordinance relating to allowing other Town Officials to carry firearms and concealed weapons in Town buildings. He indicated the desire to ensure the safety of staff and other officials. Gregozeski indicated that he would like a formal opinion from the Town's attorney and liability insurance provider before the Town consider taking action on this item. The Board agreed to seek a legal opinion on any risk associated with the possible change to the Town Code.

11. CLOSED SESSION: NONE

12. FUTURE AGENDA ITEMS: Kavanaugh requested estimates from the Town Engineer relating to the California curb option along Hillside Drive.

13. ADJOURNMENT: *Motion by Reinke/Hughson to adjourn at 9:06 p.m. Motion carried unanimously by voice vote.*

Joel Gregozeski, Administrator/Clerk
Posted 2/24/2016

Motion to approve by: Kavanaugh/Lawrence

Date: 2/23/2016 Carried 5 to 0.