



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
NOTICE OF THE TOWN BOARD MEETING
TUESDAY, APRIL 26, 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 March 23, 2016 Town Board Meeting.
- b). Approval of the Minutes of April 6, 2016 Special Town Board Meeting
- c). Approval of March 2016 Treasurer Report & Approve Bills.
- d). Approval of Operator's License Applications, With No Applicable Violations per Town Policy.

All items listed under the Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the General Order of Business and considered at this point on the agenda.

5. PUBLIC COMMENT FORUM

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

6. PRESENTATIONS: NONE

7. ROUTINE REPORTS:

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

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

9. UNFINISHED BUSINESS FOR DISCUSSION & POSSIBLE ACTION: NONE

10. NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION:

- a). 2016 Roadway Construction/Paving/Excavation, Contract A16, Bid Award (Majkowski) – For Approval/Denial.
- b). Intergovernmental Agreement for 2016 County Road CE/HH (Debruin Road) Roundabout Construction (Gregozeski) – For Discussion & Possible Action.
- c). Fireworks Permit, Applicant Speilbauer Fireworks, Location: WIR Racetrack; For June 11, 2016 (Cameron) – For Approval/Denial.
- d). Fire Chief Position/Recruitment Review (Gregozeski) – For Discussion and Possible Action.
- e). Creation of a Town Public Safety Ad-Hoc Committee (Gregozeski) – For Discussion and Possible Action.
- f). Appointment of Commissioner to Garners Creek Stormwater Utility for 2016-2018 term (McAndrews) – For Discussion & Possible Action.

11. CLOSED SESSION: NONE

12. FUTURE AGENDA ITEMS

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

13. ADJOURNMENT

Joel Gregozeski, Administrator/Clerk
Posted: April 21, 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
WEDNESDAY, MARCH 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 and Kavanaugh. Hughson was excused. Town officials present – Administrator/Clerk Gregozeski, Treasurer/Deputy Clerk Sieracki, Interim Chief Cameron. Other members of the public were also in attendance.
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.

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

The Town Board reviewed the application for Operator's License for Kayla Tessen per Town Policy. Kayla Tessen spoke in regards to her application and previous violations. Kelly Sperl spoke on behalf of the Stone Yard and Ms. Tessen.

Motion by Kavanaugh to deny the Operator's License for Kayla Tessen. Motion failed for lack of a second.

Motion by Lawrence/Reinke to approve the Operator's License for Kayla Tessen. Motion passed 3 to 1. Kavanaugh dissenting.

5. **PUBLIC COMMENT FORUM:** McAndrews called for comments three times. No individuals spoke during public comment.
6. **PRESENTATIONS:**
 - a). Presentation of 2015 Audited Financial Statements, Virginia Hinz, CPA; Schenck SC: Virginia Hinz, CPA, presented the Town's completed 2015 financial statements and the Management Communications letter to the Board. The Board reviewed and discussed the audit and asked questions of Hinz. A review of notes and recommendations from the audit were also discussed.
 - b). Presentation of Garners Creek Stormwater Utility & State Mandated Stormwater Regulatory Changes, Phil Kleman, McMahon: Phil Kleman from McMahon Associates presented information relating to the Garners Creek Stormwater Utility. The Board reviewed and discussed the presentation and asked questions of Kleman. A review of future utility projects and joint municipal meetings were also discussed.
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 noting speed enforcement and code violations were enforced.
 - 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 provided a review of calls for service data for 2014 and 2015.
 - c). Town Administrator – Update/Monthly Report on Administrative Activities: Gregozeski provide a monthly oral report on 2016 key projects for the Town.
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). Gregozeski provided an overview of the application for rezoning. He noted the Plan Commission unanimously approved the rezoning petition at their March 14, 2016 meeting. The Board reviewed and discussed the application.

Motion by Kavanaugh/Reinke to approve Application for Rezoning (Z-2016-01) as presented. Motion carried unanimously by voice vote.

- b). Scope of Work and Contract for Services Proposal from East Central Wisconsin Regional Planning Commission for Comprehensive Plan Update. Eric Fowle from the East Central Wisconsin Regional Planning Commission was present and discussed the proposal for services. The Board reviewed and discussed the proposal from ECWRP.

Motion by Kavanaugh/Lawrence to approve Scope of Work and Contract for Services from East Central Wisconsin Regional Planning Commission as presented. Motion carried unanimously by voice vote.

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). Gregozeski introduced the application for alcohol licensing for the Sinful Souls N Spirits. Gregozeski indicated this will be a new establishment operating in the previous Chandelier Club on Eisenhower Drive. Gregozeski noted that upon review no outstanding violations in accordance with Town Policy are evident.

Motion by Reinke/Kavanaugh to approve the Class "B" Beer License and Reserve "Class B" Liquor Combination License, March 16, 2016-June 30, 2016, for Daniel Newhouse (Sinful Souls N Spirits). Motion carried unanimously by voice vote.

