



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
NOTICE OF THE TOWN BOARD MEETING
WEDNESDAY, MARCH 23, 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 February 23, 2016 Town Board Meeting.
- b). Approval of February 2016 Treasurer Report & Approve Bills.
- c). 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). Presentation of 2015 Audited Financial Statements, Virginia Hinz, CPA; Schenck SC.
- b). Presentation of Garners Creek Stormwater Utility & State Mandated Stormwater Regulatory Changes, Phil Kleman & Nick Vande Hey, McMahan.

7. ROUTINE REPORTS:

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

8. PLAN COMMISSION ITEMS FOR DISCUSSION & POSSIBLE ACTION:

- a). Application for Rezoning (Z-2016-01): CSM 5241 Lot 2, Parcel Number 030 052407, 1 acre. Applicant: Ken Buchinger. General Agricultural District (AGD) District to Single Family Residential District (RSF).
- b). Scope of Work and Contract for Services Proposal from East Central Wisconsin Regional Planning Commission for Comprehensive Plan Update.

9. UNFINISHED BUSINESS FOR DISCUSSION & POSSIBLE ACTION: NONE

10. NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION:

- a). Class "B" Beer License and Reserve "Class B" Liquor Combination License, March 16, 2016-June 30, 2016, Daniel Newhouse (Sinful Souls N Spirits, N162 Eisenhower Drive, Suite 400).
- b). Noise Ordinance Variance Permit: Applicant GameDay Sports Bar, N225 Stoney Brook Road; For Dates May 28, May 29, July 2, July 3, September 3, September 5, 2016.
- c). Heart of the Valley Prevention Partnership Request for Financial Support.
- d). 2015 Annual Report under MS4 General Permit.
- e). Speedway Pond Operations and Maintenance Agreement.

CONTINUED....NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION:

f). Determine Future Special Town Board Meeting For Fire & Rescue Services Discussion.

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: March 17, 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, FEBRUARY 23, 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 (arrived at 7:40 p.m.), Kavanaugh and Hughson. Town officials present – Administrator/Clerk Gregozeski, Treasurer/Deputy Clerk Sieracki, Interim Chief Cameron, Assistant Chief Berg and Fire/Rescue Lt. Newhouse. Other members of the public were also in attendance.
4. **CONSENT AGENDA**
 - a). Approval of the Minutes of January 19, 2016 Town Board Meeting.
 - b). Approval of the Minutes of February 8, 2016 Special Town Board Meeting.
 - c). Approval of January 2016 Treasurer Report & Approve Bills.
 - d). Approval of Operator's License Applications, With No Applicable Violations per Town Policy.

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

5. **PUBLIC COMMENT FORUM:** McAndrews called for comments three times. The following individuals spoke during the public comment period:
 - Ron Bernard (N172 Liberty Lane) – Notified the Town Board about concerns related to the professional conduct for one of the Spring Primary Election Inspectors. Mr. Bernard stated the Inspector made inappropriate comments to him and his girlfriend's daughter during the election day registration process.
 - Jamie Newhouse (N153 Briarwood Drive): Noted the audience tonight features six area civics students who will be our future leaders.

6. **PRESENTATIONS: NONE**

7. **ROUTINE REPORTS:**

- a). Law Enforcement – Update/Monthly Report on Town Law Enforcement Activities: Deputy Janda provided a monthly oral report on law enforcement activities.
- b). Fire, EMS & Emergency Management – Update/Monthly Report on Fire, EMS & Emergency Management: Interim Chief Cameron provided a brief report on Fire & Rescue related activities. He noted difficulties being able to acquire access to fire records management data.
- c). Town Engineer – Update/Report on Town Engineering Activities: Majkowski provided an overview of the planned A16 contract. Chairperson McAndrews requested Majkowski and Administrator/Clerk Gregozeski provide information on Hillside Drive curb & gutter. Gregozeski presented the estimated costs to provide curb & gutter along hillside drive. Gregozeski presented the estimated preliminary assessments related to the installation of curb & gutter. Majkowski identified where storm sewer would be installed to eliminate ditching along the road.

Motion by Kavanaugh/Hughson to suspend the rules and allow public comment on this matter. Motion passed unanimously by voice vote.

- Ken Schampers (W2677 Hillside Drive) – Opined that the ditch along Camilia Lane does not drain well. Stated ditches do not exist now along Hillside Drive. Stated he did not understand the need for storm sewer.

- Ted Erdmann (Brookhaven Drive) – Estimated costs scared some of the interest for curb and gutter. He thanked the Board for considering this option.
- Ron Bernard (N172 Liberty Lane) – Stated his driveway culvert is heaving and asked if his driveway would be replaced as part of the project.
- Rob Vandermoss (N277 Hillside Drive) – Opined he doesn't agree with installing curb and gutter. Questioned why the Town Board was considering this option without notifying the affected property owners.
- Emma Newhouse (N153 Briarwood Drive) – Asked a question related to private property and how the Town determines the right-of-way.

After hearing no additional comments, the Town Board returned to regular business.

- i. A-16 Contract Final Design / Construction Services – Letter of Authorization for Approval/Denial.
 1. Hillside Drive Urbanization Construction & Assessment Estimates.

Motion by McAndrews/Hughson to approve the A-16 Contract Final Design / Construction Services Letter of Authorization with Cedar Corporation as presented. Motion carried unanimously by voice vote.

Motion by Hughson/Lawrence to proceed with Hillside Drive as planned, using the Town's current typical rural road section. Motion carried unanimously by voice vote.

- ii. Eisenhower Drive Study: Majkowski reviewed the study and its findings. The Town Board discussed and deliberated on the study's recommendations.

Motion by Lawrence/Hughson to accept the Eisenhower Drive Study and proceed with the Town Engineer's recommended options as shown in the study. Motion carried unanimously by voice vote.

- iii. Building Space Needs Study: Majkowski reviewed the study and its findings. The Town Board discussed the various building options.

Motion by Kavanaugh/Reinke to accept the Building Space Needs Study and recommend the Option 1 – Detached Maintenance Garage. Motion carried unanimously by voice vote.

- 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 distributed cost estimates from Outagamie County for the above mentioned maintenance projects, noting the estimates are under budget.

8. PLAN COMMISSION ITEMS FOR DISCUSSION & POSSIBLE ACTION:

- a). Application for Final Plat (Ruys Ridge): Applicant: Garners Creek Development, LLC; Lot 3 of CSM 7066 Existing Parcel Number 030035903, 4.788 acres: Gregozeski provided an overview of the plat application, noting the final plat was reduced to seven lots. Gregozeski recommended conditional approval of the proposed Final Plat subject to the following conditions: 1. Upon approval and recording of the final plat, the sub-divider shall install all street, utility and other such improvements as required by Town Code. Such improvements must be completed within 12 months of final plat approval or be extended through a Town Board approved Development Agreement; and 2. Review and approval by Outagamie County Planning and Zoning departments. Gregozeski stated the Plan Commission reviewed and recommended approval at their February 8, 2016 meeting.

Motion by Reinke/Hughson to approve the Final Plat for Ruys Ridge as presented. Motion carried unanimously by voice vote.

- b). Development Agreement for Ruys Ridge Subdivision: Gregozeski provided an overview of the draft development agreement. Gregozeski stated the Developer would like the Town to provide the final pavement layer paid through special assessment to the current lot owners at the time of completion. Gregozeski noted the Plan Commission did not recommend this amendment, stating the Plan Commission recommendation was conditioned on the Developer paying the full cost for road construction, including the final layer of asphalt.

Motion by Hughson/Lawrence to approve the Development Agreement between the Town of Buchanan and Garners Creek Development, LLC which includes the Developer bearing full financial responsibility to complete the final construction phase per Town Code. Motion carried unanimously by voice vote.

- c). Ordinance #2016-02: Repealing & Recreating Section §525-79 Applicability and Procedure (Site Plans): Gregozeski provided an overview of the draft ordinance. The Town Board reviewed the draft and discussed.

Motion by Lawrence/Reinke to adopt Ordinance #2016-02: Repealing & Recreation Section §525-79 Applicability and Procedure (Site Plans) as presented. Motion carried unanimously by voice vote.

- d). Ordinance #2016-03 Repealing & Recreating Section §525-86 Conditions and Safeguards (Special Exceptions): Gregozeski provided an overview of the draft ordinance. The Town Board reviewed the draft and discussed.

Motion by Lawrence/Reinke to adopt Ordinance #2016-03 Repealing & Recreating Section §525-86 Conditions and Safeguards (Special Exceptions) as presented. Motion carried unanimously by voice vote.

9. UNFINISHED BUSINESS FOR DISCUSSION & POSSIBLE ACTION: NONE

10. NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION:

- a). Agreement for Assessment Services with Accurate Appraisal, LLC: The Board reviewed the proposed agreement for assessment services with Accurate Appraisal, LLC.

Motion by Kavanaugh/Lawrence to approve the extension Agreement for Assessment Services with Accurate Appraisal, LLC as presented. Motion carried unanimously by voice vote.

- b). Authorization to Purchase Self Contained Breathing Apparatus (SCBAs): Interim Chief Cameron provided an overview of the proposed purchase of SCBAs. He noted the Department members and officers reviewed the different options and selected the Scott SCBA. The Board reviewed and discussed the proposed purchase.

Motion by Reinke/Kavanaugh to authorize the purchase of Self Contained Breathing Apparatus (SCBAs) with Oshkosh Fire and Police Equipment, Inc. Motion carried unanimously by voice vote.

- c). Resolution No. 2016-01 - Resolution Designating Carry-over Funds for the 2016 Town Budget: Gregozeski noted the Town Budgeted the SCBA replacement in 2015. However the purchase is being made in the 2016 fiscal year. The proposed resolution allows the Town to carry funds from the 2015 fiscal year to the 2016 budget.

Motion by Kavanaugh/Lawrence to approve Resolution No. 2016-01 - Resolution Designating Carry Over Funds For 2016 Town Budget in the amount of \$104,000 for SCBA replacement. Motion carried unanimously by voice vote.

- d). Determine Future Special Town Board Meeting For Fire & Rescue Services Discussion: The Board and members of the Fire Department agreed to hold a special meeting on Wednesday, March 9th at 6:30 p.m. Gregozeski stated the meeting would be properly noticed and open to the general public in accordance with Wisconsin Open Meeting Law.

11. FUTURE AGENDA ITEMS: No items were discussed for a future meeting agenda.

12. ADJOURNMENT: *Motion by Lawrence/Reinke to adjourn the meeting at 9:17 p.m. Motion carried unanimously by voice vote.*

Joel Gregozeski, Administrator/Clerk
Drafted: February 25, 2016

Motion to approve: _____ / _____ Carried ___ to ___ Dated: _____

TOWN BOARD MEETING:

March 15, 2016

AGENDA ITEM #: 4b

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: March 11, 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 February 29, 2016. Also attached is a list which includes all bills and deposits for the period February 14, 2016 through March 5, 2016. Included is the Administrator/Clerk's working budget summary for the period ending February 29, 2016

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. February 2016 Treasurer's Report
2. February 14, 2016 through March 5, 2016 Bills & Deposits List
3. Town Budget Summary for period ending February 29, 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.



Monthly Report

February 2016

Operating Account The Business Bank	Previous Balance	\$ 3,215,401.85
	Deposits	\$ 441,010.21
	Checks	\$ 2,098,972.14
	Interest Credited on 2/29/16	\$ 578.15
	Balance as of 2/29/16	\$ 1,558,018.07
	<i>(Interest Year to Date: \$1539.05)</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	\$ 247,067.40
	Deposits	
	Withdrawals	\$ -
	Interest Credited on 2/29/16	\$ 182.56
	Balance as of 2/29/16	\$ 247,249.96
	<i>(Interest Year to Date: \$353.22)</i>	
Park Impact Fees The Business Bank	Previous Balance	\$ 12,847.70
	Deposits	\$ 960.00
	Withdrawals	\$ -
	Interest Credited on 2/29/16	\$ 5.68
	Balance as of 2/29/16	\$ 13,813.38
	<i>(Interest Year to Date: \$10.78)</i>	
Fire/EMS Communication The Business Bank	Previous Balance	\$ 3,056.65
	Withdrawals	\$ -
	Interest Credited on 2/29/16	\$ 0.26
	Balance as of 2/29/16	\$ 3,056.91
	<i>(Interest Year to Date: \$.51)</i>	
Fire Department Fundraising The Business Bank	Previous Balance	\$ 28,285.49
	Deposit	\$ -
	Withdrawals	\$ -
	Interest Credited on 2/29/16	\$ 18.02
	Balance as of 2/29/16	\$ 28,303.51
	<i>(Interest Year to Date: \$34.86)</i>	
Road Improvements The Business Bank	Previous Balance	\$ 1,401,445.20
	Deposit	\$ -
	Withdrawals	\$ 10.00
	Interest Credited on 2/29/16	\$ 297.56
	Balance as of 2/29/16	\$ 1,401,732.76
	<i>(Interest Year to Date: \$575.88)</i>	

Loan Balances

Citizens Bank (Van Roy Road/Other Projects)	Balance as of 2/29/16	\$ 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>		

03/04/16

TOWN OF BUCHANAN
Bills for 3/15/16 Meeting
 February 14 through March 5, 2016

Type	Date	Num	Name	Memo	Paid Amount
11010.0 - Bus Bank-Checking					
Deposit	02/17/2016			Deposit	2,856.99
Deposit	02/23/2016			Deposit	3,913.17
Deposit	02/22/2016			Deposit	979.70
Deposit	02/26/2016			Deposit	2,118.51
Deposit	03/01/2016			Deposit	332.27
Deposit	02/29/2016			Interest	578.15
Paycheck	02/15/2016	ACH	HUGHSON, JENNIFER S		-400.18
Paycheck	02/15/2016	ACH	KAVANAUGH, CHARLES J		-375.18
Paycheck	02/15/2016	ACH	LAWRENCE, KAREN L		-400.18
Paycheck	02/15/2016	ACH	MC ANDREWS, MARK C		-559.19
Paycheck	02/15/2016	ACH	REINKE, DENNIS G		-375.18
Check	02/15/2016	ACH	Paul Hermes	Inspection fees	-1,398.78
Liability C...	02/19/2016	ACH	Internal Revenue Service	39-1316254	-575.16
Paycheck	02/17/2016	ACH	BANKSTAHL, SALLY A		-20.00
Paycheck	02/17/2016	ACH	BENZSCHAWEL, MARLENE R		-20.00
Paycheck	02/17/2016	ACH	BETTERS, LINDA L		-20.00
Paycheck	02/17/2016	ACH	BORTHS, TERRY L		-20.00
Paycheck	02/17/2016	ACH	BRODEN, JENNIFER L		-20.00
Paycheck	02/17/2016	ACH	DIEDRICH, JOYCE E		-20.00
Paycheck	02/17/2016	ACH	DRAGER, GEORGIA J		-20.00
Paycheck	02/17/2016	ACH	DREPHAL, PATRICIA A		-20.00
Paycheck	02/17/2016	ACH	DUPONT, SUSAN R		-20.00
Paycheck	02/17/2016	ACH	FELDKAMP, MARYANNE		-20.00
Paycheck	02/17/2016	ACH	HEINAN, RICHARD P		-20.00
Paycheck	02/17/2016	ACH	HIETPAS, CLAUDE F		-20.00
Paycheck	02/17/2016	ACH	KASS, TERRY J		-15.00
Paycheck	02/17/2016	ACH	KESLER, ALFRED L		-20.00
Paycheck	02/17/2016	ACH	KLISTER, DOLORES M		-20.00
Paycheck	02/17/2016	ACH	MADISON, JUDITH A		-20.00
Paycheck	02/17/2016	ACH	MC GOWAN, PATRICIA J		-87.50
Paycheck	02/17/2016	ACH	MILLER, MARGARET M		-20.00
Paycheck	02/17/2016	ACH	MILLER, RICHARD J		-20.00
Paycheck	02/17/2016	ACH	NECHODOM, KAREN A		-20.00
Paycheck	02/17/2016	ACH	ROTTIER, JUDITH J		-20.00
Paycheck	02/17/2016	ACH	ROTTIER, KENNETH F		-20.00
Paycheck	02/17/2016	ACH	SANTKUYL, BARBARA M		-20.00
Paycheck	02/17/2016	ACH	SCHMALZ, JOANNE E		-20.00
Paycheck	02/17/2016	ACH	SONNLEITNER, PAUL C		-20.00
Paycheck	02/17/2016	ACH	SONNLEITNER, SHARON A		-20.00
Paycheck	02/17/2016	ACH	VANDEN HOGEN, JEFFREY M		-20.00
Paycheck	02/17/2016	ACH	WITTMANN, JOYCE M		-20.00
Paycheck	02/17/2016	ACH	ZOELK, JAMES L		-87.50
Paycheck	02/17/2016	ACH	GIRARD, CHRIS L		-562.72
Paycheck	02/17/2016	ACH	SIERACKI, CYNTHIA R		-944.99
Paycheck	02/17/2016	ACH	CAMERON, NEAL A		-837.28
Paycheck	02/17/2016	ACH	GREGOZESKI, JOEL D		-2,248.90
Paycheck	02/17/2016	ACH	HENNESSEY, PATRICIA A		-579.40
Paycheck	02/17/2016	ACH	BERG, DENNIS G		-146.93

TOWN OF BUCHANAN
Bills for 3/15/16 Meeting
 February 14 through March 5, 2016

Type	Date	Num	Name	Memo	Paid Amount
Paycheck	02/17/2016	ACH	BIRKNER, ZACHARY G		-75.28
Paycheck	02/17/2016	ACH	GARCIA, RAMIRO E		-151.27
Paycheck	02/17/2016	ACH	HOMOLA, MICHAEL G		-24.24
Paycheck	02/17/2016	ACH	HOOYMAN, JEFFREY J		-179.80
Paycheck	02/17/2016	ACH	JAHN, DANIEL W		-88.06
Paycheck	02/17/2016	ACH	JAHN, STEVEN W		-73.60
Paycheck	02/17/2016	ACH	KRUEGER, SAMUEL A		-105.42
Paycheck	02/17/2016	ACH	KUMROW, DEREK A		-41.06
Paycheck	02/17/2016	ACH	LOCKHART, SCOTT G		-167.27
Paycheck	02/17/2016	ACH	MADER, FREDERICK N		-29.33
Paycheck	02/17/2016	ACH	MADER, MATTHEW J		-21.65
Paycheck	02/17/2016	ACH	MENCEL, JR, WILLIAM L		-44.08
Paycheck	02/17/2016	ACH	MUSICH, SCOTT M		-136.92
Paycheck	02/17/2016	ACH	NEWHOUSE, JAMIE J		-122.32
Paycheck	02/17/2016	ACH	RASCHKA, AARON M		-50.83
Paycheck	02/17/2016	ACH	REECE III, EUGENE R		-52.40
Paycheck	02/17/2016	ACH	REINKE, DANIEL L		-74.48
Paycheck	02/17/2016	ACH	THYSSEN, NICHOLAS P		-71.85
Paycheck	02/17/2016	ACH	VAN SCHYNDEL, LISA M		-200.29
Paycheck	02/17/2016	ACH	WALSH, JOHN T		-76.94
Paycheck	02/17/2016	ACH	WIEDENBAUER, KENNETH S		-28.07
Paycheck	02/17/2016	ACH	REGAL, BRIAN J		-91.22
Paycheck	02/17/2016	ACH	DIEDRICK, TRAVIS W		-24.24
Liability C...	02/23/2016	ACH	Internal Revenue Service	39-1316254	-1,877.30
Liability C...	02/29/2016	ACH	Wisconsin Dept. of Revenue	036-0000195431-02	-537.94
Liability C...	02/29/2016	ACH	Department of Employee Trust Funds	69-036-0120-000	-1,394.54
Check	02/24/2016	ACH	USPS	Stamps.com postage purchase	-100.00
Paycheck	03/02/2016	ACH	BERGHOLZ, SEAN M		-203.17
Paycheck	03/02/2016	ACH	GIRARD, CHRIS L		-550.15
Paycheck	03/02/2016	ACH	KARRELS, JONATHON A		-193.94
Paycheck	03/02/2016	ACH	SIERACKI, CYNTHIA R		-909.36
Paycheck	03/02/2016	ACH	CAMERON, NEAL A		-837.28
Paycheck	03/02/2016	ACH	GREGOZESKI, JOEL D		-2,248.90
Paycheck	03/02/2016	ACH	HENNESSEY, PATRICIA A		-579.41
Paycheck	03/02/2016	ACH	KINNARD, STEFFI A.		-58.88
Paycheck	03/02/2016	ACH	BERG, DENNIS G		-47.66
Paycheck	03/02/2016	ACH	BIRKNER, ZACHARY G		-82.12
Paycheck	03/02/2016	ACH	HOOYMAN, JEFFREY J		-16.35
Paycheck	03/02/2016	ACH	JAHN, STEVEN W		-28.04
Paycheck	03/02/2016	ACH	KRUEGER, SAMUEL A		-34.01
Paycheck	03/02/2016	ACH	KUMROW, DEREK A		-18.25
Paycheck	03/02/2016	ACH	MADER, FREDERICK N		-5.85
Paycheck	03/02/2016	ACH	MADER, MATTHEW J		-21.64
Paycheck	03/02/2016	ACH	MENCEL, JR, WILLIAM L		-92.76
Paycheck	03/02/2016	ACH	MUSICH, SCOTT M		-39.11
Paycheck	03/02/2016	ACH	REECE III, EUGENE R		-47.17
Paycheck	03/02/2016	ACH	REGAL, BRIAN J		-28.06
Paycheck	03/02/2016	ACH	REINKE, DANIEL L		-24.82
Paycheck	03/02/2016	ACH	THYSSEN, NICHOLAS P		-25.39

