



"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 Hilldisde 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
Posted: March 24, 2016

Motion to approve: Lawrence/Reinke. Carried 4 to 0. Date: March 23, 2016