- 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 4, 2016. Gregozeski provided a brief overview of the variance application noting that GameDay Sports Bar has been granted a noise variance for similar dates in the each of the past 3-4 years. He noted that we occasionally receive complaints from Appleton residents about the noise. Gregozeski noted that the owner has attempted to address these concerns individually.

Motion by Kavanaugh/Reinke to approve Noise Ordinance Variance Permit for GameDay Sports Bar, N225 Stoney Brook Road for Dates May 28, 29, July 2, 3, September 3 and 4 2016. Motion carried unanimously by voice vote.

- c). Heart of the Valley Prevention Partnership Request for Financial Support: Gregozeski indicated the Town Board received a request to support the HOVPP in the fall of 2015 at which time the Board elected to not participate. The HOVPP is again seeking support from the Town of Buchanan since it is the only municipality not in partnership in the Heart of the Valley region.

Motion by Lawrence/Kavanaugh to approve financial support in the sum of \$694 toward the Heart of the Valley Prevention Partnership Board in 2016. Motion carried 3 to 1. McAndrews dissenting.

- d). 2015 Annual Report under MS4 General Permit. Gregozeski provided a brief overview of the 2015 MS4 Annual Report. He noted no formal action is required from the Town Board.

- e). Speedway Pond Operations and Maintenance Agreement. Gregozeski provided a brief overview of the contract for services agreement with McMahan. He noted the proposal was the lower cost between two firms.

Motion by Kavanaugh/Reinke to approve the Speedway Pond Operations and Maintenance Agreement with McMahan as presented. Motion carried unanimously by voice vote.

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

- a). 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 April 6, 2016 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. CLOSED SESSION: NONE

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

13. ADJOURNMENT: *Motion by Lawrence/Reinke to adjourn the meeting at 9:23 p.m. Motion carried unanimously by voice vote.*

Joel Gregozeski, Administrator/Clerk
Drafted: March 24, 2016

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

DRAFT



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF SPECIAL TOWN BOARD MEETING
WEDNESDAY, APRIL 6, 2016 AT 6:30 P.M.
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

- 1. CALL MEETING TO ORDER** – McAndrews called the meeting to order at 6:30 p.m.
- 1. ROLL CALL & VERIFY PUBLIC NOTICE** - Public notice verified. Board members present – McAndrews, Lawrence, Reinke, Kavanaugh, and Hughson. Town officials present – Administrator/Clerk Gregozeski, Interim Chief Cameron. Other members of the public were also in attendance.
- 2. DISCUSSION AND POSSIBLE ACTION: FIRE DEPARTMENT ORGANIZATIONAL STRUCTURE & LEVEL OF SERVICE:** Gregozeski facilitated a discussion between the Town Board and officers of the Fire Department. During the discussion the Board consented to the following items: (1) EMS response should be on average 5 ½ minutes. (2) Fire/Rescue response (emergency/applicable call types) should provide a minimum of 10 people, assembled within 10 minutes, 80% of calls. (3) EMS responders should hold and maintain an EMT-B certification. (4) Review for a future meeting a job announcement/description for a part-time Fire Chief. (5) Direct staff to begin and continue discussions with the Village of Combined Locks and Village of Harrison about possible opportunities for consolidation, response aid and/or equipment & apparatus sharing. (6) Review for a future meeting the establishment of an ad-hoc Public Safety Committee.
- 3. ADJOURNMENT** – Motion by Reinke/Lawrence to adjourn at 9:17 p.m. Motion passed unanimously by voice vote.

Joel Gregozeski, Administrator/Clerk
Drafted 4/12/2016

TOWN BOARD MEETING:

April 26, 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: April 21, 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 March 31, 2016. Also attached is a list which includes all bills and deposits for the period March 6, 2016 through April 9, 2016. Included is the Administrator/Clerk's working budget summary for the period ending March 31, 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. March 2016 Treasurer's Report
2. March 6, 2016 through April 9, 2016 Bills & Deposits List
3. Town Budget Summary for period ending March 31, 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

March 2016

Operating Account The Business Bank	Previous Balance	\$ 1,558,018.07
	Deposits	\$ 118,654.23
	Checks	\$ 268,200.59
	Interest Credited on 3/31/16	\$ 322.79
	Balance as of 3/31/16	\$ 1,408,794.50
	<i>(Interest Year to Date: \$1861.84)</i>	
	Segregated Funds (included in above total)	
	Intersection Improvement Fund	\$ 74,336.00
	Fire Apparatus Fund	\$ 76,405.00
	Building Improvement Fund	\$ 31,646.00
Trail Development Fund	\$ 15,042.00	
Contingency Account The Business Bank	Previous Balance	\$ 247,249.96
	Deposits	
	Withdrawals	\$ -
	Interest Credited on 3/31/16	\$ 181.27
	Balance as of 3/31/16	\$ 247,431.23
	<i>(Interest Year to Date: \$534.49)</i>	
Park Impact Fees The Business Bank	Previous Balance	\$ 13,813.38
	Deposits	\$ -
	Withdrawals	\$ -
	Interest Credited on 3/31/16	\$ 5.86
	Balance as of 3/31/16	\$ 13,819.24
	<i>(Interest Year to Date: \$16.64)</i>	
Fire/EMS Communication The Business Bank	Previous Balance	\$ 3,056.91
	Withdrawals	\$ -
	Interest Credited on 3/31/16	\$ 0.26
	Balance as of 3/31/16	\$ 3,057.17
	<i>(Interest Year to Date: \$.77)</i>	
Fire Department Fundraising The Business Bank	Previous Balance	\$ 28,303.51
	Deposit	\$ -
	Withdrawals	\$ -
	Interest Credited on 3/31/16	\$ 18.03
	Balance as of 3/31/16	\$ 28,321.54
	<i>(Interest Year to Date: \$52.89)</i>	
Road Improvements The Business Bank	Previous Balance	\$ 1,401,732.76
	Deposit	\$ -
	Withdrawals	\$ 10.00
	Interest Credited on 3/31/16	\$ 297.63
	Balance as of 3/31/16	\$ 1,402,020.39
	<i>(Interest Year to Date: \$873.51)</i>	