TOWN OF BUCHANAN
Bills for 3/15/16 Meeting
February 14 through March 5, 2016

Type	Date	Num	Name	Memo	Paid Amount
Paycheck	03/02/2016	ACH	VAN SCHYNDEL, LISA M		-80.11
Paycheck	03/02/2016	ACH	WALSH, JOHN T		-29.78
Paycheck	03/02/2016	ACH	WIEDENBAUER, KENNETH S		-93.88
Paycheck	03/02/2016	ACH	JAHN, DANIEL W		-61.41
Bill Pmt -...	02/19/2016	ACH	Wisconsin Dept. of Revenue-TAX	600-0000195431-03	-10.00
Bill Pmt -...	03/01/2016	ACH	Delta Dental of Wisconsin		-179.46
Check	02/15/2016	34589	Wesley Krzewina	Tax Over Payment 030 262000	-95.84
Check	02/15/2016	34590	Outagamie County Treasurer	2015-taxes-2nd installment	-408,890.46
Check	02/15/2016	34591	Fox Valley Technical College	2015 taxes-2nd installment	-86,023.61
Check	02/15/2016	34592	Appleton Area Schools	2015 taxes-2nd installment	-1,121.59
Check	02/15/2016	34593	Kaukauna Area Schools	2015 taxes-2nd installment	-141,612.17
Check	02/15/2016	34594	Kimberly Area Schools	2015 taxes-2nd installment	-587,134.66
Check	02/15/2016	34595	Wrightstown Area Schools	2015 taxes-2nd installment	-8,905.77
Check	02/15/2016	34596	Darboy Joint Sanitary District No 1	2015 taxes-2nd installment	-17,831.13
Bill Pmt -...	02/15/2016	34597	Cedar Corporation		-10,790.69
Bill Pmt -...	02/15/2016	34598	Darboy Corner Store		-275.13
Bill Pmt -...	02/15/2016	34599	Garners Creek Storm Water Utility	Basin Storm Water Utility	-338,620.80
Bill Pmt -...	02/15/2016	34600	Office Depot	Acct. 5163,	-270.42
Bill Pmt -...	02/15/2016	34601	Outagamie County Highway Dept.		-432.75
Bill Pmt -...	02/15/2016	34602	Outagamie County Sheriff		-105,655.51
Bill Pmt -...	02/22/2016	34603	Advance Disposal-Green Bay-B8		-20,996.35
Bill Pmt -...	02/22/2016	34604	Cintas Corporation #443		-103.09
Bill Pmt -...	02/22/2016	34605	General Code		-495.00
Bill Pmt -...	02/22/2016	34606	Kaukauna Utilities		-120.19
Bill Pmt -...	02/22/2016	34607	League of Wisconsin Municipalities		-200.00
Bill Pmt -...	02/22/2016	34608	McMahon Associates, Inc.		-246.50
Bill Pmt -...	02/22/2016	34609	Menards	Acct. 31110297,	-19.25
Bill Pmt -...	02/22/2016	34610	Outagamie County Highway Dept.		-180,473.26
Bill Pmt -...	02/22/2016	34611	Outagamie County Highway Dept.		-9,205.30
Bill Pmt -...	02/22/2016	34612	Outagamie County Treasurer		-1,186.18
Bill Pmt -...	02/22/2016	34613	Safeguard Business Systems Inc.		-46.44
Bill Pmt -...	02/22/2016	34614	TDS Metrocom		-651.07
Bill Pmt -...	02/22/2016	34615	The Horton Group		-1,624.00
Bill Pmt -...	02/22/2016	34616	Tractor Supply Company		-2.99
Bill Pmt -...	02/22/2016	34617	Unemployment Insurance		-93.90
Bill Pmt -...	02/22/2016	34618	Verizon		-120.03
Bill Pmt -...	02/22/2016	34619	WE Energies-Street Lights	Acct. 3841-040-796	-1,992.34
Check	02/29/2016	34620	JAHN, DANIEL W		-218.00
Check	02/29/2016	34621	HOOYMAN, JEFFREY J		-30.00
Check	02/29/2016	34622	Fox Valley Fire Chiefs Association		-90.00
Bill Pmt -...	02/29/2016	34623	Accent Business Solutions, Inc.		-72.63
Bill Pmt -...	02/29/2016	34624	Cellcom Appleton PCS	Acct # 009-09048840	-49.06
Bill Pmt -...	02/29/2016	34625	DC Auto Repair & Quick Lube		-404.52
Bill Pmt -...	02/29/2016	34626	Fox Valley Technical College		-80.00
Bill Pmt -...	02/29/2016	34627	NFPA	VOID: Paid On Credit Card	0.00
Total 11010.0 · Bus Bank-Checking					-1,937,903.27
11015.0 · Bus Bank-Contingency Svgs MM					
Deposit	02/27/2016			Interest	182.56

03/04/16

TOWN OF BUCHANAN
Bills for 3/15/16 Meeting
 February 14 through March 5, 2016

Type	Date	Num	Name	Memo	Paid Amount
Total 11015.0 · Bus Bank-Contingency Svgs MM					182.56
11020.0 · Bus Bank-Park Impact Fees MM					
Deposit	02/27/2016			Interest	5.68
Total 11020.0 · Bus Bank-Park Impact Fees MM					5.68
11030.0 · Bus Bank-Fire/EMS Comm Equip MM					
Deposit	02/29/2016			Interest	0.26
Total 11030.0 · Bus Bank-Fire/EMS Comm Equip MM					0.26
11045.0 · Bus. Bank-Fire Dept Fundraising					
Deposit	02/29/2016			Interest	18.02
Total 11045.0 · Bus. Bank-Fire Dept Fundraising					18.02
11050.0 · Bus. Bank-Road Improvement					
Check	02/29/2016			Service Charge	-10.00
Deposit	02/29/2016			Interest	297.56
Total 11050.0 · Bus. Bank-Road Improvement					287.56
TOTAL					<u><u>-1,937,409.19</u></u>

Town of Buchanan						
Year-To-Date Budget Comparison (Revenues)						
Fiscal Year 2016						
					<i>As of:</i>	<i>2/29/2016</i>
Department	2015 BUDGET	2016 BUDGET	YEAR TO DATE 2/29/2016	(UNDER) OVER BUDGET 2016	PERCENT UNDER/ OVER	
Taxes - 41000						
General Property Taxes	\$1,885,308	\$1,896,025	\$1,656,831	\$ (239,194)	87%	
Special Assessments - 42000	\$0	\$12,000	\$0	\$ (12,000)	0%	
Intergovernmental Revenues - 43000	\$282,774	\$281,323	\$33,745	\$ (247,578)	12%	
Licenses & Permits - 44000	\$70,495	\$70,495	\$21,085	\$ (49,410)	30%	
Fines, Forfeitures & Penalties - 45000	\$14,155	\$12,155	\$2,275	\$ (9,880)	19%	
Public Charges for Services - 46000	\$301,480	\$303,740	\$4,878	\$ (298,862)	2%	
Intergovernmental Charges for Services - 47000	\$1,900	\$1,900	\$0	\$ (1,900)	0%	
Miscellaneous Revenue - 48000	\$615,500	\$155,000	\$5,148	\$ (149,852)	3%	
Proceeds Long Term Debt - 49000	\$1,397,000	\$766,651	\$0	\$ (766,651)	0%	
TOTAL - Revenues	\$ 2,683,304	\$ 3,499,289	\$ 1,723,961	\$ (1,775,329)	49.27%	

Town of Buchanan						
Year-To-Date Budget Comparison (Expenses)						
Fiscal Year 2016						
					<i>As of:</i>	<i>2/29/2016</i>
Department		2015 BUDGET	2016 BUDGET	YEAR TO DATE 2/29/2016	(UNDER)	PERCENT
					OVER BUDGET 2015	OF BUDGET
General Government - 51000						
51100	Legislative (Town Board)	\$ 31,930	\$ 32,005	\$ 5,100	\$ (26,905)	16%
51300	Legal Service Fees	\$ 33,000	\$ 30,000	\$ 3,738	\$ (26,263)	12%
51400	General Administration	\$ 250,934	\$ 254,354	\$ 37,238	\$ (217,116)	15%
51500	Financial Administration	\$ 21,500	\$ 21,750	\$ 5,343	\$ (16,407)	25%
51600	General Building, Town Hall	\$ 57,637	\$ 58,402	\$ 5,984	\$ (52,418)	10%
51900	Other General Government	\$ 24,146	\$ 24,146	\$ 2,764	\$ (21,382)	11%
Subtotal - General Government		\$ 419,147	\$ 420,657	\$ 60,166	\$ (360,491)	14%
Public Safety - 52000						
52100	Law Enforcement	\$ 400,002	\$ 405,763	\$ 183,486	\$ (222,277)	45%
52200	Fire & Rescue	\$ 157,847	\$ 177,803	\$ 42,762	\$ (135,041)	24%
52300	Emergency Management/EMS	\$ 91,720	\$ 35,100	\$ 2,151	\$ (32,949)	6%
52400	Building Inspection	\$ 12,500	\$ 15,600	\$ 2,798	\$ (12,802)	18%
Subtotal - Public Safety		\$ 662,069	\$ 634,266	\$ 231,197	\$ (403,069)	36%
Public Works - 53000						
53300	Highway & Street Maintenance	\$ 211,400	\$ 221,900	\$ 17,201	\$ (204,699)	8%
53400	Road Related Facilities	\$ 34,068	\$ 41,068	\$ 7,461	\$ (33,607)	18%
53500	Mass Transit	\$ 60,772	\$ 56,745	\$ 4,635	\$ (52,110)	8%
53600	Sanitation	\$ 321,982	\$ 324,372	\$ 44,690	\$ (279,682)	14%
Subtotal - Public Works		\$ 628,222	\$ 644,085	\$ 73,987	\$ (570,098)	11%
Culture, Recreation & Education - 55000						
55200	Parks	\$ 10,500	\$ 13,000	\$ -	\$ (13,000)	0%
55300	Recreation Programs & Events	\$ -	\$ 500	\$ -	\$ (500)	0%
Subtotal - Culture, Recreation & Ed.		\$ 10,500	\$ 13,500	\$ -	\$ (13,500)	0%
Conservation & Development - 56000						
56700	Economic Development	\$ 185	\$ 3,678	\$ 3,467	\$ (211)	94%
56900	Planning & Zoning/Erosion/Conservation	\$ 25,520	\$ 26,520	\$ 2,480	\$ (24,040)	9%
Subtotal - Conservation & Development		\$ 25,705	\$ 30,198	\$ 5,947	\$ (24,251)	20%

Department		2015 BUDGET	2016 BUDGET	YEAR TO DATE 2/29/2016	(UNDER) OVER BUDGET 2015	PERCENT OF BUDGET
Other Financing Uses						
	Contingency & Reserves	\$ 70,027	\$ 80,000	\$ -	\$ (80,000)	0%
Subtotal - Other Financing Uses		\$ 70,027	\$ 80,000	\$ -	\$ (80,000)	0%
Debt Service Fund - 58000						
58000	Debt Service	\$ 182,593	\$ 181,388	\$ -	\$ (181,388)	0%
Subtotal - Debt Service Fund		\$ 182,593	\$ 181,388	\$ -	\$ (181,388)	0%
Capital Outlay - 57000						
57190	General Government	\$ 8,500	\$ 59,000	\$ 5,035	\$ (53,965)	9%
57620	Parks & Recreation	\$ 58,500	\$ 57,500	\$ 405	\$ (57,095)	1%
57220	Fire & Rescue	\$ 114,500	\$ 213,400	\$ 1,650	\$ (211,750)	1%
57230	EMS - Emergency Management	\$ 4,500	\$ -	\$ -	\$ -	0%
57331	Roads & Public Works	\$ 2,384,350	\$ 1,058,921	\$ 200,362	\$ (858,559)	19%
57348	Stormwater & Drainage	\$ -	\$ 106,375	\$ -	\$ (106,375)	0%
Subtotal - Capital Outlay		\$ 2,570,350	\$ 1,495,196	\$ 207,452	\$ (1,287,744)	14%
TOTAL - General Fund Operating, Debt & Capital		\$ 4,568,613	\$ 3,499,290	\$ 578,749	\$ (2,920,541)	16.54%

TOWN BOARD MEETING:

March 15, 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: March 11, 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. One of the listed applicants have an applicable violation(s) per Town policy. The applicant was sent a notice to appear before the Town Board to explain and provide evidence why the Town Board should approve the application.

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

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Attachments:

1. **New Applicants for Operator's Licenses & Agents for March 2016**
2. **Notice of Applicable Violations to Kayla M. Tessen**

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.*

MARCH 2016 – APPLICANTS FOR BARTENDER OPERATOR’S LICENSES:

<u>NAME & ADDRESS OF APPLICANT</u>	<u>BUSINESS NAME</u>	<u>VIOLATIONS PERTAINING TO LICENSE APPLICATION</u>	<u>NEW OR RENEWAL</u>
2015-169PV Por Choua Vue, 1917 Farlin Ave., Green Bay, WI 54302	Four Seasons	None	New
2015-170PV Sue M. Van Zeeland, 1208 Sunrise Dr., Little Chute, WI 54140	Festival Foods	None	New
2015-171PV Kayla M. Tessen, 17 Floral Dr., Kimberly, WI 54136	The StoneYard	Yes – Letter Sent 3/7/16	New
2015-172PV Jake A. Casey, 1325 Lucerne Dr., #15, Menasha, WI 54952	Island Sushi	None	New

May 5, 2014

Kayla Tessen
N328 Eastowne Court
Appleton, WI 54915

RE: TOWN OF BUCHANAN APPLICATION FOR OPERATORS LICENSE

Dear Ms. Kayla Tessen:

The Town of Buchanan adopted the attached policy for granting operator's licenses for the sale of alcohol. Upon review of your application we have found that there is a potential issue relating to our alcohol licensing policy. You need to appear at the next Town Board meeting or present other evidence prior to the meeting date to show why our Town Board should approve your application.

The Town Board meeting you need to appear at is scheduled for: Tuesday, March 15, 2016. All Board meetings are held at the Buchanan Town Hall, N178 County Road N, Appleton, WI.

If you cannot appear before the Board please send a letter prior to the meeting explaining why and the circumstances that involve your conviction. A letter from your employer supporting you would also be helpful. The Town Board will then make a decision for approval or denial of your license. You and your employer will be notified of this decision.

Sincerely,

Joel Gregozeski
Administrator/Clerk

(1) Attachment

AL-506 Letter to Applicant

S:\Town Board\Town Board Meetings\2016\3-2016\3.15.2016\L-Kayla Tessen Regarding Convictions 3.7.2016.doc

TOWN BOARD MEETING:

March 15, 2016

AGENDA ITEM #: 6a

ACTION TYPE:

Presentation

(For Discussion Only)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: March 11, 2016
RE: **Presentation of 2015 Audited Financial Statements**

RECOMMENDED ACTION: This item is for discussion only.

SUMMARY: An audit of the Town's 2015 fiscal year has been completed by our independent auditors, Schenck SC. Virginia Hinz, CPA with Schenck will be at our meeting to review the completed audit.

2015 was a sound fiscal year for the Town once again. The auditor will have few recommendations for the Board to consider and understand. Some recommendations identified during the course of the audit have already been implemented. I encourage the Board to ask questions of Virginia so that you have a good understanding of the audit and the Town's financial position.

POLICY/PLAN REFERENCE(S):

1. Wis. Stats. §60.41 – Annual Financial Statement
2. Wis. Stats. §60.43 – Financial audits

JDG

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ATTACHEMENTS:

1. DRAFT December 31, 2015 – Management Communications
2. DRAFT December 31, 2015 – Annual Financial Report

DRAFT

MANAGEMENT COMMUNICATIONS

**TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN**

DECEMBER 31, 2015

TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN
December 31, 2015

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To the Town Board
Town of Buchanan
Outagamie County, Wisconsin

We have audited the financial statements of the governmental activities and the major fund of the Town of Buchanan, Wisconsin (the "Town") for the year ended December 31, 2015. The Town's financial statements, including our report thereon dated March 10, 2016, are presented in a separate audit report document. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the Town's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the Town's compliance with those requirements.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our correspondence about planning matters.

Significant Audit Findings

Consideration of Internal Control

In planning and performing our audit of the financial statements of the governmental activities and the major fund of the Town as of and for the year ended December 31, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control. Our report on internal control over financial reporting and on compliance and other matters is presented on pages 28 - 29 of the annual report.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified.

However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness and another deficiency that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency in internal control to be a material weakness:

Finding 2014-001: Segregation of Duties – Treasurer/Deputy Clerk

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control, that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the Town's internal control to be a significant deficiency:

Finding 2014-002 Preparation of Annual Financial Report

These findings are described in detail in the schedule of findings and responses on pages 30 - 31 of the annual report.

The Town's written response to the significant deficiency and material weakness identified in our audit has not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Town are described in Note A to the financial statements.

As described in A.3, the Town prepares its financial statements on the modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. As a result, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) are not recorded in these financial statements.

As described in Note A.4.d to the financial statements, the Town adopted Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions – An Amendment of GASB Statement No. 27* and Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – An Amendment of GASB Statement No. 68* during 2015. Because of the modified cash basis of accounting, the implementation of these new standards did not affect the Town's financial statements but did require additional disclosures to be included in the notes to the basic financial statements. The additional disclosures can be found in note C.4.

We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus. To the best of our knowledge, all significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. The following estimate was considered the only particularly sensitive accounting estimate used by management in the preparation of the financial statements and related disclosures.

Management's estimate of the net pension asset and related deferred outflows of resources for disclosure is based on information received from the Wisconsin Retirement System. We evaluated the key factors and assumptions used to develop the net pension asset and related deferred outflows of resources in determining that they are reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The financial statements reflect all accounting adjustments proposed during our audit. The adjustments included various end of year reclassification entries. These entries are considered routine in nature and normally do not vary significantly from year to year. Copies of the audit adjustments are available from management. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 10, 2016. The management representation letter follows this communication.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town's auditors. However, these discussions occurred in the normal course of our professional relationship and, to the best of our knowledge, our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the schedules relating to pensions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on detailed schedules of general fund revenues and expenditures which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Town Board, and management of the Town of Buchanan and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Certified Public Accountants
Green Bay, Wisconsin
March 10, 2016

SUMMARY FINANCIAL INFORMATION

General Fund Balances

Presented below is a summary of the Town's general fund balances on December 31, 2015, including a comparison to December 31, 2014. This information is provided for assisting management in assessing financial results for 2015 and for indicating financial resources available at the start of the 2016 budget year.

	2015	2014
General Fund		
Restricted for:		
Park improvements	\$ 12,843	\$ 41,914
Fire department	28,269	25,498
Road improvements	1,401,177	-
Committed for:		
Fire/EMS communication equipment	3,056	3,053
Intersection improvements	74,336	523,886
Building improvement	31,646	21,601
Fire apparatus	76,540	76,405
Trail improvement	15,042	10,024
Assigned for:		
Self-contained breathing apparatus (SCBA)	104,000	-
Unassigned	295,263	456,637
Total General Fund	\$ 2,042,172	\$ 1,159,018

The Town's unassigned general fund balance decreased from \$456,637 at December 31, 2013 to \$295,263 at December 31, 2015 due to the following factors:

- Resolution 2016-01 assigned portions of the 2015 budget carryforward for SCBA purchases.
- Culvert related costs were incurred in 2015 but reimbursement from the County (budgeted at \$80,000) did not occur until 2016.

The Town's unassigned fund balance at December 31, 2015 was \$295,263, which includes \$246,897 held in a contingency fund. In prior years, the Town Board has adopted a policy that fund balance in the amount of 15% to 25% of the current year budget less capital outlay and debt service be maintained to preserve working funds for cash flow purposes and to adequately prepare for unforeseen events which require ready access to funds. The 2015 unassigned general fund balance currently represents approximately 17% of the total 2015 operating budgeted expenditures, as calculated as follows:

2015 General Fund Operating Budget as defined by policy	\$1,745,643
Minimum Fund Balance %	(x) 15% - 25%
Minimum Fund Balance Account	<u>\$261,800 - \$436,400</u>

The Town has met their minimum fund balance policy. We believe the Town's unassigned fund balance policy is necessary to allow the Town to maintain current operations, finance unplanned contingencies, and provide additional cash flow due to the lag in receiving tax revenues and state aids due the Town. In addition, an unassigned fund balance can be used to stabilize the Town's tax rate.

DRAFT

APPENDIX

DRAFT

TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN
ANNUAL FINANCIAL REPORT
DECEMBER 31, 2015

TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN
 December 31, 2015

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INDEPENDENT AUDITORS' REPORT

To the Town Board
Town of Buchanan
Outagamie County, Wisconsin

Report on the Financial Statements

We have audited the accompanying modified cash basis financial statements of the governmental activities and the major fund of the Town of Buchanan, Outagamie County, Wisconsin ("the Town") as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting described in Note A; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the Town's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities and the major fund of the Town as of December 31, 2015, and the respective changes in modified cash basis financial position and the budgetary comparison for the General Fund for the year then ended in accordance with the modified cash basis of accounting described in Note A.

Basis of Accounting

We draw attention to Note A of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

Emphasis of Matter

As discussed in Note A.4.d, the Town implemented GASB Statement No. 68, *Accounting and Financial Reporting for Pensions - An Amendment of GASB Statement No. 27* and Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date - An Amendment of GASB Statement No. 68*. Our opinions are not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the schedules relating to pensions on pages 22 and 23 be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinions on the basic financial statements are not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's financial statements as a whole. The financial information listed in the table of contents as supplementary information is presented for purposes of additional analysis and is not a required part of the financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Report on Summarized Financial Information

We have previously audited the Town of Buchanan, Outagamie County, Wisconsin's 2014 modified cash basis financial statements, and our report dated March 10, 2015, expressed unmodified opinions on those respective financial statements of the governmental activities and the major fund. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2014, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 10, 2016, on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

Certified Public Accountants
Green Bay, Wisconsin
March 10, 2016

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BASIC FINANCIAL STATEMENTS

TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN
Statement of Net Position - Modified Cash Basis
Governmental Activities
December 31, 2015

DRAFT

(With Summarized Financial Information as of December 31, 2014)

	Governmental Activities	
	2015	2014
ASSETS		
Cash and investments	\$ 6,332,250	\$ 6,747,742
Restricted cash and investments - debt proceeds	1,401,177	-
TOTAL ASSETS	<u>7,733,427</u>	<u>6,747,742</u>
LIABILITIES		
Payroll liabilities	2,436	2,849
Due to other governments	4,575,098	4,522,997
Unearned revenue	199,656	194,575
Special deposits	31,644	342
TOTAL LIABILITIES	<u>4,808,834</u>	<u>4,720,763</u>
DEFERRED INFLOWS OF RESOURCES		
Property taxes	882,421	867,961
NET POSITION		
Restricted for:		
Park improvements	12,843	41,914
Fire department	28,269	25,498
Road improvements	1,401,177	-
Unrestricted	599,883	1,091,606
TOTAL NET POSITION	<u>\$ 2,042,172</u>	<u>\$ 1,159,018</u>

The notes to the basic financial statements are an integral part of this statement.

TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN
Statement of Activities - Modified Cash Basis
Governmental Activities

DRAFT

For the Year Ended December 31, 2015

(With Summarized Financial Information for the Year Ended December 31, 2014)

Functions/Programs	Expenses Paid	Program Revenues Collected			Net (Expense) Revenue and Changes in Net Position	
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	
					2015	2014
Governmental Activities						
General government	\$ 429,552	\$ 47,428	\$ -	\$ -	\$ (382,124)	\$ (316,782)
Public safety	599,828	41,179	25,586	-	(533,063)	(504,392)
Public works	2,535,482	332,145	181,691	-	(2,021,646)	(695,173)
Culture and recreation	40,131	-	-	1,920	(38,211)	(14,133)
Conservation and development	5,785	15,571	-	-	9,786	(14,093)
Principal and interest on long-term debt	182,593	-	-	-	(182,593)	(188,798)
Total Governmental Activities	\$ 3,793,371	\$ 436,323	\$ 207,277	\$ 1,920	(3,147,851)	(1,733,371)
General revenues						
Property taxes, levied for general purposes					1,885,758	1,522,580
Other taxes					5,583	3,389
State and federal aids not restricted to specific functions					78,841	78,169
Interest and investment earnings					15,638	21,963
Proceeds of long term debt					2,000,000	-
Miscellaneous					45,185	43,083
Total general revenues					4,031,005	1,669,184
Change in net position					883,154	(64,187)
Net position - January 1					1,159,018	1,223,205
Net position - December 31					\$ 2,042,172	\$ 1,159,018

The notes to the basic financial statements are an integral part of this statement.

**TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN**

DRAFT

Statement of Assets, Liabilities, Deferred Inflows of Resources and Fund Balance -
General Fund

December 31, 2015

(With Summarized Financial Information as of December 31, 2014)

	2015	2014
ASSETS		
Cash and investments	\$ 6,332,250	\$ 6,747,742
Restricted cash and investments - debt proceeds	1,401,177	-
Total Assets	\$ 7,733,427	\$ 6,747,742
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE		
Liabilities		
Payroll liabilities	\$ 2,436	\$ 2,849
Due to other governments	4,575,098	4,522,997
Unearned revenue	199,656	194,575
Special deposits	31,644	342
Total Liabilities	4,808,834	4,720,763
Deferred Inflows of Resources		
Property taxes	882,421	867,961
Fund Balance		
Restricted for:		
Park improvements	12,843	41,914
Fire department	28,269	25,498
Road improvements	1,401,177	-
Committed for:		
Fire/EMS communication equipment	3,056	3,053
Intersection improvements	74,336	523,886
Building improvement	31,646	21,601
Fire apparatus	76,540	76,405
Trail development	15,042	10,024
Assigned for:		
Self-contained breathing apparatus (SCBA)	104,000	-
Unassigned	295,263	456,637
Total Fund Balance	2,042,172	1,159,018
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE	\$ 7,733,427	\$ 6,747,742

The notes to the basic financial statements are an integral part of this statement.

**TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN**

DRAFT

Statement of Revenues Collected, Expenditures Paid and Change in Fund Balance
General Fund

For the Year Ended December 31, 2015

(With Summarized Financial Information for the Year Ended December 31, 2014)

	2015	2014
Revenues		
Taxes	\$ 1,891,341	\$ 1,525,969
Intergovernmental	282,993	285,170
Licenses and permits	99,060	104,098
Fines, forfeits and penalties	25,898	15,404
Public charges for services	352,740	290,629
Intergovernmental charges for services	1,905	1,884
Miscellaneous	22,588	32,767
Total Revenues	2,676,525	2,255,921
Expenditures		
General government	408,268	366,828
Public safety	590,555	530,565
Public works	620,780	625,058
Culture and recreation	5,589	18,173
Conservation and development	5,785	9,096
Capital outlay	1,979,801	581,590
Debt service		
Principal	170,000	170,000
Interest	12,593	18,798
Total Expenditures	3,793,371	2,320,108
Excess of Revenues Under Expenditures	(1,116,846)	(64,187)
Other Financing Sources		
Proceeds of long term debt	2,000,000	-
Net Change in Fund Balance	883,154	(64,187)
Fund Balance - January 1	1,159,018	1,223,205
Fund Balance - December 31	\$ 2,042,172	\$ 1,159,018

The notes to the basic financial statements are an integral part of this statement.

**TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN**

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Statement of Revenues Collected, Expenditures Paid and Change in Fund Balance
Budget and Actual - General Fund
For the Year Ended December 31, 2015

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Revenues				
Taxes	\$ 1,885,308	\$ 1,885,308	\$ 1,891,341	\$ 6,033
Intergovernmental	362,774	362,774	282,993	(79,781)
Licenses and permits	70,495	70,495	99,060	28,565
Fines, forfeits and penalties	14,155	14,155	25,898	11,743
Public charges for services	301,480	301,480	352,740	51,260
Intergovernmental charges for services	1,900	1,900	1,905	5
Miscellaneous	20,500	20,500	22,588	2,088
Total Revenues	2,656,612	2,656,612	2,676,525	19,913
Expenditures				
General government	419,146	419,146	408,268	10,878
Public safety	662,069	662,069	590,555	71,514
Public works	646,522	646,522	620,780	25,742
Culture and recreation	10,500	10,500	5,589	4,911
Conservation and development	7,405	7,405	5,785	1,620
Capital outlay	2,570,350	2,570,350	1,979,801	590,549
Debt service				
Principal	170,000	170,000	170,000	-
Interest	12,593	12,593	12,593	-
Total Expenditures	4,498,585	4,498,585	3,793,371	705,214
Excess of Revenues Under Expenditures	(1,841,973)	(1,841,973)	(1,116,846)	725,127
Other Financing Sources (Uses)				
Proceeds of long term debt	1,397,000	1,397,000	2,000,000	603,000
Contingency and reserves	(70,027)	(70,027)	-	70,027
Total Other Financing Sources (Uses)	1,326,973	1,326,973	2,000,000	673,027
Net Change in Fund Balance	(515,000)	(515,000)	883,154	1,398,154
Fund Balance - January 1	1,159,018	1,159,018	1,159,018	-
Fund Balance - December 31	\$ 644,018	\$ 644,018	\$ 2,042,172	\$ 1,398,154

The notes to the basic financial statements are an integral part of this statement.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The governmental activities and general fund financial statements of the Town of Buchanan, Outagamie County, Wisconsin ("the Town"), have been prepared on a modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America (GAAP). Under this basis of accounting assets, liabilities, deferred outflows/inflows of resources, net position/fund balance, revenues, and expenditures/expenses are recognized when they result from cash transactions. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting principles and policies utilized by the Town are described below:

1. Reporting Entity

The Town of Buchanan, Wisconsin, is a municipal corporation governed by an elected five member board. In accordance with GAAP, the basic financial statements are required to include the Town (the primary government) and any separate component units that have a significant operational or financial relationship with the Town. The Town has not identified any component unit that is required to be included in the basic financial statements in accordance with standards established by GASB Statement No. 61.

2. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the Town. *Governmental activities* are primarily supported by taxes and intergovernmental revenues. The Town reports no business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

The Town reports all governmental activities in the general fund which is considered a major governmental fund:

GENERAL FUND

This is the Town's main operating fund. It accounts for all financial resources of the general government.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

3. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by its measurement focus. The government-wide and fund financial statements of the Town are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included in the financial statements. Operating statements of these funds present increases (i.e., revenues collected) and decreases (i.e., expenditures paid) in cash.

The modified cash basis of accounting is used in the fund financial statements for governmental funds and governmental activities recorded in the government-wide financial statements. This basis recognizes assets, liabilities, deferred outflows/inflows of resources, net position/fund balance, revenues, and expenditures when they result from cash transactions with no provision for depreciation in the government-wide financial statements. This basis is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under generally accepted accounting principles, the Town would have used the modified cash basis of accounting for preparing its governmental fund financial statements and the accrual basis of accounting for its government-wide financial statements.

As a result of the use of this modified cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) *are not recorded* in these financial statements. The Town does recognize cash payments made for future periods as prepaid items.

Amounts reported as *program cash receipts* include 1) charges to customers or applicants for goods, services, or privileges provided, and fees and fines, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources, as they are needed.

4. Assets, Liabilities, Deferred Outflows/Inflows of Resources and Net Position or Fund Balance

a. Cash and Investments

Cash and investments are combined in the financial statements. Cash deposits consist of demand and time deposits with financial institutions and are carried at cost. Investments are stated at fair value. Fair value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

b. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town has no item that qualifies for reporting in this category in the statement of net position under the modified cash basis of accounting.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represent an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The Town has one type of item that qualifies for reporting in this category, deferred property taxes. These amounts are deferred and recognized as an inflow of resources in the subsequent year for which it was levied.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c. Long-term Obligations

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures. Because the Town uses the modified cash basis of accounting, principal payments are reported as expenses in the statement of activities and no liability is reported on the statement of net position.

d. Pensions

The Town adopted GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – An Amendment of GASB Statement No. 27* and Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – An Amendment of GASB Statement No. 68*, which revised and established new financial reporting requirements for governments that provide their employees with pension benefits. Under the modified cash basis of accounting, the Town continues to recognize pension costs when funded rather than as employment services are provided; however, pension disclosures under the new standards are included in Note C.4 and as required supplementary information.

For purposes of measuring the net pension asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense for disclosure, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

e. Fund Equity

GOVERNMENTAL FUND FINANCIAL STATEMENTS

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Nonspendable fund balance - Amounts that are not in spendable form (such as inventory, prepaid items, or long-term receivables) or are legally or contractually required to remain intact.
- Restricted fund balance - Amounts that are constrained for specific purposes by external parties (such as grantor or bondholders), through constitutional provisions, or by enabling legislation.
- Committed fund balance - Amounts that are constrained for specific purposes by action of the Board. These constraints can only be removed or changed by the Board using the same action that was used to create them.
- Assigned fund balance - Amounts that are constrained for specific purposes by action of Town management. The Town Board has not authorized an employee to assign fund balance.
- Unassigned fund balance - Amounts that are available for any purpose.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The Town has not adopted a fund balance spend-down policy regarding the order in which fund balance will be utilized. When a policy does not specify the spend-down policy, GASB Statement No. 54 indicates that restricted funds would be spent first, followed by committed funds, and then assigned funds. Unassigned funds would be spent last.

GOVERNMENT-WIDE FUND STATEMENTS

Equity is classified as net position and displayed in two components:

- Restricted net position - Amount of net position that is subject to restrictions that are imposed by 1) external groups, such as creditors, grantors, contributors or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.
- Unrestricted net position - Net position that is not restricted.

5. Summarized Comparative Information

The basic financial statements include certain prior-year summarized comparative information in total but not at the level of detail required for a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Town's financial statements for the year ended December 31, 2014, from which the summarized information was derived.

NOTE B - STEWARDSHIP AND COMPLIANCE

Budgets and Budgetary Accounting

The Town follows these procedures in establishing the budgetary data reflected in the basic financial statements:

1. During November, the Town Board and officials prepare a proposed operating budget for the calendar year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them. After preparation of the proposed operating budget, public hearings are held to obtain taxpayer comments. Following the public hearings, the proposed budget, including authorized additions and deletions, is legally enacted by Town Board action.
2. Budgets are adopted on a basis of cash receipts and cash disbursements for the general fund. Budget is defined as the originally approved budget plus or minus approved amendments. Budget appropriations not expended during the year are closed to fund balance unless authorized by the governing body to be forwarded into the succeeding year's budget.
3. During the year, formal budgetary integration is employed as a management control device for the general fund.
4. Expenditures may not exceed appropriations provided in detailed budget accounts maintained for each activity of the Town. Amendments to the budget during the year require initial approval by management and are subsequently authorized by the Town Board.
5. Encumbrance accounting is not used by the Town to record commitments related to unperformed contracts for goods or services.

The Town did not have any material violation of legal or contractual provisions for the fiscal year ended December 31, 2015.

TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN
 Notes to Basic Financial Statements
 December 31, 2015

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NOTE C - DETAILED NOTES ON ALL FUNDS

1. Cash and Investments

The Town maintains various cash and investment accounts. Invested cash consists of deposits and investments that are restricted by Wisconsin Statutes to the following:

Time deposits; repurchase agreements; securities issued by federal, state and local governmental entities; statutorily authorized commercial paper and corporate securities; and the Wisconsin local government investment pool.

The carrying amount of the Town's cash and investments totaled \$7,733,427 on December 31, 2015 as summarized below:

Cash on hand	\$ 200
Deposits with financial institutions	7,733,227
	\$ 7,733,427

Reconciliation to the basic financial statements:

Government-wide Statement of Net Position	
Cash and investments	\$ 6,332,250
Restricted cash and investments - debt proceeds	1,401,177
	\$ 7,733,427

Deposits and investments of the Town are subject to various risks. Presented below is a discussion of the Town's deposits and investments and the related risk.

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Wisconsin statutes require repurchase agreements to be fully collateralized by bonds or securities issued or guaranteed by the federal government or its instrumentalities. The Town does not have an additional custodial credit risk policy.

Deposits with financial institutions within the State of Wisconsin are insured by the Federal Deposit Insurance Corporation (FDIC) in the amount of \$250,000 for the combined amount of all time and savings deposits and \$250,000 for interest-bearing and noninterest-bearing demand deposits per official custodian per insured depository institution. Deposits with financial institutions located outside the State of Wisconsin are insured by the FDIC in the amount of \$250,000 for the combined amount of all deposit accounts per official custodian per depository institution. Also, the State of Wisconsin has a State Guarantee Fund which provides a maximum of \$400,000 per public depository above the amount provided by an agency of the U.S. Government. However, due to the relatively small size of the State Guarantee Fund in relation to the Fund's total coverage, total recovery of insured losses may not be available.

As of December 31, 2015, \$6,833,641 of the Town's deposits with financial institutions were in excess of federal and state depository insurance limits. \$5,834,404 was collateralized with securities held by the third party intermediary for the Town. The remaining bank balance of \$999,237 was uninsured and uncollateralized.

TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2015

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NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)

3. Long-term Obligations

The following is a summary of changes in long-term obligations of the Town for the year ended December 31, 2015:

	Outstanding 1/1/15	Issued	Retired	Outstanding 12/31/15	Due Within One Year
General Obligation Debt					
Promissory Note	\$ 345,000	\$ -	\$ 170,000	\$ 175,000	\$ 175,000
State Trust Fund Loan	-	2,000,000	-	2,000,000	-
Total General Obligation Debt	<u>\$ 345,000</u>	<u>\$ 2,000,000</u>	<u>\$ 170,000</u>	<u>\$ 2,175,000</u>	<u>\$ 175,000</u>

Total interest paid during the year on long-term debt totaled \$12,593.

General Obligation Debt

General obligation debt currently outstanding is detailed as follows:

General obligation notes payable

\$1,410,000 promissory note issued 12/12/2007; balance of \$175,000 due in 2016; interest 3.65%	\$ 175,000
\$2,000,000 state trust fund loan issued 9/23/2015; \$167,803 to \$255,486 due annually from 2017 to 2025; interest 3.25%	<u>2,000,000</u>

Total Outstanding General Obligation Debt \$ 2,175,000

Annual principal and interest maturities of the outstanding general obligation debt of \$2,175,000 on December 31, 2015 are payable by the general fund as shown below:

Year Ended December 31	Principal	Interest	Total
2016	\$ 175,000	\$ 6,388	\$ 181,388
2017	167,803	95,986	263,789
2018	204,243	56,546	260,789
2019	210,881	52,909	263,790
2020	217,609	46,181	263,790
2021-2025	1,199,464	122,484	1,321,948
	<u>\$ 2,175,000</u>	<u>\$ 380,494</u>	<u>\$ 2,555,494</u>

Legal Margin for New Debt

The Town's legal margin for creation of additional general obligation debt on December 31, 2015 was \$27,078,410 as follows:

Equalized valuation of the Town	\$ 585,068,200
Statutory limitation percentage	(x) 5%
General obligation debt limitation, per Section 67.03 of the Wisconsin Statutes	<u>29,253,410</u>
Total outstanding general obligation debt applicable to debt limitation	2,175,000
Legal Margin for New Debt	<u>\$ 27,078,410</u>

NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)

4. Pension Plan

a. Plan Description

The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and State executive participants) are entitled to receive an unreduced retirement benefit. The factors influencing the benefit are: (1) final average earnings, (2) years of creditable service, and (3) a formula factor.

Final average earnings is the average of the participant's three highest years' earnings. Creditable service is the creditable current and prior service expressed in years or decimal equivalents of partial years for which a participant receives earnings and makes contributions as required. The formula factor is a standard percentage based on employment category.

Employees may retire at age 55 (50 for protective occupation employees) and receive reduced benefits. Employees terminating covered employment before becoming eligible for a retirement benefit may withdraw their contributions and forfeit all rights to any subsequent benefits.

The WRS also provides death and disability benefits for employees.

b. Post-Retirement Adjustments

The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement.

TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2015

DRAFT

NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)

The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment	Variable Fund Adjustment
2005	2.6%	7%
2006	0.8%	3%
2007	3.0%	10%
2008	6.6%	0%
2009	(2.1)%	(42)%
2010	(1.3)%	22%
2011	(1.2)%	11%
2012	(7.0)%	(7)%
2013	(9.6)%	9%
2014	4.7%	25%

c. Contributions

Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and Executives and Elected Officials. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$12,259 in contributions from the Town.

Contribution rates as of December 31, 2015 are:

Employee Category	Employee	Employer
General (including teachers)	6.8%	6.8%
Executives & Elected Officials	7.7%	7.7%
Protective with Social Security	6.8%	9.5%
Protective without Social Security	6.8%	13.1%

d. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2015, the Town's proportionate share of the net pension asset totaled \$30,359. The net pension asset was measured as of December 31, 2014, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of December 31, 2013 rolled forward to December 31, 2014. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Town's proportion of the net pension asset was based on the Town's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2014, the Town's proportion was 0.00123597%, which was a decrease of 0.00002009% from its proportion measured as of December 31, 2013. Because the Town's basic financial statements are prepared on the modified cash basis of accounting, the net pension asset is not reported as an asset in the Town's financial statements.

TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2015

DRAFT

NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)

For the year ended December 31, 2015, the Town recognized 2015 employer contributions of \$10,377 as expenditures in its financial statements under the modified cash basis of accounting while the Town's proportionate share of pension expense was \$12,094. The 2015 employer contributions of \$10,377 represent Town contributions subsequent to the measurement date and will be recognized in the determination of the Town's net pension asset for the year ended December 31, 2016.

At December 31, 2015, the Town's deferred outflows of resources related to pensions totaled \$19,896 from the following sources:

	Deferred Outflows of Resources
Differences between expected and actual experience	\$ 4,401
Net differences between projected and actual earnings on pension plan investments	14,701
Changes in proportion and differences between employer contributions and proportionate share of contributions	794
Total	\$ 19,896

Deferred outflows of resources related to pension will be recognized in pension expense as follows:

Year ended December 31	Deferred Outflow of Resources
2015	\$ 4,540
2016	4,540
2017	4,540
2018	4,540
2019	1,736

e. Actuarial Assumption

The total pension liability in the December 31, 2014, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2013
Measurement Date of Net Pension Asset:	December 31, 2014
Actuarial Cost Method:	Entry Age
Asset Valuation Method:	Fair Market Value
Long-Term Expected Rate of Return:	7.2%
Discount Rate:	7.2%
Salary Increases:	
Inflation	3.2%
Seniority/Merit	0.2% - 5.8%
Mortality:	Wisconsin 2012 Mortality Table
Post-retirement Adjustments*	2.1%

* *No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 2.1% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.*

TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2015

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NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)

Actuarial assumptions are based upon an experience study conducted in 2012 using experience from 2009 – 2011. The total pension liability for December 31, 2014 is based upon a roll-forward of the liability calculated from the December 31, 2013 actuarial valuation.

Long-term Expected Return on Plan Assets. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Long-Term Real Rate of Return	Target Allocation
US Equities	5.3%	21%
International Equities	5.7%	23%
Fixed Income	1.7%	36%
Inflation Sensitive Assets	2.3%	20%
Real Estate	4.2%	7%
Private Equity/Debt	6.9%	7%
Multi-Asset	3.9%	6%
Cash	0.9%	-20%

Single Discount Rate. A single discount rate of 7.20% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 7.20% and a long-term bond rate of 3.56%. Because of the unique structure of WRS, the 7.20% expected rate of return implies that a dividend of approximately 2.1% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Town's proportionate share of the net pension asset to changes in the discount rate. The following presents the Town's proportionate share of the net pension asset calculated using the discount rate of 7.20 percent, as well as what the Town's proportionate share of the net pension asset would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20 percent) or 1-percentage-point higher (8.20 percent) than the current rate:

	1% Decrease to Discount Rate (6.2%)	Current Discount Rate (7.2%)	1% Increase to Discount Rate (8.2%)
Town's proportionate share of the net pension asset (liability)	\$ (85,647)	\$ 30,359	\$ 121,976

**TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN**
Notes to Basic Financial Statements
December 31, 2015

DRAFT

NOTE C - DETAILED NOTES ON ALL FUNDS (Continued)

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <http://legis.wisconsin.gov/lab/> and reference report number 15-11.

f. Payable to the WRS

At December 31, 2015 the Town reported a payable of \$1,421 for the outstanding amount of contributions to the pension plan for the year ended December 31, 2015.

5. Minimum Fund Balance Policy

The Town Board has adopted a policy that fund balance in the amount of 15% to 25% of the current year budget less capital outlay and debt service be maintained to preserve working funds for cash flow purposes and to adequately prepare for unforeseen events which require ready access to funds,. The minimum fund balance amount is calculated as follows:

2015 General Fund Operating Budget as defined by policy	\$1,745,643
Minimum Fund Balance %	(x) 15% - 25%
Minimum Fund Balance Account	\$261,800 - \$436,400

The Town's unassigned fund balance at December 31, 2015 was \$295,263, which includes \$246,897 held in a contingency fund. The Town has met their minimum fund balance policy.

NOTE D - OTHER INFORMATION

1. Risk Management

The Town has purchased commercial insurance policies for various risks of loss related to torts; theft, damage or distribution of assets; errors or omissions; injuries to employees; or acts of God. Payments of premiums for these policies are recorded as expenditures in the general fund of the Town.

2. Contingent Liabilities

From time to time, the Town is party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecast with certainty, it is the opinion of management and an attorney representing the Town, that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Town's financial position or results of operations.

3. Property Tax Levy Limit

Wisconsin state statutes provide for a limit on the property tax levies for all Wisconsin cities, villages, towns and counties. For the 2014 and 2015 budget years, the increase in the maximum allowable tax levy is limited to the percentage change in the Town's January 1 equalized value as a result of net new construction. The actual limit for the Town for the 2015 budget was 1.18%. The actual limit for the Town for the 2016 budget was 0.70%. Debt service for debt authorized after July 1, 2005 is exempt from the levy limit. In addition, Wisconsin statutes allow the limit to be adjusted for the increase in debt service authorized prior to July 1, 2005 and in certain other situations.

TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN
Notes to Basic Financial Statements
December 31, 2015

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NOTE D - OTHER INFORMATION (Continued)

4. Upcoming Accounting Pronouncements

In February 2015, the Governmental Accounting Standards Board (GASB) issued Statement No. 72, *Fair Value Measurement and Application*. Statement No. 72 requires measurement of certain assets and liabilities at fair value using a consistent and more detailed definition of fair value and acceptable valuation techniques. This Statement also requires disclosures about the impact of fair value measurements on a government's financial position. GASB Statement No. 72 is required to be adopted for years beginning after June 15, 2015. The Town is currently evaluating the impact this standard will have on the financial statements when adopted.

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REQUIRED SUPPLEMENTARY INFORMATION

TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN
Schedule of Proportionate Share of the Net Pension Asset
Wisconsin Retirement System
Last 10 Fiscal Years*

	2015
Proportion of the net pension asset	0.00123597%
Proportionate share of the net pension asset	\$ 30,359
Covered-employee payroll	\$ 175,133
Plan fiduciary net position as a percentage of the total pension asset	102.74%

* The amounts presented for each fiscal year were determined as of the calendar year-end of the prior year.

See Notes to Required Supplementary Information.

**TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN**
Schedule of Contributions
Wisconsin Retirement System
Last 10 Fiscal Years*

	2015
Contractually required contributions	\$ 12,259
Contributions in relation to the contractually required contributions	\$ 12,259
Contribution deficiency (excess)	\$ -
Covered-employee payroll	\$ 175,133
Contributions as a percentage of covered-employee payroll	7.00%

* The amounts presented for each fiscal year were determined as of the calendar year-end of the prior year.

See Notes to Required Supplementary Information.

TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN
Notes to Required Supplementary Information
December 31, 2015

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NOTE A - GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT NOS. 68 AND 71

The Town implemented GASB Statement No. 68, Accounting and Financial Reporting for Pensions – *An Amendment of GASB Statement No. 27* and Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – An Amendment of GASB Statement No. 68* for the fiscal year ended December 31, 2015. Information for prior years is not available.

NOTE B - WISCONSIN RETIREMENT SYSTEM

There were no changes of benefit terms or assumptions for any participating employer in WRS.

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SUPPLEMENTARY INFORMATION

**TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN**

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Detailed Schedule of General Fund Revenues Collected - Budget and Actual
For the Year Ended December 31, 2015

(With Summarized Actual Financial Information for the Year Ended December 31, 2014)

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)	Prior Year Actual
	Original	Final			
Taxes					
Property taxes	\$ 1,883,418	\$ 1,883,418	\$ 1,885,758	\$ 2,340	\$ 1,522,580
Forest crop and managed forest land taxes	68	68	82	14	82
Interest and penalties on taxes	-	-	537	537	311
Other taxes	1,822	1,822	4,964	3,142	2,996
Total Taxes	1,885,308	1,885,308	1,891,341	6,033	1,525,969
Intergovernmental					
State aid					
Shared taxes	73,292	73,292	73,751	459	73,768
Fire insurance	20,600	20,600	22,461	1,861	23,271
Exempt computer aid	2,100	2,100	3,461	1,361	2,772
Transportation aid	101,226	101,226	101,226	-	102,794
Forest croplands	20	20	16	(4)	16
Other	-	-	1,613	1,613	1,613
Other local aids					
County bridge aid	80,000	80,000	-	(80,000)	-
Valley Transit	47,026	47,026	48,566	1,540	41,487
Recycling	38,510	38,510	31,899	(6,611)	39,449
Total Intergovernmental	362,774	362,774	282,993	(79,781)	285,170
Licenses and Permits					
Business and occupational	52,545	52,545	57,130	4,585	74,268
Dog licenses	1,000	1,000	1,570	570	990
Building permits and inspections	13,500	13,500	31,640	18,140	22,495
Zoning and permit fees	3,450	3,450	6,905	3,455	6,295
Other permits	-	-	1,815	1,815	50
Total Licenses and Permits	70,495	70,495	99,060	28,565	104,098
Fines, Forfeits and Penalties					
Law and ordinance violations	14,155	14,155	25,898	11,743	15,404
Public Charges for Services					
General government	100	100	4,160	4,060	3,236
Fire protection fees	8,400	8,400	13,149	4,749	11,920
Transportation	10,000	10,000	51,935	41,935	12,077
Sanitation and utilities	278,980	278,980	280,210	1,230	256,217
Drainage	4,000	4,000	1,366	(2,634)	3,339
Park impact fees	-	-	1,920	1,920	3,840
Total Public Charges for Services	301,480	301,480	352,740	51,260	290,629

(Continued)

**TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN**

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Detailed Schedule of General Fund Revenues Collected - Budget and Actual (Continued)
For the Year Ended December 31, 2015
(With Summarized Actual Financial Information for the Year Ended December 31, 2014)

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)	Prior Year Actual
	Original	Final			
Intergovernmental Charges for Services					
Crossing guards	1,900	1,900	1,905	5	1,884
Miscellaneous					
Interest	18,000	18,000	15,638	(2,362)	21,963
Hall rental	2,500	2,500	3,825	1,325	3,650
Donations	-	-	3,125	3,125	7,154
Total Miscellaneous	20,500	20,500	22,588	2,088	32,767
Total Revenues	\$ 2,656,612	\$ 2,656,612	\$ 2,676,525	\$ 19,913	\$ 2,255,921

**TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN**

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Detailed Schedule of General Fund Expenditures Paid - Budget and Actual
For the Year Ended December 31, 2015

(With Summarized Actual Financial Information for the Year Ended December 31, 2014)

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)	Prior Year Actual
	Original	Final			
General Government					
Legislative (Town Board)	\$ 31,930	\$ 31,930	\$ 30,954	\$ 976	\$ 31,763
Legal fees	33,000	33,000	22,739	10,261	15,773
General administration					
Elections	4,600	4,600	5,030	(430)	11,943
Office salaries and benefits	110,088	110,088	105,943	4,145	97,460
Office technology	8,724	8,724	7,206	1,518	3,316
Town administrator	83,999	83,999	83,048	951	78,003
Other general administration	43,522	43,522	53,474	(9,952)	32,162
Financial administration					
Accounting and auditing	6,350	6,350	6,600	(250)	6,500
Assessment	12,500	12,500	12,500	-	12,500
Treasurer	2,650	2,650	2,702	(52)	744
General buildings, Town hall					
Hall supplies and expenses	31,957	31,957	33,283	(1,326)	34,321
Maintenance workers	25,680	25,680	23,472	2,208	21,540
Other general government					
Insurance	21,250	21,250	19,558	1,692	19,311
Employee benefits	1,196	1,196	1,170	26	1,170
Other general government	1,700	1,700	589	1,111	322
Total General Government	419,146	419,146	408,268	10,878	366,828
Public Safety					
Law enforcement	400,002	400,002	378,284	21,718	302,302
Fire protection	157,847	157,847	149,373	8,474	133,477
Emergency medical services	31,600	31,600	22,671	8,929	30,334
Emergency management services	60,120	60,120	24,835	35,285	52,535
Building inspection	12,500	12,500	15,392	(2,892)	11,917
Total Public Safety	662,069	662,069	590,555	71,514	530,565
Public Works					
Highway and street maintenance	211,400	211,400	184,963	26,437	190,829
Road related facilities	34,068	34,068	40,412	(6,344)	43,239
Sanitation	321,982	321,982	321,732	250	315,289
Stormwater	18,300	18,300	22,655	(4,355)	15,606
Mass transit	60,772	60,772	51,018	9,754	60,095
Total Public Works	646,522	646,522	620,780	25,742	625,058
Culture and Recreation					
Parks	10,500	10,500	5,589	4,911	10,146
Recreation programs and events	-	-	-	-	8,027
Total Culture and Recreation	10,500	10,500	5,589	4,911	18,173

(Continued)

**TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN**

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Detailed Schedule of General Fund Expenditures Paid - Budget and Actual (Continued)

For the Year Ended December 31, 2015

(With Summarized Actual Financial Information for the Year Ended December 31, 2014)

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)	Prior Year Actual
	Original	Final			
Conservation and Development					
Planning and zoning	7,220	7,220	5,575	1,645	5,459
Economic development	185	185	210	(25)	3,637
Total Conservation and Development	7,405	7,405	5,785	1,620	9,096
Capital Outlay					
General government	8,500	8,500	21,284	(12,784)	3,254
Fire and rescue	114,500	114,500	4,372	110,128	40,591
Emergency management services	4,500	4,500	4,901	(401)	-
Roads and public works	2,224,350	2,224,350	1,754,409	469,941	524,762
Stormwater	160,000	160,000	160,293	(293)	12,983
Parks	58,500	58,500	34,542	23,958	-
Total Capital Outlay	2,570,350	2,570,350	1,979,801	590,549	581,590
Debt Service					
Principal	170,000	170,000	170,000	-	170,000
Interest	12,593	12,593	12,593	-	18,798
Total Debt Service	182,593	182,593	182,593	-	188,798
Total Expenditures	\$ 4,498,585	\$ 4,498,585	\$ 3,793,371	\$ 705,214	\$ 2,320,108

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**ADDITIONAL INDEPENDENT AUDITORS' REPORT
FOR BASIC FINANCIAL STATEMENTS**

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Town Board
Town of Buchanan
Outagamie County, Wisconsin

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Town of Buchanan, Wisconsin, as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise the Town of Buchanan's basic financial statements, and have issued our report thereon which included an emphasis of matter paragraph as indicated on page 2 dated March 10, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Buchanan, Outagamie County, Wisconsin's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Buchanan, Outagamie County, Wisconsin's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Buchanan, Outagamie County, Wisconsin's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we identified a certain deficiency in internal control that we consider to be a material weakness and another deficiency that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying schedule of findings and responses as item 2014-001 to be a material weakness.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying schedule of findings and responses as item 2014-002 to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Buchanan, Outagamie County, Wisconsin's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Town of Buchanan, Wisconsin's Response to Findings

Town of Buchanan, Wisconsin's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. Town of Buchanan, Wisconsin's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of Town of Buchanan, Wisconsin's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Buchanan, Wisconsin's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Certified Public Accountants
Green Bay, Wisconsin
March 10, 2016

**TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN
Schedule of Findings and Responses
For the Year Ended December 31, 2015**

Section I - Internal Control Over Financial Reporting

Finding No.	Control Deficiencies
-------------	----------------------

2014-001 Segregation of Duties – Treasurer/Deputy Clerk

Condition: The Town has a combined treasurer/deputy clerk position to essentially complete or review and approve all financial and recordkeeping activities of the general Town's operations. Accordingly, this does not allow for a proper segregation of duties for internal control purposes.

Criteria: Segregation of duties is an internal control intended to prevent or decrease the occurrence of errors or intentional fraud. Segregation of duties ensures that no single employee has control over all phases of a transaction.

Cause: The lack of segregation of duties is due to the limited number of employees and the size of Town's operations. In addition, the Town has not conducted a risk assessment and analysis of its internal controls to identify compensating controls and other potential opportunities to enhance its control structure.

Effect: Errors or intentional fraud could occur and not be detected timely by other employees in the normal course of their responsibilities as a result of the lack of segregation of duties.

Recommendation: We recommend the Town Administrator and Town Board implement procedures to monitor the transactions and the financial records of the Town. We further recommend the Town complete a risk assessment and analysis of its internal controls to identify opportunities to strengthen and enhance controls over financial reporting.

Management Response: Management started implementing procedures to monitor the transactions and financial records of the Town in 2014. Management believes that the cost of segregating cash receipts and cash disbursement duties from the related recording functions outweigh the benefits to be received.

**TOWN OF BUCHANAN
OUTAGAMIE COUNTY, WISCONSIN**
Schedule of Findings and Responses (Continued)
For the Year Ended December 31, 2014

Section I - Internal Control Over Financial Reporting (Continued)

Finding No.	Control Deficiencies
-------------	----------------------

2014-002 Preparation of Annual Financial Report

Condition: Current Town staff maintains accounting records which reflect the Town's financial transactions; however, preparing the Town's annual financial report, including note disclosures, involves the selection and application of specific accounting principles which would require additional experience and knowledge. The Town contracts with us and our knowledge of applicable accounting principles, financial statement formats, and note disclosures to assist in the preparation of the annual financial report in an efficient manner. For the same reasons, the Town contracts with us to compile the Wisconsin Municipal Financial Report Form CT.

Criteria: The preparation and review of the annual financial report and the municipal financial report, by staff with expertise in financial reporting is an internal control intended to prevent, detect and correct a potential omission or misstatement in the financial statements or notes or other required State Financial reports.

Cause: Town management has determined that the additional costs associated with training staff to become experienced in applicable accounting principles and note disclosures outweigh the derived benefits.

Effect: Without our involvement, the Town may not be able to completely prepare an annual financial report in accordance with accounting principles generally accepted in the United States of America

Recommendation: We recommend the Town continue reviewing the annual financial report. While it may not be cost beneficial to train additional staff to completely prepare the report, a thorough review of this information by appropriate staff of the Town is necessary to obtain a complete and adequate understanding of the Town's annual financial report and municipal financial report.

Management Response: The Town Treasurer/Deputy Clerk and Town Administrator will continue to review the financial reports.

Section II - Compliance and Other Matters

There are no findings related to compliance and other matters that are required to be reported under governmental auditing standards generally accepted in the United States of America for the year ended December 31, 2015.

TOWN BOARD MEETING:

March 15, 2016

AGENDA ITEM #: 6b

ACTION TYPE:

Presentation

(For Discussion Only)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: March 11, 2016
RE: **Garners Creek Stormwater Utility Presentation**

RECOMMENDED ACTION: This item is for discussion only.

SUMMARY: Phil Kleman and Nick Vande Hey from McMahon and acting as engineering consultants for Garners Creek Stormwater Utility will present information and activities of the Utility.

Additionally, the presentation will provide information on upcoming TMDL mandates from the State of Wisconsin and how they will impact the Garners Creek Stormwater Utility and its member communities.

JDG

###

TOWN BOARD MEETING:

March 15, 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: March 11, 2016
RE: **Monthly 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 monthly 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: NONE

TOWN BOARD MEETING:

March 15, 2016

AGENDA ITEM #: 7b

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: March 11, 2016
RE: **Monthly Report on Town Fire & Rescue Activities**

RECOMMENDED ACTION: This item is for discussion only.

SUMMARY: Representatives from the Buchanan Fire & Rescue Department will present the monthly activity report.

POLICY/PLAN REFERENCE(S): NONE

FISCAL IMPACT: NONE

JDG

###

Attachments: NONE

TOWN BOARD MEETING:

March 15, 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: March 11, 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: 3/11/2016

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	Completed	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	Completed	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	In-Progress	Plan Commission requested Town Board apply for Technical Assistance from ECWRP. Proposal for Town Board Consideration in March 2016	\$25,000		Dec-16
Custom Municipal Banners	In-Progress	Plan Commission Reviewed Designs on 2/8/2016	\$6,000		Mar-16
Building Space Needs Study	Completed	Final report to be presented to Town Board on 2/23/2016	\$8,500		Mar-16
Eisenhower Drive Improvement Study	Completed	Final report to be presented to Town Board on 2/23/2016	\$8,800		Mar-16
Parks & Recreation					
Large Riding Mower Replacement	Completed	Board approved purchase for two mowers in January 2016; Staff ordered new mowers. Used mowers are being prepared for private bid/sale. Overall project cost to be reduced by at least \$2,400 when sale is complete. Staff purchased replacement trailer to haul both mowers simultaneously.	\$20,000	\$15,681	Mar-16
Sport Court Surfacing (Hickory Park & Town Hall)	In-Progress	Preparing RFP Document to solicit for bids	\$37,500		May-16
Public Safety					
SCBA Replacment	In-Progress	Board approved Resolution to carry over funds from 2015 to 2016; Board approved Bid from Oshkosh Fire. Purchase order prepared, awaiting delivery of equipment.	\$104,000	\$89,610	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	PrePIM conducted on Jan 19th. Board approved LOA to complete design/bid/construction of Contract A16 in February 2016. Staff reviewed 90% design; Bid documents being prepared. Bid award to be presented in April 2016. Construction slated for May/June.	\$541,001		Oct-16
2016 Patching & Sealing Projects (Haen Rd, Clune Rd, Outagamie Rd, Debruin Rd & Block Rd)	In-Progress	Estimates received from Outagamie County. Work scheduled for 2016 when chip sealer becomes available.	\$225,920		Sep-16
2016 Drainage/Ditching (Hopfensperger, Hickory Park)	In-Progress	PrePIM conducted on Jan 19th. Board approved LOA to complete design/bid/construction of Contract A16 in February 2016. Staff reviewed 90% design; Bid documents being prepared. Bid award to be presented in April 2016. Construction slated for May/June.	\$106,375		Oct-16
2016 Culvert Replacment	In-Progress	Board approved LOA to complete design/bid/construction of Contract A16 in February 2016. Staff reviewed 90% design; Bid documents being prepared. Bid award to be presented in April 2016. Construction slated for May/June.	\$32,000		Nov-16

Other Notable Purchases/Activities Recently Completed:

**TOWN OF BUCHANAN
NOTICE OF PUBLIC HEARING
APPLICATION FOR REZONING**

PLEASE TAKE NOTICE that an application has been presented for the rezoning of the property described below in the Town of Buchanan, Outagamie County, Wisconsin, from General Agriculture (AGD) to Residential Single Family (RSF) District.

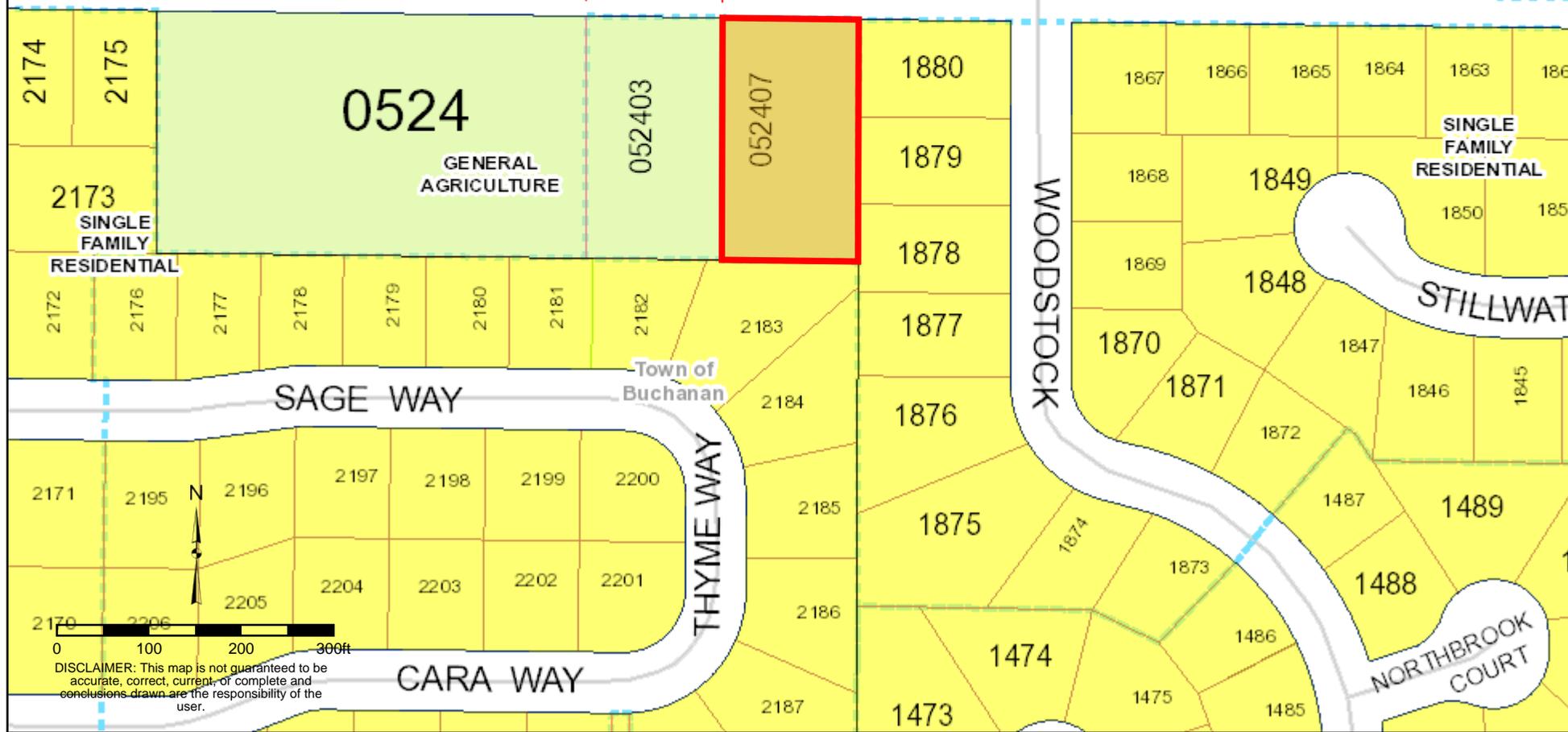
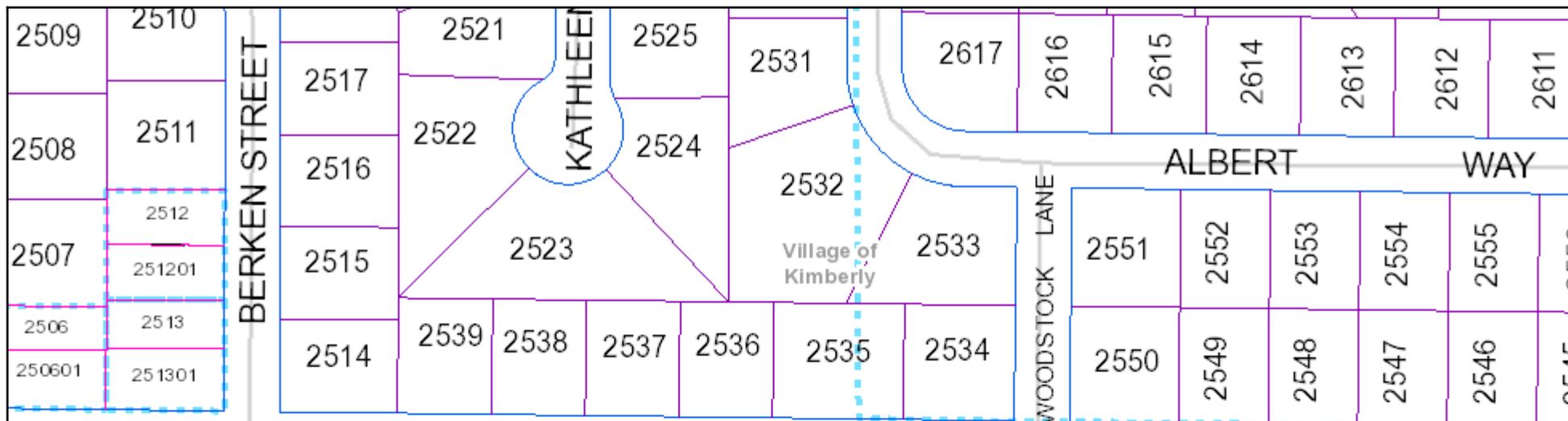
CSM 5241 LOT 2 (PLATTED OUT OF PRT NW SE SEC32-21-18) Parcel
number 030 052407, 1 acre. Town of Buchanan, Outagamie County, Wisconsin.
Applicant: Ken Buchinger

PLEASE TAKE FURTHER NOTICE that a Public Hearing will be held in regard to the proposed rezoning at the regular meeting of the Plan Commission on Monday, March 14, 2016, at 7:00 p.m. at the Town of Buchanan Town Hall, N178 County Road N, Appleton, WI 54915.

Information regarding the rezoning is available for inspection at the Town of Buchanan Town Hall, N178 County Road N, Appleton, WI 54915, Monday through Friday, 8:00 a.m. to 4:00 p.m.

Joel Gregozeski
Administrator/Clerk

Published: March 5 & March 12, 2016
Posted: February 23, 2016



DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.





"In the Spirit of Town Government"

TOWN OF BUCHANAN
N178 COUNTY RD N, APPLETON, WI 54915
Phone: (920) 734-8599 Fax: (920) 734-9733

APPLICATION FOR: REZONING

Application Date: 2-15-16

The Town Board may amend the regulations and requirements of the Town Zoning Code or change district boundaries when a petition for amendment is filed. A petition may be filed by any property owner in the area to be affected, by the Town Board or by any member of the Plan Commission. Procedures for amendments and rezoning shall be in accordance with Sec. 62.23(7), Wis. Stats.

A public hearing shall be scheduled by the Town Administrator/Clerk with the Town Plan Commission within 60 days of filing. A Class 2 Public Notice shall be completed by the Town and notice shall be provided to the Clerk of any contiguous municipality. A Town approved amendment or rezoning shall also be submitted to the Outagamie County Zoning Department and County Board for approval or denial.

Applicant

Name: Ken Buchinger

Mailing Address: N 9454 Logan Ln.

City/State/Zip: Appleton, WI 54915

E-Mail Address: kbuchs@new.rr.com

Owner

Name: same

Mailing Address: _____

City/State/Zip: _____

Engineer/Surveyor (if applicable)

Name: _____

Mailing Address: _____

City/State/Zip: _____

Legal Description of Property: 030 052407 Lot #2
(Parcel No. or platted Subdivision Name with Lot No.)

Current Zoning District: Ag.

Current Use of Property: none

Proposed Zoning District: single-family residential

Proposed Use of Property: residential home & garage

This request is for a Rezoning/Amendment under the terms of Section § _____ of the Town of Buchanan Zoning Code.

August 24, 2015

Mr. Ken Buchinger
N9454 Logan Ln.
Appleton, WI 54915

RE: Notice of Special Exception Application Approval, Town of Buchanan

- This letter confirms that your Special Exception Application was approved by the Town of Buchanan Plan Commission on August 10, 2015 and the Town Board on August 18, 2015. This Special Exception Permit allows for the construction of an Accessory Use and Structure in excess of 200 square feet and up to 1,500 square feet as presented in your application (Section 525-34). This permit is for parcel #030052407. A public hearing was completed in regard to this application with comments submitted into the public record.
- Please note that rezoning from General Agriculture District (AGD) to Single Family Residential (RSF) is required. Additionally, a building permit for this project is required before any construction can commence and no construction will be allowed within a recorded easement, shoreland zoning district and/or floodway/floodplain without approval from Outagamie County. We appreciate your complete application submittal and your attendance at the public hearing. If you have any questions regarding this approval please feel free to call me at the Town Hall at (920) 734-8599 or e-mail me at clerk@townofbuchanan.org.

Sincerely,

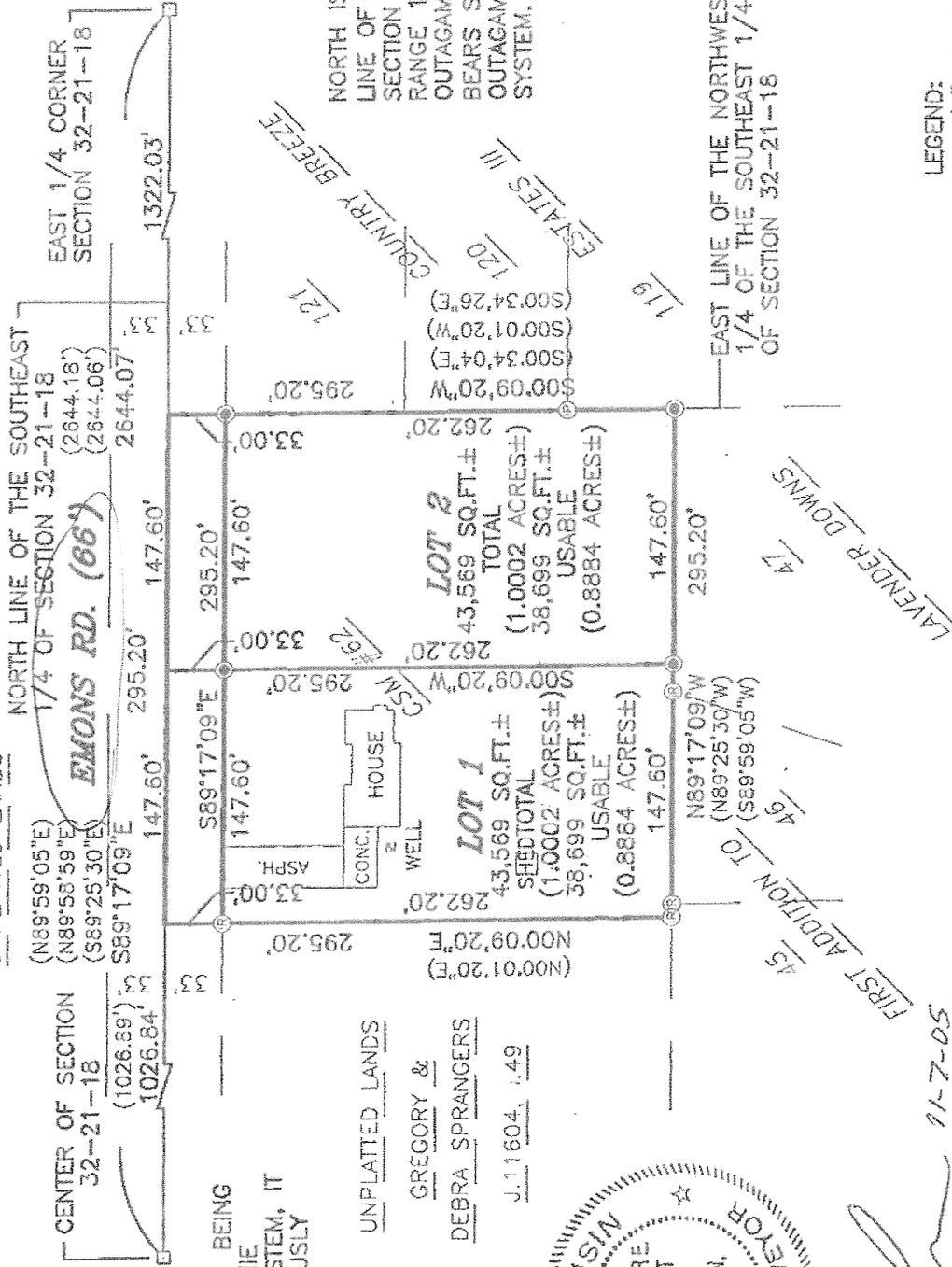
Joel Gregozeski
Administrator/Clerk

*Property rezoning from Ag to residential
does conform to the comprehensive plan. All
neighboring property is residential.*

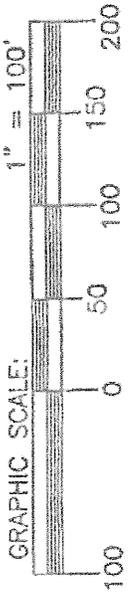
CERTIFIED SURVEY MAP NO. 5241

1. OF CERTIFIED SURVEY MAP NUMBER 62 AS RECORDED IN VOLUME 1 OF CERTIFIED SURVEY MAPS ON PAGE 62, LOCATED IN THE NORTHWEST THE SOUTHEAST 1/4 OF SECTION 32, TOWNSHIP 21 NORTH, RANGE 18 EAST, TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WISCONSIN.

UNPLATTED LANDS

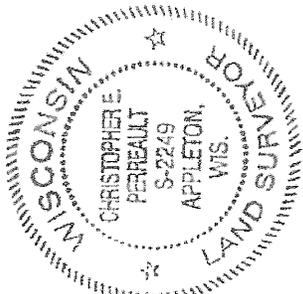


- LEGEND:
- ⊙ = 3/4" SOLID ROUND IRON REBAR FOUND
 - ⊙ = 1" X 24" I.D. ROUND IRON PIPE SET, WEIGHING 1.13 LBS. PER LIN. FT.
 - ⊙ = 1" I.D. ROUND IRON PIPE FOUND
 - ⊙ = P.K. NAIL FOUND
 - () = RECORDED AS BEARING AND/OR DISTANCE

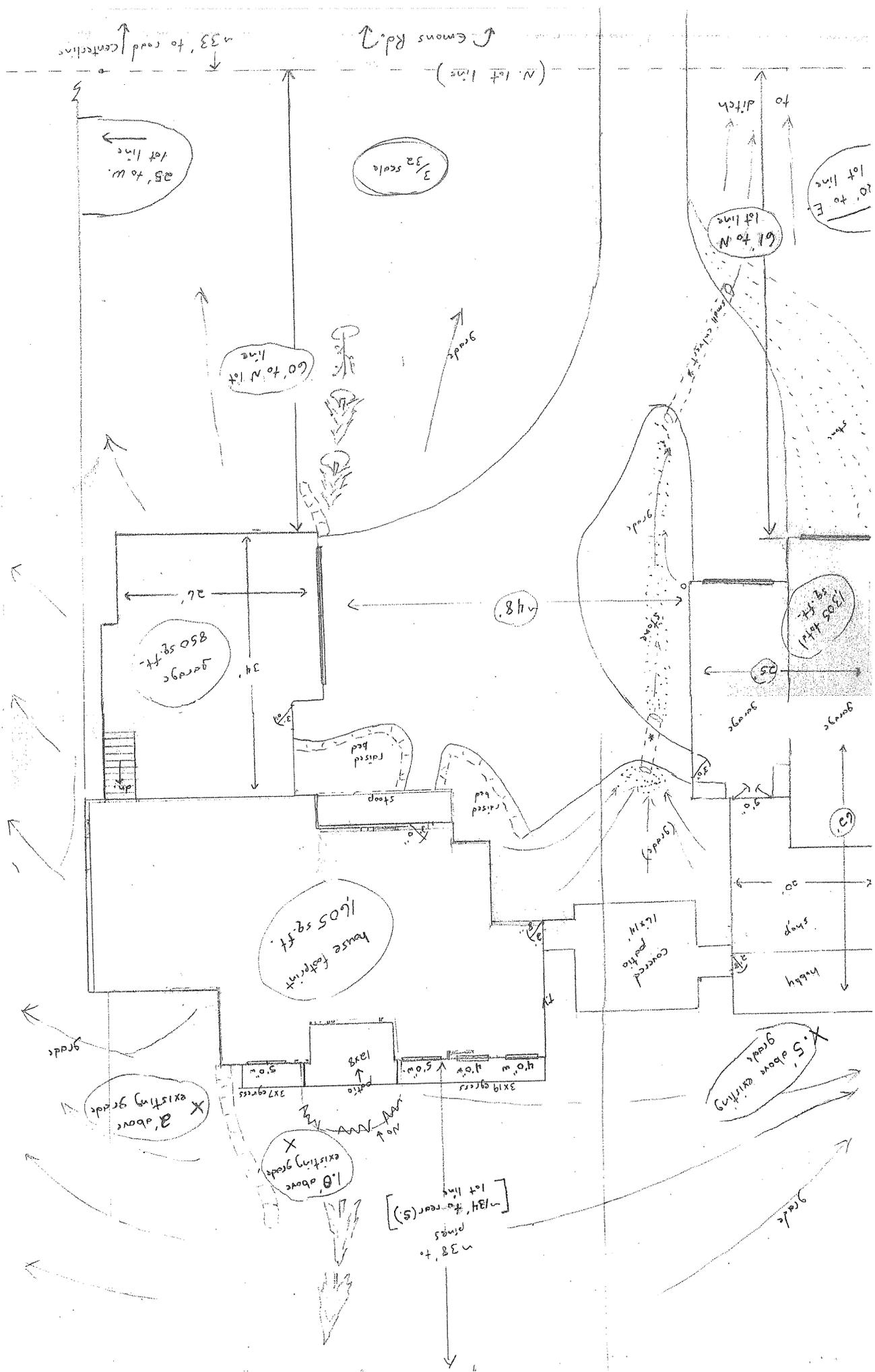


SHEET 1 OF 2 SHEETS

TO THIS MAP BEING THE OUTAGAMIE COORDINATE SYSTEM, IT MATCH PREVIOUSLY BEARINGS.



11-7-05
ER E. PERREAULT, RLS-2249 DATED
ND SURVEYING CO., INC.
INDALE DR., P.O. BOX 1297
WISCONSIN 54912-1297
120)731-4168
(cp-bw) 11-3-05
3X: DGV





East Central Wisconsin Regional Planning Commission

Scope of Work & Contract for Services to the Town of Buchanan, Wisconsin for:

Preparation of Year 2040 Comprehensive Plan Update

02/12/16



February 12, 2016

Mr. Joel Gregozeski
Town of Buchanan
N178 County Road N
Appleton, WI 54915

SUBJECT: Contract and Scope of Services for the Preparation of an update to the Town of Buchanan's Comprehensive Plan

Please find enclosed a final, detailed scope of work and contract for the preparation of an update to the Town of Buchanan's Comprehensive Plan which would be undertaken by our staff. The cost estimate reflects a considerable discount on our actual price to do such work by using East Central's county levy dollars which were assigned to provide technical assistance, as well as consideration of benefits that can be derived using our other regional programs. We look forward to working with the Town in this capacity!

If you have any questions concerning this proposal, or would like me to attend a future meeting of the Plan Commission or Town Board to discuss, please contact me at (920) 751-4770.

Sincerely,

Eric Fowle, AICP
Executive Director

Enclosure

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CONTRACT BETWEEN

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION (COMMISSION)
AND TOWN OF BUCHANAN, WISCONSIN

**FOR PROJECT NUMBER: 2412-16
COMPREHENSIVE PLAN UPDATE**

This CONTRACT, made and entered into by and between East Central Wisconsin Regional Planning Commission (COMMISSION) and the Town of Buchanan, Outagamie County, Wisconsin (TOWN), to provide services described in detail herein and is for the purpose of:

Preparing and update to the existing Town of Buchanan Comprehensive Plan with a time horizon of 2040.

The COMMISSION deems it advisable to engage the TOWN to provide certain services and has authority to contract for these services as permitted by its Bylaws. The COMMISSION will be compensated by the TOWN for services provided under this CONTRACT on the following cost basis:

- a) An ACTUAL COST up to **\$17,600.00** to be paid in **four (4)** installments for work completed between **December 1, 2016 and March 31, 2018 as outlined in the Scope of Services, Appendix A (see Appendix B, Section III, Item 3 for a complete payment schedule).**
- b) *The **final invoice** will be submitted once the **final services and materials have been submitted to the TOWN** and **both parties are in agreement** that the final products have been completed.*

The COMMISSION represents it is in compliance with the laws and regulations relating to its profession and signifies its willingness to provide the desired services.

The TOWN Representative and billing contact is Joel Gregozeski, Administrator for the Town of Buchanan whose work address/e-mail address and telephone number is:

Joel Gregozeski, Administrator
N178 County Road N
Appleton, WI 54915
920-734-8599
JoelG@townofbuchanan.com

The COMMISSION Representative is Kathy Thunes, whose work address/e-mail address and telephone number is:

East Central Wisconsin Regional Planning Commission
400 Ahnaip Street, Suite 100
Menasha, WI 54952
Phone: 920.751.4770 ext. 6818
E-mail: kthunes@ecwrpc.org

The parties agree to all of the provisions which are annexed and made a part of the CONTRACT consisting of twenty-three (23) pages including cover sheets, Appendix A (Scope of Services) and Appendix B (East Central's Shortform for Locally Funded Contracts).

For the TOWN OF BUCHANAN

For the COMMISSION

By:

Mark McAndrews, Chairman
Town of Buchanan

By:



Eric Fowle, AICP
Executive Director

Date:

Date: *February 12, 2016*

Appendix A - Scope of Services

Town of Buchanan Year 2040 Comprehensive Plan Update

Overview

This scope of services document outlines the tasks, activities, products, timelines, and costs for completing an update of the Town of Buchanan's Comprehensive Plan in accordance with Wisconsin State Statutes 66.1001.

Planning Approach

East Central's approach to comprehensive planning is focused on developing an appropriate vision for the future that is created by the community. We firmly believe that a high level of citizen engagement early on in the planning process will benefit not only the quality of the plan that is created, but will also ease the tensions that typically come into play at the end of many public processes (11th hour arguments and misinformation run amok). The reason for this is that the end result of the process – the plan itself – is something that is developed by the community through a process which facilitates 'ownership' of the plan.

We accomplish this using a consistent and simple engagement process. First, an update of all factual information contained within the existing Town of Buchanan's Comprehensive Plan is completed. This information is then shared with community leaders and the general public in order to identify and explore critical issues, trends and opportunities associated with expected changes in the community. Lastly, we ensure that the final, updated comprehensive plan is well-connected to these short and long term desires, and that appropriate steps are provided as a guide for how to achieve the vision.

Public participation and engagement is generally sought in two basic forms:

- 1) Traditional, yet well publicized meeting notices and public comment opportunities (newsletters, press releases, flyers/posters, web postings etc.). Additionally, public comment opportunities are provided at each regular Plan Commission meeting during the process. This includes a final, formal public hearing at the end of the process. East Central staff will assist the Town in reviewing and modifying any components of the established Citizen Participation Plan document prior to initiating this public process.
- 2) Through the hosting of an intensive focus groups which will assist in providing input and direction for community and neighborhood level physical improvements and changes that will be required to meet the established land use vision which is described in more detail in next section)

Community-Wide Visioning Workshop

Recent discussions with the Town acknowledged that, due to the orientation and geography of the Town, coupled with an influx of newer residents, the Town is experiencing a lack of cohesiveness and community identity.

To do so, East Central, in cooperation with the Town, will host a large, community-wide visioning workshop - to be held in February, 2017 - which would last for approximately 2-3 hours. This visioning workshop would evaluate a number of issue areas within both the context of the nine traditional elements of a comprehensive plan, but also within a new 'neighborhood' framework that can better help to identify natural physical and social clusters of development that identify themselves as a cohesive 'place'. This event will include a review and summary of standard plan element inventories and conclusions, as well as a list of known issues and accomplishments from the current comprehensive plan. The focus groups will participate in a number of visual and exploratory exercises in order to identify specific issues, high priority trends, needed physical improvements, and implementation opportunities that will be used to maintain or enhance some of the following areas:

- livability and quality of life;
- environmental qualities and functions;
- transportation and mobility and multi-modal enhancements;
- recreation and health;
- housing and changing markets;
- community services provision;
- economic development; and
- growth and development interests.

Participants would be encouraged to attend from all parts of the Town. The goal of the session would be to better engage residents and landowners in the planning process. Targeted invites will be made by the Town Chairperson, Board Members or others with a goal of having a representative group of at least 20-25 individuals from throughout the Town representing the following interests:

- Interested/Affected Residents
- Town Board Members
- Town Plan Commission Members
- Business Leaders
- Citizen Group Representatives
- School District Representatives
- Park/Recreation/Bike/Ped Enthusiasts
- Historical Society (where applicable)
- WisDOT (where applicable)
- WDNR (where applicable)
- Outagamie County Airport
- Farmers / Agricultural Community
- Representatives of Adjacent/ Overlapping Units of Government
- Others as identified during preparatory phase

In summary, the visioning workshop process will generate materials that will enhance the Town’s current comprehensive plan by adding several more layers of ‘depth’ to addressing current issues, including the application of specific planning and implementation concepts that were not included in the current plan.

Plan Commission Responsibilities

East Central will work with the Plan Commission as the primary body for discussion and decision-making throughout the process. While East Central’s staff will do what they can to ensure an efficient process, the Plan Commission will have a number of responsibilities as well, including:

- Timely review of background information and maps to not only concur with its conclusions, but also to point out corrections, errors, or other sources of information;
- Review of Community-wide workshop results and a determination of priority issues to address in the plan;
- Evaluation of plan alternatives, goals, strategies and recommendations in order to formulate the best direction in moving forward on land use matters within the community;
- Review of final plan documents and establishing a supportive environment for instilling community dialogue and input on the plan.

Project Timeframe

The project would initiate on December 1, 2016 and would be completed over a 16 month period ending with delivery of the final documents by March 31, 2018 as shown in Figures 1 and 2 on the following pages.

Figure 1 – Tasks & Timeframes for Town of Buchanan Comprehensive Plan Update

Phase	Timeframe (Approximate)	Description/Key Events
Organization	December, 2016	<ul style="list-style-type: none"> • Creation & Adoption of Public Participation Plan • Establishment of Comprehensive Plan Update Webpage • Appoint Ad Hoc Members to Plan Commission • Prepare Prelim. Demographic Info
Plan Kickoff Meeting & Visioning	January – March, 2017	<ul style="list-style-type: none"> • Kickoff Meeting with the Town Plan Commission <ul style="list-style-type: none"> ▪ Present Prelim. Demographic Info • Town-wide Visioning Session
Inventory/Analysis & Issue Identification/Vision & Goal Development	January – July, 2017	<ul style="list-style-type: none"> • Update inventory of the physical, social, and economic resources of the Town • Development of background maps • Meet with Town Plan Commission

		<ul style="list-style-type: none"> ▪ Review Focus Group results ▪ Identify and prioritize issues (needs) and opportunities ▪ Develop Vision Statements & Plan Goals
Plan Alternative, Strategies & Recommendations	August – October, 2017	<ul style="list-style-type: none"> • Develop Plan alternatives and draft strategies and recommendations • Meet with Town Plan Commission to review and develop land use map in workshop format • Hold Intergovernmental Meeting & Public Informational Meeting
Plan Implementation	November, 2017 – January, 2018	<ul style="list-style-type: none"> • Develop final plan, strategies and recommendations • Develop final future land use map • Meet with Town Plan Commission • Develop draft plan • Meet with Town Plan Commission (approve draft plan for public review)
Plan Review, Public Hearing & Adoption	February – March, 2018	<ul style="list-style-type: none"> • Develop press release • Publish 30 day public notice • Hold Public Hearing / Town Plan Commission recommendation of comprehensive plan amendment • Town Board adoption of plan update (amendment) by ordinance
Plan Printing & Distribution Activities	March 30, 2018	<ul style="list-style-type: none"> • Plan printing and delivery

Figure 2: Project Timeline and Invoicing Schedule

Task	Dec '16	Jan '17	Feb	Mar (\$)	Apr	May	Jun	Jul (\$)	Aug	Sep	Oct	Nov (\$)	Dec.	Jan. - Mar. '18 (\$)
Citizen Participation Plan Update/Adoption														
Kickoff Meeting w/Plan Commission / Staff		X												
Update Inventories/Demographics														
Prepare and Host Focus Group Session			X											
Develop Vision Statements, Identify/Prioritize Issues & Develop Preliminary Goals														
Plan Commission/Staff Working Session						X								
Develop Plan Alternatives & Preliminary Strategies & Recommendations														
Plan Commission/Staff Working Session									X					
Develop Land Use Map														
Plan Commission/Staff Working Session										X				
Hold Intergovernmental & Public Informational Meeting											X			
Develop Final Plan, Strategies & Recommendations, Future Land Use Map														
Plan Commission/Staff Meeting												X		
Develop Draft Comprehensive Plan														
Plan Commission (approve draft for public review)													X	
Public Review Period														
Plan Commission (hearing / plan approval)														X
Town Board Approval														X
Final Plan Printing & Distribution														

Note: \$ symbol indicates project invoicing/payment period.

Contract Deliverables

East Central, within 30 days of the approval of the final document by the Town Board, will produce and deliver the following materials in order to satisfy the contract:

- 1) 15 printed, full-color copies of the Town of Buchanan Year 2040 Comprehensive Plan, including maps;
- 2) 12 CD-ROMs containing a full Adobe Acrobat (.pdf) version of the plan document with maps and a separate version with maps separated out.
- 3) 1 full set of display-size (24"x36") maps utilized in the plan document.

Additional copies of the above materials can be produced in excess of what is noted above and a separate cost estimate can be provided if requested by the Town.

Cost Estimate, Method of Payment

The following estimate of costs has been prepared to complete the entire project as proposed and includes all labor, materials and travel cost. Any changes in the scope of services provided herein can be considered by the Town at their request at any time during the planning process. A separate estimate shall be prepared and approved by both parties prior to alteration of the tasks set forth herein.

Update of Inventories/Demographics	\$ 7,300.00
GIS Mapping	\$ 4,100.00
Focus Groups/Meetings/Preparation	\$ 7,900.00
Plan Generation/Alternative Development	\$ 6,100.00
Final Plan Writing & Recommendations & Implementation	\$ 3,000.00
Plan Printing & Distribution / Misc. Expenses	\$ 1,200.00
<i>Program and Technical Assistance Credit due to Outagamie Co. Memb.</i>	<i>(\$12,000.00)</i>
TOTAL	\$17,600.00

East Central will invoice the Town in four separate installments (three of \$5,000 during calendar year 2017, and the remaining \$2,600 in 2017 at the completion of the project) as indicated by the (\$) in the 'months' shown in Figure 2: Project Timeline and Invoicing Schedule. Each invoice shall be accompanied by a short report of major tasks completed during each period.

Project Staffing

At a minimum, the following East Central staff will have some level of involvement in the project as described:

- Eric Fowle, AICP – Executive Director
- Kathy Thunes, PE - Principal Planner (Project Lead)
- Sarah Van Buren – Economic Development Planner
- Tom Baron – Associate Community Planner
- Dave Moesch – Associate Transportation Planner
- Adam Pfefferle – GIS Specialist II

Information Required from the Town and Other Responsibilities

The Town will provide East Central with a copy of its current Citizen Participation Plan document and adopt the updated version prior to the initiation of the public process.

The Town of Buchanan shall also assume all costs and responsibilities for providing meeting/event space, refreshments, preparing and distributing meeting notices, publishing hearing notices, preparation of committee meeting minutes, printing and mailing of meeting materials generated by East Central, and various other tasks which serve to relay information about the project from East Central to the Town's elected officials or residents.

The Town of Buchanan is responsible for mailing copies of the adopted comprehensive plan, as required by Wisconsin State Statutes 66.1001.

Continuing Planning Assistance

As continued member of the East Central Wisconsin Regional Planning Commission by virtue of Outagamie County, the Town of Buchanan is entitled to receive continuing planning and support services subject to its overall capacity, to implement this plan, once completed.

Experience and References

East Central has been in existence since 1972 and its organization has been involved in numerous planning and development related issues through both programmatic and contractual work. Its current staff of 23 professionals has an impressive average employment of over 11 years each. When working with communities on contract projects, these are some of the beneficial reasons that are given regarding our services:

- 1) Our overall cost and our ability to subsidize some costs for prior work done through Commission related programs. This includes our ability to fund some project related expenses, add-ons, or plan enhancements directly through one of our regional programs;
- 2) Ability to bring regional context and additional knowledge to local planning projects/issues using our staffing resources from program areas associated with our Metropolitan Planning Organization (MPO), Economic Development District (EDD), or Water Quality Management Agency (WQM) designations at the State and Federal level.
- 3) Staff knowledge of (and positive relationships with) State agencies, County departments, and non-profit organizations and their programs and policies which have resulted from years of communication and cultivation;
- 4) Familiarity and experience! East Central staff has been involved with many urban and rural planning projects and issues during its 40 year history. Its current Director has been employed by the Commission for 18 years, and he and many of his staff are extremely familiar with various planning issues facing the region's communities, as well as the context(s) under which the issues have developed.
- 5) Objectivity. By its very nature, the Commission addresses all planning issues and projects in a manner that is comprehensive and includes examination of all sides of an issue prior to engaging in, or providing direction on, a land use related decision. The

Commission also has an excellent track record for bringing communities together to make important decisions in a coordinated manner.

Below is information on recent and ongoing contract projects that were engaged by communities who desired to have East Central lead the public planning process. More information and materials associated with these projects can be viewed at their respective websites.

Although each community and its plan are unique and varied, we would encourage you to make contact with these entities if you have any questions about our general abilities.

Project: Town of Greenville Comprehensive Plan 2030
Community: Town of Greenville, Outagamie County, Wisconsin
Completion Date: December, 2008
Sample Work: <http://www.ecwrpc.org/wp-content/uploads/2013/06/GreenvilleCompPlan2030.pdf>
Contacts: Randy Leiker, Town Chair / Dave Tebo, Administrator (920) 757-5151

Project: Menominee County Comprehensive Plan 2030
Community: Menominee County, Wisconsin
Completion Date: January, 2010
Sample Work: <http://www.ecwrpc.org/wp-content/uploads/2013/06/Menominee2030CompPlan.pdf>
Contact: Jeremy Weso, Administrative Coordinator (920) 799-3635

Project: Village of Hortonville Comprehensive Plan Update 2035
Community: Village of Hortonville, Wisconsin
Completion Date: Adopted 4/17/2014
Sample Work: <http://www.ecwrpc.org/wp-content/uploads/2013/06/Village-of-Hortonville-Comprehensive-Plan-2035.pdf>
Contact: Andrew Gitter, President (920) 540-9234

Note: Information regarding current and past planning projects is contained on East Central's website (www.ecwrpc.org). A more specific list of recent plans that were developed and published in recent years can be found at <http://www.ecwrpc.org/documents/>.

**APPENDIX B:
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
SHORTFORM FOR LOCALLY FUNDED CONTRACTS**

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I. Scope of Services

1. The services under this CONTRACT shall consist of performing all work necessary or incidental to accomplish this PROJECT as defined in Appendix A.
2. The COMMISSION shall furnish all services and labor necessary to conduct and complete the services, and shall furnish all materials, equipment, supplies, and incidentals other than those designated to be furnished by the TOWN.
3. The services shall comply with applicable state and federal laws and regulations consistent with the funding for this PROJECT.
4. The COMMISSION shall from time to time during the progress of the services confer with the TOWN and shall prepare and present such information, studies, and reports as may be necessary or as may be requested by the TOWN to enable it to reasonably pass judgment on the features of the services. The COMMISSION shall make such changes, amendments, or revisions in the detail of the services as may be required by the TOWN. The COMMISSION is not relieved from the responsibility for continuing adherence to generally accepted standards of the profession by TOWN required changes in the detail of the services.
5. Meetings may be scheduled at the request of the COMMISSION or the TOWN for the purpose of discussing and reviewing the services under this CONTRACT. Meeting schedules are to be coordinated with the COMMISSION Representative.

II. Prosecution and Progress

A. General

1. Services under this CONTRACT shall commence upon written order from the TOWN to the COMMISSION, which order will constitute authorization to proceed.
2. The COMMISSION shall complete the services under this CONTRACT within the time for completion specified. Services by the COMMISSION shall proceed continuously and expeditiously. The time for completion shall not be extended because of any delay attributable to the COMMISSION but may be extended by the COMMISSION in the event of a delay attributable to the TOWN or because of unavoidable delays caused by an act of God, war, governmental actions or other conditions beyond the control of the COMMISSION.
3. The COMMISSION shall notify the TOWN in writing when the services have been completed. Upon the TOWN's subsequent determination that the services have satisfactorily been completed, the TOWN will provide written notification to the COMMISSION acknowledging the formal acceptance of the completed services.

B. Delays and Extensions

1. Delays in completing the services within the time provided for completion for reasons not attributable to the COMMISSION may constitute justification for additional compensation to the extent of documentable increases in costs as a result thereof. Failure of the COMMISSION to submit a formal written request for a time extension and additional compensation prior to the expiration of the CONTRACT time shall constitute a basis for denying any cost adjustments for reasons of delay.

2. Delays grossly affecting the completion of the services attributable or caused by one of the parties hereto shall be considered as cause for the termination of the CONTRACT by the other party.
3. A request for extension of the CONTRACT by the COMMISSION must be submitted to the TOWN prior to **January 31, 2018**, which is 60 days before the original CONTRACT completion date of **March 31, 2018**.
4. Time is of the essence with regard to the delivery of all services under this CONTRACT.

C. Termination

1. The COMMISSION reserves the right to terminate all or part of this CONTRACT at any time upon not less than ten days' written notice to the TOWN.
2. In the event the CONTRACT is terminated by the TOWN without fault on the part of the COMMISSION, or by the COMMISSION under II.B(2) above, the COMMISSION shall be paid for the services rendered, an amount bearing the same ratio to the total CONTRACT prices as the amount of services completed or partially completed and delivered to the TOWN bears the total amount of services provided for herein, as determined by mutual agreement between the COMMISSION and the TOWN as the CONTRACT amendment.
3. In the event the services of the COMMISSION are terminated by the TOWN for fault on the part of the COMMISSION, the COMMISSION shall be paid a reasonable value of the services rendered and delivered to the TOWN up to the time of termination. The value of the services will be determined by the COMMISSION.

D. Subletting or Assignment of Contract

1. The COMMISSION shall not sublet or assign any part of this CONTRACT without prior written approval of the TOWN unless previously authorized as part of the approved scope of services contained in Appendix A.
2. When the COMMISSION is authorized to sublet or assign a portion of the services, the COMMISSION shall perform services amounting to at least one-half of the original CONTRACT amount.
3. Consent to assign, sublet, or otherwise dispose of any portion of the CONTRACT shall not be construed to relieve the COMMISSION of any responsibility for the fulfillment of the CONTRACT.
4. When the COMMISSION subcontracts a portion of the services, the subcontract shall provide for the performance of the services to the full scope as contemplated in this CONTRACT and to the same standards and concept as if performed by the COMMISSION.
5. No subcontracting and assignment of any services under this CONTRACT shall state, imply, intend, or be construed to limit the legal liability of the COMMISSION.

III. Basis of Payment

1. The COMMISSION will be paid by the TOWN for the completed and approved services rendered under this CONTRACT on the basis and at the CONTRACT price set forth elsewhere in this CONTRACT. Such payment shall be full compensation for services rendered and for all labor, materials and supplies, equipment, and incidentals necessary to complete the services. Compensation in excess of the total CONTRACT amount will not be allowed unless justified and authorized by an approved written CONTRACT amendment. Compensation for improper performance by the COMMISSION will not be allowed. No payment shall be construed as TOWN acceptance of unsatisfactory or defective services or improper materials.
2. Reimbursement for costs will be limited to those which are allowable by COMMISSION policy.
3. The COMMISSION shall submit invoices in the format specified in the CONTRACT AGREEMENT during the progress of the services, for partial payment for the authorized services completed to date based on the following schedule:
 - Payment #1 (\$5,000) – Invoiced by March 31st, 2017 / Payment made by April 30th, 2017;
 - Payment #2 (\$5,000) – Invoiced by July 31st, 2017 / Payment made by August 31st, 2017;
 - Payment #3 (\$5,000) – Invoiced by November 30th, 2017 / Payment made by December 31st, 2017;
 - Payment #3 (\$2,600) – Invoiced by April 30th, 2018 / Payment made by May 30th, 2018
4. The final invoice shall be submitted to the TOWN within 30 days of completion of the services. Final payment of any balance due the COMMISSION will be made within 30 days upon its verification by the TOWN, upon completion of the required services, and upon receipt of documents or materials required to be returned or furnished to the TOWN. Should this CONTRACT include more than one PROJECT, separate invoices shall be submitted for each individual PROJECT.
5. The TOWN has the equitable right to set off against any sum due and payable to the COMMISSION under this CONTRACT, any amount the TOWN determines the COMMISSION owes the TOWN, whether arising under this CONTRACT or under any other CONTRACT or otherwise.
6. If, in the COMMISSION's opinion, orders or instructions given by the TOWN would require the discarding or redoing of services which were based upon earlier direction or approvals, or instruction given by the TOWN would involve services not within the scope of services, the COMMISSION must notify the TOWN in writing if it desired extra compensation or a time extension. The TOWN will review the COMMISSION's submittal and if acceptable, approve a CONTRACT amendment.
7. Schedule for payment:
8. All invoices are payable by the TOWN within thirty (30) days, unless otherwise

- negotiated.
9. The COMMISSION shall submit a Financial Report using the format provided by the COMMISSION for each invoice submitted by the COMMISSION for payment.
 - a. Letterhead expressing the balance due
 - b. Invoice
 - c. Progress Report: Summary of services provided and progress through the projected timeline.
 10. All invoices for payment shall be submitted to:

Joel Gregozeski, Administrator
N178 County Road N
Appleton, WI 54915
920-73408599
Joelg@townofbuchanan.org

IV. Miscellaneous Provisions

A. *Ownership of Documents*

1. All materials, guides, written instructions, plans, documents, correspondence, forms, computer files, databases, electronic mail messages, work product, or other information of any type created by the COMMISSION under this CONTRACT are works created for hire and are the property of the COMMISSION AND THE TOWN unless specifically identified as material or data that is proprietary in nature. All project documents provided to the TOWN by the COMMISSION or by any third party which pertains to this CONTRACT are property of the TOWN AND THE COMMISSION.
2. Upon demand by the TOWN, all project documents (excluding information that may be proprietary in nature) shall be delivered to the TOWN. Project documents may be used without restriction by the TOWN AND THE COMMISSION for any purpose. Any such use shall be without compensation or liability to the COMMISSION. The TOWN AND THE COMMISSION have all rights to copyright or otherwise protect the project documents which are the property of the TOWN AND THE COMMISSION.

V. Contingent Fees

1. The COMMISSION warrants that it has not employed or retained any company or person (other than identified in Appendix A, Scope of Services) other than a bona fide employee working solely for the COMMISSION, to solicit or secure this CONTRACT, and that the COMMISSION has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the COMMISSION, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making of this CONTRACT. For breach or violation of this warranty the TOWN shall have the right to terminate this CONTRACT without liability, or in its discretion to

deduct from the agreement price or consideration, otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

VI. Legal Relations

1. The COMMISSION shall become familiar with, and shall at all times observe and comply with all applicable federal, state, and local laws, ordinances, and regulations.
2. In carrying out the provisions of this CONTRACT, or in exercising any power or authority granted to the COMMISSION, there shall be no personal liability upon the authorized representatives of the COMMISSION, it being understood that in such matters they act as agents and representatives of the agency.
3. The COMMISSION shall be responsible for any and all damages to property or persons arising out of negligent act, error and/or omission in the COMMISSION's performance of the services under this CONTRACT.
4. The COMMISSION shall indemnify and hold harmless the TOWN and all of their officers, agendas, and employees on account of any damages to persons or property resulting from negligence of the COMMISSION or for noncompliance with any applicable federal, state, or local laws.

VII. Nondiscrimination in Employment

1. In connection with the performance of services under this CONTRACT, the COMMISSION agrees not to discriminate against any employee or applicant for employment because of age, race, handicap, sex, physical condition, development disability as defined in sec. 51.01(5) Wis. Stats., sexual orientation as defined in sec. 111.32(13m) Wis. Stats., or national origin. This provision includes, but is not limited to, employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay, other forms of compensation, selection for training including apprenticeship.
2. Except with respect to sexual orientation, the COMMISSION agrees to take affirmative action to ensure equal employment opportunities. The COMMISSION agrees to post in conspicuous places, available for employees and applicants, notices setting forth the provisions of the nondiscrimination clause

VIII. Equal Employment Opportunity

1. The COMMISSION will, in all solicitations or advertisements for employees placed by or on behalf of the COMMISSION, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
2. The COMMISSION and TOWN assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded

from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The COMMISSION and TOWN further assure every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contracts, whether such programs and activities are federal assisted or not (Public Law 100259 [S.557] March 22, 1988.).

In the event that COMMISSION distributes federal aid funds to an additional sub-contractor, the COMMISSION will include Title VI language in all written agreements and will monitor the additional sub-contractor for compliance. The COMMISSION has an authorized Title VI Coordinator with the authority and responsibility for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulation 21.

3. The COMMISSION will comply with all provisions of Executive Order 11246, "Equal Opportunity" as amended by Executive Order 11375, and as supplemented in the Department of Labor regulations (41 CFR Part 60).
4. The COMMISSION will furnish all information and reports required by Executive Order 11246 and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the COMMISSION for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
5. The COMMISSION will include the provisions of this section, "Equal Employment Opportunity" in every subcontract.

IX. Errors and Omissions

1. The COMMISSION shall be responsible for the accuracy of the services performed under this CONTRACT, and shall promptly make necessary revisions or corrections to its services resulting from its negligent acts, its errors or its omissions without additional compensation. The COMMISSION shall give immediate attention to these revisions or corrections to prevent or minimize delay to the PROJECT. The COMMISSION shall be responsible to the TOWN for any losses to or costs to repair or remedy as a result of the COMMISSION's negligent acts, errors, or omissions.
2. COMMISSION warrants that the services to be provided under this CONTRACT will be executed in a workmanlike manner, consistent with professional standards of comparable work in this field.

X. Conflict of Interest

1. The COMMISSION warrants that neither it nor any of its affiliates has any financial or personal interest that would conflict in any manner with the

performance of the Services under this CONTRACT, and that neither it nor any of its affiliates will acquire directly or indirectly any such interest.

2. The COMMISSION warrants that it will not employ for any services included under the provisions of this CONTRACT any person who is employed by the TOWN at the time of execution or during the life of this contract without prior written approval from the TOWN.
3. The COMMISSION warrants that it will immediately notify the TOWN if an actual or potential conflict of interest arises or becomes known to the COMMISSION. Upon receipt of such notification, the TOWN will review and written approval is required for the COMMISSION to continue to perform work under this CONTRACT.

XI. Certification Regarding Debarment

1. The COMMISSION certifies (by entering into this CONTRACT) that it and its principals (1) are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not been convicted of or had a civil judgment rendered against them within the previous three years; (3) are not indicted or otherwise criminally or civilly charged by a government entity; and (4) have not had one or more public transactions terminated for cause or default within the previous three years.
2. The COMMISSION agrees that it will not knowingly enter into any transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction unless authorized by the TOWN.

XII. Insurance Requirements

1. The COMMISSION shall procure and maintain for the life of the CONTRACT the following types and amounts of insurance from an insurance company(ies) authorized to do business in the State of Wisconsin.
 - Comprehensive General Liability - \$1,000,000 combined single limits per occurrence.
 - Auto Liability - \$300,000 combined single limits per occurrence.
 - Worker's Compensation – coverage satisfying statutory provisions of Chapter 102, Wis. Stats.; not less than \$100,000 employer's liability.

XIII. Certification Regarding Lobbying

1. The COMMISSION certifies (by entering into this CONTRACT) that no federal appropriated funds have been paid or will be paid, by or on behalf of the COMMISSION, to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, officer or employee of Congress, or employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the entering

into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

XIV. Disadvantaged Business Utilization

1. The COMMISSION agrees to ensure that Disadvantaged Business as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of any subcontracts finances in whole or in part with federal funds provided under this agreement. In this regard, COMMISSION shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that Disadvantaged Businesses have the maximum opportunity to compete for and perform subcontracts. The COMMISSION shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of contracts. Failure to carry out the requirements of this provision constitutes a breach of contract and may result in termination of the CONTRACT by the TOWN or other such remedy as the TOWN deems appropriate.
2. The COMMISSION shall identify by name, the disadvantaged business whose utilization is intended to satisfy this provision, the items of services involved, and the dollar amounts of such items of service.
3. The COMMISSION shall maintain records and document its performance under this item.



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: March 11, 2016
RE: **Alcohol Licenses – Sinful Souls N Spirits**

RECOMMENDED ACTION: This is a quasi-judicial¹ action item for Town approval or denial. The motion to approve or deny must include the explicit reason for such action based on the findings of fact and standards of law; including any interpretations or conditions.

SUMMARY: The following application has been received from the following named person for license to sell fermented malt beverages and wine in their respective business located in the Town of Buchanan for the licensing year July 1, 2015 through June 30, 2016:

Class "B" Beer and Reserve "Class B" Liquor Combination License:

Daniel Newhouse
 THENEWC2 LLC
 3716 S Berryfield Ln
 Appleton, WI 54915

Sinful Souls N Spirits
 N162 Eisenhower Dr Suite 400
 Appleton, WI 54915

CRIMINAL BACKGROUND CHECKS: Background checks were completed on the agent. No applicable violations (as listed in our Town policy) were found.

DELINQUENT ALCOHOL ACCOUNTS: Alcohol licenses may not be issued if the establishment is delinquent beyond 15 days for fermented malt beverages and 30 days for intoxicating liquors. Wholesalers should notify the Town of any delinquent accounts and may request the license not be issued until such bills are paid. Wholesales may not have licenses withheld for such things as bank fees, soda or food bills, NSF bills or other outstanding debts. To date, the Town has not been contacted by any wholesaler regarding the establishment or agent.

TAX, ASSESSMENT & CLAIM DELINQUENCIES: Section 339-13 of the Code of the Town of Buchanan states that no license shall be granted for any premises for which taxes, assessments or other claims of the Town are delinquent and unpaid. Property tax records were reviewed for all establishments, except for those in strip malls. Personal property tax records were also reviewed for all establishments, including those in strip malls. Therefore, it is recommended that any approval of licenses for the establishments above be approved contingent upon payment in full of any delinquencies and unpaid claims.

POLICY/PLAN REFERENCE(S):

1. §125 Wis. Stats.
2. Town of Buchanan Municipal Code: Chapter §339.
3. Alcohol License (Operators) Applications Policy, adopted January 2009.

JDG

###

Attachments:

1. **Class “B” Beer License & Reserve “Class B” Combination License Application – Sinful Souls N Spirits**

¹ *Quasi-judicial actions involve the application of rules, policies and ordinances to the facts of a particular proposal or application. The Board acts in a quasi-judicial manner when it considers special exception permits, site plans, land divisions, variances, license/permit revocations and similar decisions. Quasi-judicial decisions involve the exercise of limited discretion. For example, when deciding whether to grant a site plan, the Board has the power to investigate facts, hold hearings, weigh evidence, draw conclusions, and use that information as a basis for their official decision. Discretion of quasi-judicial decision makers is strictly limited by local ordinance and state law. Quasi-judicial decision makers must apply the law as written and may not substitute their judgment for that of the governing body. Board members should not have conversations or receive correspondence regarding a quasi-judicial matter that is pending before the Board or which may come before the Board except during a noticed meeting or hearing on the matter. Such outside contacts are known as “ex parte communication.” Parties are entitled by law to know and examine the source of information used by the Board in its decision-making. Board members should avoid ex-parte communication by suggesting that members of the public present information in an open meeting or public hearing or submit a written comment for distribution at the meeting. Board members should disclose ex parte communication at an open meeting or hearing to make the information part of the record so that it can be considered in decision making.*

**Town of Buchanan
Outagamie County
Notice of Application for License 2015-2016**

NOTICE IS HEREBY GIVEN that the following application has been received from the following named person for license to sell intoxicating liquor, fermented malt beverages or wine in the respective business located in the Town of Buchanan for the remaining licensing year July 1, 2015 through June 30, 2016:

Class "B" Beer and Reserve "Class B" Liquor Combination License:

Daniel Newhouse
THENEW2 LLC
3716 S Berryfield Ln
Appleton, WI 54915

Sinful Souls N Spirits
N162 Eisenhower Dr Suite 400
Appleton, WI 54915

Said application will be presented for license approval to the Town Board at their regular Town Board meeting scheduled for 7:00 p.m. on Tuesday, March 15, 2016

Publish: Saturday, March 5, 2016

Posted: Thursday, March 3, 2016

AFFIDAVIT OF POSTING

STATE OF WISCONSIN
TOWN OF BUCHANAN
OUTAGAMIE COUNTY

I, Joel Gregorzewski, the Town Administrator/Clerk of the Town of Buchanan, Outagamie County, Wisconsin, attest and affirm all of the following:

That the following action was posted pursuant to § 60.80, Wis. Stats:

Notice of App for License - Sinful Souls N Spirits

1. That the above-noted action was posted as required in the following 3 places in the Town of Buchanan, Outagamie County, Wisconsin:

Town of Buchanan Town Hall
N178 County Rd N
Appleton, WI 54915

Town Hall Website:
www.townofbuchanan.org

2. That the posting of this action occurred at the following time and date:

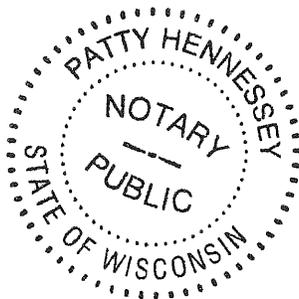
8:04 am 3-3-16

That I filed this affidavit in the records of the Town Administrator/Clerk for the Town of Buchanan on:

March 3, 2016.

Joel Gregorzewski
(Signature of Town Administrator/Clerk)

Personally came before me this 3rd day of March, 2016, the Town Administrator/Clerk of the Town of Buchanan, Outagamie County, known to me to be the person who executed and acknowledged the foregoing instrument.



Patty Hennessey
(Signature of Notary)
Notary Public, State of Wisconsin
My commission expires: 10/26/18

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning March 16 20 16 ;
ending June 30 20 16

TO THE GOVERNING BODY of the: Town of } Buchanan
 Village of }
 City of }

County of Outagamie Aldermanic Dist. No. _____ (if required by ordinance)

Applicant's Wisconsin Seller's Permit Number: <u>456-102895534902</u>	
Federal Employer Identification Number (FEIN): <u>81-0723573</u>	
LICENSE REQUESTED ▶	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$ _____
<input checked="" type="checkbox"/> Class B beer	\$ _____
<input type="checkbox"/> Class C wine	\$ _____
<input type="checkbox"/> Class A liquor	\$ _____
<input type="checkbox"/> Class B liquor	\$ _____
<input checked="" type="checkbox"/> Reserve Class B liquor	\$ <u>10,000</u>
Publication fee	\$ <u>25</u>
TOTAL FEE	\$ _____

000101
Pd # 2207

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): ▶ THE NEW C2 LLC
DBA Sinful Souls N Spirits

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title _____
President/Member Daniel J Newhouse
Vice President/Member Anthony LaShay
Secretary/Member _____
Treasurer/Member _____
Agent ▶ Daniel J Newhouse
Directors/Managers _____

3. Trade Name ▶ Sinful Souls N Spirits Business Phone Number _____

* 4. Address of Premises ▶ 400 Eisenhower Dr STE 400 Post Office & Zip Code ▶ Appleton 54915

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 12/3/2015 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 2,810 Sq ft Single floor/level Brick Strip Mall Building

10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
(b) If yes, under what name was license issued? Gypsy
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776] Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME
this 19th day of February, 20 16
Cynthia B. Smudski
(Clerk/Notary Public)
My commission expires 4/22/18

Daniel J Newhouse
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK			
Date received and filed with municipal clerk	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

Town

To the governing body of: Village of Buchanan County of Outagamie

City

The undersigned duly authorized officer(s)/members/managers of THE NEW C2 LLC
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as SINFUL SOULS N SPIRITS
(trade name)

located at _____

appoints DANIEL J NEWHOUSE

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 25 YEARS

Place of residence last year _____
For: _____
By: _____

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, DANIEL J NEWHOUSE
(print/type agent's name), hereby accept this appointment as agent for the

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Daniel J Newhouse 2/12/016

**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)**

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(date) (signature of proper local official) (town chair, village president, police chief)

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name) (first name) (middle name)
Newhouse Daniel James

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
- A member of a partnership which is making application for an alcohol beverage license.
- Officer of The NewCo LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 25 YEARS
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
<u>Costco</u>	<u>999 Lake Dr Issaquah WA</u>	<u>Sept 2015</u>	<u>Present</u>
<u>Stavitel LLC</u>	<u>2999 W Spencee St Appleton WI Suite 1060</u>	<u>Aug 2015</u>	<u>Sept 2015</u>

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 19th day of February, 20 16
Cynthia B. Dinauti
(Clerk/Notary Public)

My commission expires 4/22/18

Daniel J. Newhouse
(Signature of Named Individual)



AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print)	(last name)	(first name)	(middle name)
	LASHAY	ANTHONY	O.



The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an individual.
 - A member of a partnership which is making application for an alcohol beverage license.
 - VP of THE NEW C2 LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 42 YEARS
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
If yes, identify. (Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name <u>Excel Engineering</u>	Employer's Address <u>100 Camelot Dr</u>	Employed From <u>JAN 2012</u>	To <u>Current</u>
Employer's Name	Employer's Address	Employed From <u>2010</u>	To <u>2012</u>

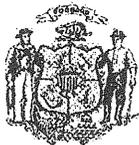
The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to the provisions of sections 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me
this 19th day of February, 2016
Reema Long-Lake
(Clerk/Notary Public)
My commission expires 1-15-2019



Sgt
(Signature of Named individual)





WISCONSIN DEPARTMENT OF REVENUE
 PO BOX 8902
 MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
 MADISON, WI 53708-8902
 ph: 608-266-2776 fax: 608-264-6884
 email: DORBusinessTax@revenue.wi.gov
 website: revenue.wi.gov

DANIEL J NEWHOUSE
 THENEWC2 LLC
 3718 S BERRYFIELD LN
 APPLETON WI 54915-7077

Letter ID L0860298848

December 8, 2015

Wisconsin Business Tax Registration

Thank you for registering with the Wisconsin Department of Revenue. We hope you enjoy a prosperous and rewarding future in your new business. In this letter, we provide you with information and services about your tax filing and payment responsibilities. Please keep this letter as a reference guide. We are here to serve you!

Included in this packet

- **Account information** - Your account information and details. See below.
- **Registration certificate** - Review the information on your certificate to make sure it's correct. See enclosed document.
- **Seller's permit** - This is required for every individual, partnership, corporation, or other organization making retail sales of taxable products and services in Wisconsin, unless all sales are exempt from sales or use tax. Your permit must be displayed at the place of business and is not valid at any other location. If your business is not operated from a fixed location, you must bring the personal wallet copy to all events. See enclosed document.
- **Form S-807** - You are required to file your returns electronically. See enclosed document.
- **Ownership changes** - A list of information needed if you plan to change ownership. See the "Did you make changes to your ownership" section for instructions.
- **Electronic filing requirement information** - This requirement takes effect within 90 days. See below.

Account Information

Type of Tax Account	Tax Account Number	Beginning Effective Date	Filing Frequency	First Return Due
Local Exposition Tax	014-1028955349-04	1/1/2016	Quarterly	5/2/2016
Sales & Use Tax	456-1028955349-02	1/1/2016	Quarterly	5/2/2016

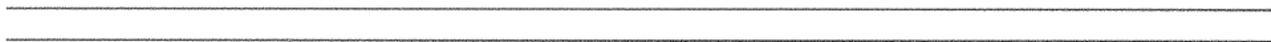
Order Number **4932901**

Click on a Type of Return link to view an individual's result. Manual Intervention results are normally available by the next business day.

Name		Type of Return
NEWHOUSE, DANIEL JAMES		No Criminal History

The response is based on a search using identification data supplied. Searches based solely on name and non-unique identifiers are not fully reliable. The CIB cannot guarantee that the information furnished pertains to the individual you are interested in.

Subject to 111.33 to 111.36, section 111.321 of the Wisconsin statutes prohibits acts of employment discrimination based on arrest and conviction records. Applicants should be notified of their right to challenge the accuracy and completeness of any information contained in a criminal record before any final determination is made. Challenges should be submitted to the Crime Information Bureau on form DJ-LE-247 and may include a request for fingerprint comparison.



TOWN BOARD MEETING:

March 15, 2016

AGENDA ITEM #: 10b

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: March 11, 2016
RE: **Noise Ordinance Variance Permit**

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

SUMMARY: Under Municipal Code Section §405-5, The Town Board may grant temporary noise variance permits for special community events and other events.

Mr. Chris Paulson of Game Day Sports Bar has applied for a temporary noise variance permit for musical events scheduled for 2016 at Game Day Sports Bar, N225 Stoneybrook Road. Mr. Paulson has received noise variance permits in the past for similar dates/events over the past several years. Complaints are occasionally registered with the Town related to the noise generated from past events. Mr. Paulson has taken a direct approach to the complaints and has met several times with Appleton City residents to hear concerns and to make adjustments where feasible.

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Municipal Code: Chapter §400-5 – Noise Variance Permits.

FISCAL IMPACT: NONE

JDG

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Attachments:

1. **Noise Variance Permit Application – Chris Paulson, Game Day Sports Bar**

¹ *Administrative actions involve the routine application of adopted rules, policies and standards. Discretion associated with these types of decisions is very limited and is based solely on state statutes, local ordinances and/or policy.*

Town of Buchanan Noise Ordinance Variance Permit Application



N178 County Road N • Appleton, WI 54915 • Phone (920) 734-8599 • Fax (920) 734-9733 •
www.townofbuchanan.org

Variance permits may be issued by the Town Board or the Administrator/Clerk to provide exemptions to Chapter 400 of the Municipal Code. A variance permit may be issued upon request, provided the activity producing noise is necessary to promote public health and/or welfare and reasonable steps are taken to keep such noise at the lowest practical level. Temporary variance permits may be issued for special community events and other events. For full details of Municipal Code, Chapter 400, Noise; contact the Town Hall.

Permit Applicant Name - Phone Number: GameDay Sports Bar

Applicant Address: 11225 Stonybrook Rd Appleton, WI 54915

Date(s) Requested: May 28, May 29, July 2nd, 3rd, Sept 3rd, 4th 2016

Place of Activity: Outdoor bar at GameDay Sports Bar

Time of Activity: 8pm - midnight ——— asking for 10-midnight extension

Equipment, Operation, or Activity Involved, (Describe event, noise to be generated & other pertinent details): Band music powered by amplified equipment and instruments

Necessity for Variance Permit: To maximize holiday weekend business in a rather normal slow time, while recouping the outdoor bar investment

Steps to be Taken to Minimize Noise: contract stipulations, stating the low noise level expected with monetary penalties

Name of responsible person(s) who will be present at the site while the noise is produced and phone number for which they can be contacted: Jeremy Joren 920-840-5180

Jeremy S 257-9549 Kristine Barak 903-2738

Kristy Kurt 277-1091

Buahan Phon - 920-830-2510

I HERBY AGREE AND CERTIFY the above information is correct. I understand this permit is valid only for the date(s) it is issued for and the requirement to comply with all Wisconsin Statutes and the Town of Buchanan Municipal Code now in effect. A violation of any of the above shall be cause for permit to be immediately revoked.

[Signature]
Signature of Permit Applicant

1-26-16
Date Signed

FOR OFFICE USE ONLY

Permit to be approved by: Administrator/Clerk OR Town Board Meeting Date: 3-15-16

Variance Permit Fee paid. \$300.00 pd Rec. # 635805 1/24/16

Permit Decision (Granted/Denied/Approved with Conditions): _____

Decision Authorization:

Signature

Date Signed

Title

- Outcome of permit decision provided to applicant.
- Outcome of permit provided to Outagamie County Sheriff's Department/Buchanan Deputies.

March 3, 2016

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

Heart of the valley
Prevention Partnership
(HOVPP)

Dear Mr. Gregozeski,

On behalf of the Heart of the Valley Prevention Partnership (HOVPP) and as students of the Kimberly Area School District, we are asking that the Town of Buchanan reconsider joining the HOVPP. We feel privileged to be part of such a wonderful group that is working to educate others on the dangers of drugs, alcohol, and other risky behaviors permeating our society. It is wonderful that as students we have full voting authority in this partnership along with everyone else. Our ideas and thoughts matter as we strive to help others develop a wholesome, healthy lifestyle.

We understand there is a monetary commitment of \$0.10 per capita, but this is such a small amount compared to the task before us and we hope it is not a major burden to your community. This money, along with contributions from the other partners, goes toward community education and awareness, sponsorships of Kimberly Life-Force initiatives, sponsorships of post-prom and post-graduation parties, and the Octoberfest Community Service Project. For every \$1 spent on prevention efforts, communities can save \$5-\$10 in future social costs.

We know that by working together we can accomplish much more than working on our own. By having the Town of Buchanan join our group we will have all communities located in the Kimberly Area School District as part of the partnership, along with the school district itself.

Along with this cover letter, is a memo from the HOVPP outlining who we are, what we do, why we do it, and the budget (including Buchanan for 2016). We would really appreciate the Town of Buchanan joining our partnership and assisting us in this important work.

Sincerely,

Taylor Hurst
Kimberly High School – Junior



Ethan Berkley
Kimberly High School – Senior



March 3, 2016

Heart of the valley
Prevention Partnership
(HOVPP)

TO: Town of Buchanan
Village of Combined Locks
Town/Village of Harrison
Village of Kimberly

FOR: Heart of the Valley Prevention Partnership (HOVPP)

RE: Update on Prevention Activities and 2016 Budget Request

Thank you very much for continuing to support the HOVPP.

HOVPP's vision is to enhance the quality of life in our community by engaging citizens and informing them of the dangers of drugs, alcohol, and risky behaviors existing in our society. Encourage citizens to develop a wholesome, healthy environment and to be proactive in taking personal responsibility and setting a proper example for the community's youth.

The following is a brief update on the prevention initiatives in which HOVPP was a partner:

Parents Who Host Lose the Most -- Don't be a Party to Underage Drinking

Underage drinking continues to be one of our top prevention priorities. While rates of underage drinking have seen a steady, gradual decline both in the county and throughout the state, by the time our youth reach the 12th grade they are drinking to get drunk at a rate that exceeds the national average. Because of this we continue to assist the Kimberly Area School District, the Outagamie County Pre-Action Network, and Community Action for Healthy Living (a countywide coalition), with the "Parents Who Host Lose the Most" public information campaign. This campaign is implemented each spring during prom and graduation season to educate parents about the health and safety risks of underage drinking. During the campaign, local law enforcement agencies also conduct alcohol age compliance checks of area retailers to insure that young people are unable to purchase alcohol.

Healthy Alternative Activities

Alcohol use by teens tends to spike during prom and graduation seasons. This is why HOVPP continues to support Kimberly High School's post-prom and post-graduation celebrations. These festivities provide participants with a fun alternative to the underage drinking parties that often occur after these events.

Youth Leadership in Prevention

HOVPP recognizes the important role that youth play in doing the work of prevention. FREE3 (now called LIFE-FORCE) is a student-run organization at Kimberly High School that provides prevention education to elementary and middle school students while also promoting healthy choices among their peers. For this reason, HOVPP continues to support these students in their prevention efforts.

Countywide Prevention

HOVPP continues to be an active partner in the Outagamie County Pre-Action Network, a county sponsored partnership for substance abuse prevention. HOVPP works with other Network partners to help facilitate and sustain initiatives aimed at strengthening prevention efforts throughout the county. The dollars HOVPP helps the Network raise during Appleton's Octoberfest provides support for:

- Peer Share Day – a one-day leadership workshop for middle school and high school students in the county who are active in school-based prevention efforts.
- Community Sharing Supper – a networking and learning event for school- and community-based substance abuse prevention groups to enhance prevention efforts throughout the county.

- Community Awards – an opportunity to recognize individuals and groups who have played an instrumental role in local prevention efforts. Because this annual recognition takes place during a county board meeting, it is an opportunity to make the county supervisors aware of the important work occurring within their communities.
- And lastly, the proceeds are also used to maintain a presence at Octoberfest, an event that draws over 100,000 people annually. The Pre-Action Network is the only organization at Octoberfest that promotes the need for substance abuse prevention.

HOVPP Outreach/Community Education and Awareness

On Tuesday, December 1, 2015 at 6:30 p.m., HOVPP will host a community outreach event featuring Officer Jason Weber, Town of Menasha PD who will speak to parents and other concerned adults about drugs of abuse in the Fox Valley and signs that a young person may be using. Future outreach events will address such topics as underage drinking, marijuana and youth, cyber safety, and child safety.

HOVPP's Prevention Plan and Proposed Budget for 2016

- **Community Education and Awareness: \$450**
 - Three community briefings and corresponding information campaigns addressing the impact of the following on child and adolescent development:
 - Prescription Drug Abuse - \$150
 - Underage Drinking - \$150
 - Marijuana Use - \$150
- **Community Partnerships Promoting Positive Youth Development: \$1,803**
 - Kimberly High School's Life-Force initiative - \$1,000
 - Post prom and post-graduation sponsorships - \$500
 - Kimberly High School Family And Consumer Education program Octoberfest Community Service Project with Outagamie County Pre-Action Network - \$303
- **Collaboration on Countywide Prevention Efforts thru Pre-Action Partnership: \$150**
 - Octoberfest - \$150
- **Budget Total: \$2,407.00**

Budget Request

Municipality	Census: Final Estimate 2015*	Budget Request per Capita	Budget Request Made to Each Municipality
Town of Buchanan	6,935	0.10	\$ 694.00
Village of Combined Locks	3,447	0.10	\$ 345.00
Town/Village of Harrison	7,000	0.10	\$ 700.00
Village of Kimberly	6,677	0.10	\$ 668.00
		TOTAL	\$2,407.00

*WI Department of Administration

We are truly grateful for the opportunity to serve on the HOVPP and to help improve the quality of life in the Heart of the Valley. We hope that the Town of Buchanan, Village of Combined Locks, Town/Village of Harrison, and Village of Kimberly will continue value and invest in our efforts. Every \$1 spent on prevention can save communities \$5 - \$10 in future social costs (SAMHSA).

Thank you very much for your consideration.

Members of the Heart of the Valley Prevention Partnership

TOWN BOARD MEETING:

March 15, 2016

AGENDA ITEM #: 10d

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: March 11, 2016
RE: **2015 Annual Report under MS4 General Permit**

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

SUMMARY: Pursuant to s. NR 216.07(8), Wis. Adm. Code, the Town of Buchanan (an owner or operator of a Municipal Separate Storm Sewer System MS4) is required to submit an annual report to the Department of Natural Resources (DNR) by March 31 of each year to report on stormwater activities for the previous calendar year. Attached is the form (3400-195) provide by the DNR. This form is for reporting on activities undertaken in calendar year 2015.

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Storm Water Management Plan, Adopted June 2008.
2. Wis. Adm. Code s. NR 216.07(8).

FISCAL IMPACT: NONE

JDG

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Attachments: None

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.

Due by March 31, 2016

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

This form is for reporting on activities undertaken in calendar year 2015.

Instructions: Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2016, to the appropriate address indicated on the last page of this form.

SECTION I. Municipal Information			
Name of Municipality Town of Buchanan		Facility ID No. (FIN) 31099	
Mailing Address N178 County Road N	City Appleton	State WI	ZIP Code 54915
County(s) in which Municipality is located Outagamie	Municipality Type: (select one) <input type="radio"/> County <input type="radio"/> City <input type="radio"/> Village <input checked="" type="radio"/> Town <input type="radio"/> Other (specify)		

SECTION II. Municipal Contact Information			
Name of Municipal Contact Person Joel Gregozeski		Title Administrator/Clerk	
Mailing Address (if different from above) N178 County Road N	City Appleton	State WI	ZIP Code 54915
Email joelg@townofbuchanan.org	Phone Number (include area code) (920) 734-8599	Fax Number (include area code) (920) 734-9733	

SECTION III. Certification		
<p><i>I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-2 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.</i></p>		
Authorized Representative Printed Name Joel Gregozeski	Authorized Representative Title Administrator/Clerk	
Signature of Authorized Representative	Date 03/10/2016	
Email joelg@townofbuchanan.org	Phone Number (include area code) (920) 734-8599	Fax Number (include area code) (920) 734-9733

SECTION IV. General Information		
<p>a. Describe what efforts the municipality has undertaken to invite the municipal governing body, interest groups, and the general public to review and comment on the annual report.</p> <p>The Annual Report for Town's MS4 Permit was presented during the March 15, 2015 Town Board meeting. During the meeting, the Town Board and general public were both provided an opportunity to review and comment on the Annual Report. The meeting agenda was posted as required by State Statute and placed on the Town's website. After the Town Board meeting, the Annual Report was posted on the Town's website and made available in hard copy format at the Town Hall. The general public will be encouraged to review and comment on the Annual Report over the next 12 months. Comments received from the public will be documented and considered as part of the next Annual Report.</p>		
<p>b. Describe how elected and municipal officials and appropriate staff have been kept apprised of the municipal storm water discharge permit and its requirements.</p> <p>Town staff and elected officials attend meetings as necessary regarding permit requirements, permit changes and program development. Meetings attended include Northeast Wisconsin Storm water Consortium and committee meetings, Garners Creek Storm Water Utility meetings and informational sessions with storm water consultants and engineers. Elected officials have discussed permit requirements and changes throughout the year as necessary. The Town Board reviewed and discussed the results of the 2015 Illicit Discharge Detection and Elimination Program</p>		

SECTION IV. General Information (continued)

screening report. As necessary, the Town Board was also updated on the operational management of the Speedway Heights Pond, which was constructed by the Town in 2010. Town Board members also continue to actively serve on the Garners Creek Storm Water Utility Commission and keep apprised of any pond or construction projects taking place in the Town.

- c. Has the municipality prepared its own municipal-wide storm water management plan? Yes No

If yes, title and date of storm water management plan:

Storm Water Management Plan for the Town of Buchanan, June 2008

- d. Has the municipality entered into a written agreement with another municipality or a contract with another entity to perform one or more of the conditions as provided under section 2.10 of the general permit? Yes No

If yes, describe these cooperative efforts:

The Town continues to be an active member of the Northeast Wisconsin Stormwater Consortium (NEWSC). The Town relies on NEWSC for the development of public education materials. The Town relies on the Darboy Sanitary District No. 1 for routine plumbing and clear water inspections (illicit discharge program). The Town also relies on the Garners Creek Storm Water Utility for a portion of TSS reduction and related stormwater and erosion improvement projects.

- e. Does the municipality have an internet website? Yes No

If yes, provide web address:

<http://www.townofbuchanan.org>

If the municipality has an internet website, is there current information about or links provided to the MS4 general permit and/or the municipality's storm water management program?

- Yes No

If yes, provide web address:

<http://www.townofbuchanan.org/town-services/drainage--stormwater-management>

SECTION V. Permit Conditions

- a. **Minimum Control Measures:** For each of the permit conditions listed below, provide a description of the implementation of each program element, the status of meeting measurable goals, and compliance with permit schedule in section 2.11 of the MS4 general permit. Provide an evaluation of program compliance with the general permit, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

• **Public Education and Outreach**

Please refer to Chapter 3 and Appendix C of the Town of Buchanan Storm water Management Plan, June 2008. The Town has maintained its membership with the Northeast Wisconsin Storm water Consortium (NEWSC) which assists the Town in meeting public education and outreach goals. Please refer to the NEWSC Annual Report for details of their public education and outreach. The Town continues to update and maintain a page of its website devoted to the storm water management program. The Town's storm water management web page was updated several times and received 334 page views in 2014. The Town also included several storm water related topics in its four newsletters that were mailed in 2015 to approximately 3,500 residences. The newsletters contained detailed information on the Town's yard waste program, details on household hazardous waste collections, information on Town drainage policies and studies, and a public educational page as was provided by NEWSC. A kiosk at Town Hall also continually holds flyers regarding seasonal storm water issues. Approximately 30-60 of these various flyers/handouts were taken by residents visiting Town Hall in 2015. The Town also supported educational and outreach efforts by the Garners Creek Storm Water Utility.

• **Public Involvement and Participation**

Please refer to Chapter 4 and Appendix D of the Town of Buchanan Stormwater Management Plan, June 2008. The Town has maintained its membership with NEWSC which assists the Town in meeting public involvement and participation goals. Please refer to the NEWSC Annual Report for details of their public involvement and participation activities. Partnerships between public and private entities continue to be development and meetings held as necessary to discuss specific projects and storm water management. The Town continues to use a system developed in 2008 to monitor and track resident concerns on drainage, erosion control and storm water issues. In

SECTION V. Permit Conditions (continued)

2015, a total of 28 issues were reported and reviewed by the Town in 2015. The Town also took its first steps on implementing a 2011 Comprehensive Drainage Study and updated and informed residents as necessary.

- **Illicit Discharge Detection and Elimination**

Please refer to Chapter 5 and Appendix E of the Town of Buchanan Stormwater Management Plan, June 2008. An illicit discharge ordinance was adopted by the Town in 2008. An illicit discharge detection and elimination program initial screening project was completed in 2009 jointly with the Town of Harrison. A total of 50 outfalls were inspected in 2015. The screening report was sent to the WDNR in December, 2015. The Town has budgeted for the 2016 ongoing screening program. There were no reports of illicit discharges received from the public in 2014. The Darboy Joint Sanitary District No. 1 also completed 62 clear water inspections in 2015 for the Town with no reported issues.

- **Construction Site Pollutant Control**

Please refer to Chapter 6 and Appendix F of the Town of Buchanan Stormwater Management Plan, June 2008. The Town utilizes Outagamie County's erosion control ordinance. The Town continues to use a dedicated funding source for the program which is based on inspection and application fees. Construction sites were inspected within the Town in 2015 with a total of 48 erosion control inspections being conducted. There were no enforcement actions, 2 verbal warning notices or written notices of violation issued for site permitted. There were two tips received from the public in regards to construction site pollutant control in 2015.

- **Post-Construction Storm Water Management**

Please refer to Chapter 7 and Appendix G of the Town of Buchanan Stormwater Management Plan, June 2008. The Town utilizes Outagamie County's post construction and storm water management ordinance. The Town completed construction of the Speedway Heights Pond in 2011 and is actively implementing the management plan for the pond. Information is available on the Town's website to educate developers on the storm water approval process and staff conducts meetings with permittees as necessary. The Town issued erosion control and stormwater management permits to projects with more than 4,000 SF of disturbed impervious surfaces. The Town continues to be a active member of the Garners Creek Storm Water Utility which works closely with existing landowners and developers. The Utility continues to implement management plans for three ponds within the Town that were constructed in 2011.

- **Pollution Prevention**

Please refer to Chapter 8 and Appendix H of the Town of Buchanan Stormwater Management Plan, June 2008. Street sweeping was completed in the Town on several primary roads which have curb and gutter by contracting with the Outagamie County Highway Department. The Highway Department street sweeps with a high efficiency sweeper twice per year and as needed. Approximately 3 curb miles are swept annually. The Town continues to offer residents a curb-side yard waste pickup and disposal service. The Town currently offers to pickup leaves and grass clippings (curb-side) 8-9 times per year.

b. Winter Road Management Activities:

Provide the name, title, and phone number for the individual(s) with overall responsibility for winter roadway maintenance.

Randy Roloff, Patrol Supt. Outagamie County Highway Department; 920-832-5679

Describe the types of products used for winter road management (e.g., deicing, pre-wetting, salting, etc.).

Pre-wetting, salting, sanding/chips

Describe the type of equipment used to apply the products.

Standard salt rotary spreader with brine spray

Report the amount of product used per month.

Salt (in tons): Jan 50.75, Feb 57.6, Mar 15.9, Apr/May 0, Nov 1, Dec 19.8

Brine (in gallons): Jan 395, Feb 220, Mar 90, Apr/May 0 Nov 0, Dec 240

Sand/Chips (in tons): Jan 13 Feb 1.5, Mar 0, Apr/May 0 Nov 0, Dec 0

SECTION V. Permit Conditions (continued)

Report the snow disposal locations, if snow is hauled away.

NONE

Describe any anti-icing, equipment calibration, and salt reduction strategies considered.

Considering the use of more brine, sand and less salt.

Describe any other additional measurable data or information that the permittee used to evaluate its winter road management activities.

Continued implementation of policy to determine appropriate response based on event type and volumes.
Minimizes the response for local roads to minimum levels.

c. **Municipal facility(s):**

Provide an inventory of municipally owned or operated structural storm water management facility(s), include: Location of each facility and contact information for the individual(s) with overall responsibility for each facility.

Speedway Heights Stormwater Pond, Located along Speedway Lane in Town of Buchanan

Describe the housekeeping activities and best management practices installed to reduce or eliminate storm water contamination.

Performed Operational and Maintenance in 2015. Actions included the removal of invasive vegetative species and the encouragement of native plant materials. Actions included the trapping and removal of varmints.

Discuss recommendations for improvements to current storm water management practices at the facility(s) and a timeline for installation and/or implementation of these recommendations.

Continued improvement of vegetation materials, monitoring and cleaning of outfalls and inlets and the removal of muskrats.

Describe the municipal facility(s) employee training on storm water pollution prevention provided.

Proper outfall cleaning

Describe the spill prevention and response procedures in place at the municipal facility(s).

Containment of spill areas through the use of drying agents and containment barriers.

d. **Storm Water Quality Management:** Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard? Yes No

If yes, provide the following: Model used SLAMM Version 9.2.1 Reduction (%) 25

If no, include a description of any actions the municipality has undertaken during 2015 to help achieve the 20% standard.

Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal? Yes No

If yes, describe:

Please refer to the Town's Stormwater Management Plan, June 2008

e. **Best Management Practices Maintenance:** Does the municipality have a maintenance program for installed storm water best management practices? Yes No

If yes, describe the maintenance program and any maintenance activities that have occurred for best management practices in 2015. If available, attach any additional information on the maintenance program.

In 2015, the Town continued implementation of its management plan for the Speedway Heights Pond which was constructed in 2011. The Town contracted with a stormwater consultant and ecologist for operation and maintenance (O&M) services as well as management of wetlands and prairies at the pond. The Town continues to rely on the

SECTION V. Permit Conditions (continued)

Garners Creek Storm Water Utility and their respective contracted consultants to provide O&M services for other BMP's located within the Town.

- f. **Storm Sewer System Map:** Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map if any changes occurred during the reporting year.
No changes or updates to report. Maps specifically related to ongoing illicit discharge field screening have been completed and were provided to the WDNR with the screening report.

SECTION VI. Fiscal Analysis

- a. Provide a fiscal analysis that includes the annual expenditures for 2015, and the budget for 2015 and 2016. A table to document fiscal information is provided on page 7.

- b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?

Storm water utility General fund Other Permitting fees

- c. Are adequate revenues being generated to implement your storm water management program to meet the permit requirements? Yes No

Please provide a brief summary of your financing/fiscal strategy and any additional information that will assist the Department in understanding how storm water management funds are being generated to implement and administer your storm water management program.

The Town is a member of the Garners Creek Storm Water Utility. The Utility district overlays a portion of the Town. The Utility charges an annual storm water utility fee of \$96 per Equivalent Runoff Unit (ERU). The type of development dictates the number of ERU's charged. The Utility is administered by the Garners Creek Storm Water Utility Commission which is comprised of officials from the Town of Buchanan, Town of Harrison and Village of Combined Locks.

Developers are charged permit fees and directly billed for services when their development requires storm water management reviews or inspections from the Town as required under the Town's storm water management program. Other general administration, annual reviews, general permit monitoring and non-developer related storm water projects are being funded from the Town's tax levy and general fund. The Town relies heavily on the availability of grant funding to implement major storm water projects.

SECTION VII. Inspections and Enforcement Actions

Note: If an ordinance listed below has previously been submitted and has not been amended since that time, a copy does not need to be submitted again. If the ordinance was previously submitted, indicate such in the space provided.

- a. As of the date of this annual report, has the municipality updated or revised its construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit? Yes No
If yes, attach copy or provide web link to ordinance:
<http://www.townofbuchanan.org/your-government/municipal-code>
- b. As of the date of this annual report, has the municipality updated or revised its post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit? Yes No
If yes, attach copy or provide web link to ordinance:
- c. As of the date of this annual report, has the municipality updated or revised its illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit? Yes No
If yes, attach copy or provide web link to ordinance:
- d. As of the date of this annual report, has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.)? Yes No
If yes, attach copy or provide web link to ordinance:
<http://www.townofbuchanan.org/your-government/municipal-code>

SECTION VII. Inspections and Enforcement Actions (continued)

e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.

The Town completed erosion control inspections in 2015 through its contracted consulting engineer. The Town inspected a total of 50 MS4 outfalls in 2015. The Town also instituted administrative changes to erosion control permitting and compliance through the use of financial guarantees.

SECTION VIII. Water Quality Concerns

a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: <http://dnr.wi.gov/topic/surfacewater/orwerw.html>) Yes No

If yes, list:

b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: <http://dnr.wi.gov/water/impairedsearch.aspx?status=303d>) Yes No

If yes, complete the following:

- Impaired waterbody to which the MS4 discharges:
Fox River, Kankapot Creek, Garners Creek and Plum Creek
- Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant (s) of concern to an impaired waterbody:
Refer to Chapter 9, Stormwater Quality Management, of the Town of Buchanan Stormwater Management Plan, June 2008. A list of actions to be taken by the Town are listed on page 9-7, most of which have been previously noted in this report as on-going efforts. The most significant action completed was the completion of ongoing illicit discharge field screening. The Speedway Heights Pond will improve water quality and reduce sediment discharged to Kankapot Creek, which is 303(d) listed for sediment and mercury.

c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.

No water quality improvements were observed by the Town.

d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.

No water quality degradation was observed by the Town.

SECTION IX. Proposed Program Changes

Describe any proposed changes to the storm water management program being contemplated by the municipality for 2016 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

The Garners Creek Storm Water Utility completed a water quality analysis for the entire Garners Creek watershed in 2015. The analysis will assist the Utility and the Town evaluate what types of additional BMP's would be needed to satisfy the Lower Fox River TMDL load allocations.

SECTION X. Other

Any other additional information the permittee would like to provide in the Annual Report regarding their storm water program?

Fiscal Analysis Table. Complete the fiscal analysis table provided below.

Program Element	Annual Expenditure 2015	Budget		Source of Funds
		2015	2016	
Public Education and Outreach	500	500	500	GENERAL FUND (TAX LEVY)
Public Involvement and Participation	500	500	500	GENERAL FUND (TAX LEVY)
Illicit Discharge Detection and Elimination	6,000	6,300	6,300	GENERAL FUND (TAX LEVY)
Construction Site Pollutant Control	3,600	1,000	1,000	FEES
Post-Construction Storm Water Management	6,500	6,500	7,500	FEES
Pollution Prevention	5,799	4,000	6,000	GENERAL FUND (TAX LEVY)
Storm Water Quality Management (including pollutant-loading analysis)	500	500	500	GENERAL FUND (TAX LEVY)
Storm Sewer System Map	0	0	0	GENERAL FUND (TAX LEVY)
Other:				

NORTHERN REGION COUNTIES			WEST CENTRAL REGION COUNTIES		
Ashland	Langlade	DNR Service Center	Adams	Marathon	DNR Service Center
Barron	Lincoln	Attn: Storm Water Program	Buffalo	Monroe	Attn: Storm Water Program
Bayfield	Oneida	5301 Rib Mountain Rd.	Chippewa	Pepin	5301 Rib Mountain Rd.
Burnett	Polk	Wausau, WI 54401	Clark	Pierce	Wausau, WI 54401
Douglas	Price	Phone: (715) 359-4522	Crawford	Portage	Phone: (715) 359-4522
Florence	Rusk		Dunn	St. Croix	
Forest	Sawyer		Eau Claire	Trempealeau	
Iron	Taylor		Jackson	Vernon	
	Vilas		Juneau	Wood	
	Washburn		La Crosse		

NORTHEAST REGION COUNTIES			SOUTH CENTRAL REGION COUNTIES		
Brown	Marquette	DNR Northeast Region	Columbia	Jefferson	DNR South Central Region
Calumet	Menominee	Attn: Storm Water Program	Dane	LaFayette	Attn: Storm Water Program
Door	Oconto	2984 Shawano Ave.	Dodge	Richland	3911 Fish Hatchery Rd.
Fond du Lac	Outagamie	Green Bay, WI 54313	Grant	Rock	Fitchburg, WI 53711
Green Lake	Shawano	Phone: (920) 662-5100	Green	Sauk	Phone: (608) 275-3266
Kewaunee	Waupaca		Iowa		
Manitowoc	Waushara				
Marinette	Winnebago				

SOUTHEAST REGION COUNTIES		
Kenosha	Sheboygan	DNR Service Center
Milwaukee	Walworth	Attn: Storm Water Program
Ozaukee	Washington	141 NW Barstow Street,
Racine	Waukesha	Room 180
		Waukesha, WI 53188
		(262) 574-2100

TOWN BOARD MEETING:

March 15, 2016

AGENDA ITEM #: 10e

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: March 11, 2016
RE: **Speedway Pond O&M**

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

SUMMARY: The Town is responsible for the operations and maintenance of the Speedway Heights Stormwater Pond which was constructed in 2011.

Town Administration has solicited Requests for Proposals from qualified firms to perform maintenance and inspection services for 2016. NES Ecological Services and McMahon provided proposals. Both firms are qualified and experienced to perform the services requested.

The following costs have been provided:

McMahon:	\$2,100 to \$2,900 (Time and Material)
NES Ecological Services:	\$3,650 to \$7,350 (Time and Material)

FISCAL IMPACT: The Town budgeted \$6,500 for all O&M related activities for 2016. This budget amount was based on the services rendered in 2015. As shown above, McMahon has provided the low bid proposal.

JDG

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ⁱ Administrative actions involve the routine application of adopted rules, policies and standards. Discretion associated with these types of decisions is very limited and is based solely on state statutes, local ordinances and/or policy.