Loan Balances

Citizens Bank (Van Roy Road/Other Projects) <i>(Original Loan Amount - \$1,410,000.00)</i>	Balance as of 3/31/16	\$ 175,000.00
	<i>(Int. Paid Year to Date:)</i>	
	<i>(Int. Paid Inception to Date: \$242,728.80)</i>	
State Trust Fund (Road Projects) <i>(Original Loan Amount - \$2,000,000.00)</i>	Balance as of 3/31/16	\$ 2,000,000.00
	<i>(Int. Paid Year to Date:)</i>	
	<i>(Int. Paid Inception to Date: 0)</i>	

04/15/16

TOWN OF BUCHANAN
Bills for 4/26/16 Meeting
 March 6 through April 9, 2016

Type	Date	Num	Name	Memo	Paid Amount
11010.0 - Bus Bank-Checking					
Deposit	03/07/2016			Deposit	2,849.32
Deposit	03/08/2016			Deposit	1,363.52
Deposit	03/08/2016			Deposit	68,075.00
Deposit	03/10/2016			Deposit	4,824.00
Deposit	03/10/2016			Deposit	677.65
Deposit	03/24/2016			Deposit	2,041.79
Deposit	03/24/2016			Deposit	10,000.00
Deposit	03/31/2016			Deposit	2,109.61
Deposit	03/31/2016			Interest	322.79
Deposit	04/04/2016			Deposit	25,546.58
Liability C...	03/08/2016	ACH	Internal Revenue Service	39-1316254	-1,737.54
Check	03/07/2016	ACH	Network Health Plan	Group 100400,	-3,570.94
Check	03/15/2016	ACH	Paul Hermes	Inspection fees	-1,398.78
Paycheck	03/15/2016	ACH	HUGHSON, JENNIFER S		-400.18
Paycheck	03/15/2016	ACH	KAVANAUGH, CHARLES J		-375.18
Paycheck	03/15/2016	ACH	LAWRENCE, KAREN L		-400.18
Paycheck	03/15/2016	ACH	MC ANDREWS, MARK C		-559.19
Paycheck	03/15/2016	ACH	REINKE, DENNIS G		-375.18
Check	03/11/2016	ACH	USPS	Stamps.com postage purchase	-100.00
Paycheck	03/16/2016	ACH	GIRARD, CHRIS L		-395.24
Paycheck	03/16/2016	ACH	SIERACKI, CYNTHIA R		-920.54
Paycheck	03/16/2016	ACH	CAMERON, NEAL A		-837.28
Paycheck	03/16/2016	ACH	FRANZKE, RICK A		-238.03
Paycheck	03/16/2016	ACH	GREGOZESKI, JOEL D		-2,248.91
Paycheck	03/16/2016	ACH	HENNESSEY, PATRICIA A		-579.41
Paycheck	03/16/2016	ACH	BERG, DENNIS G		-166.78
Paycheck	03/16/2016	ACH	BIRKNER, ZACHARY G		-17.88
Paycheck	03/16/2016	ACH	HOMOLA, MICHAEL G		-58.19
Paycheck	03/16/2016	ACH	JAHN, DANIEL W		-107.54
Paycheck	03/16/2016	ACH	JAHN, STEVEN W		-245.99
Paycheck	03/16/2016	ACH	KRUEGER, SAMUEL A		-105.43
Paycheck	03/16/2016	ACH	KUMROW, DEREK A		-36.50
Paycheck	03/16/2016	ACH	LOCKHART, SCOTT G		-137.98
Paycheck	03/16/2016	ACH	MENCEL, JR, WILLIAM L		-0.50
Paycheck	03/16/2016	ACH	MUSICH, SCOTT M		-117.36
Paycheck	03/16/2016	ACH	NEWHOUSE, JAMIE J		-228.13
Paycheck	03/16/2016	ACH	VAN SCHYNDEL, LISA M		-176.25
Paycheck	03/16/2016	ACH	THYSSEN, NICHOLAS P		-68.57
Paycheck	03/16/2016	ACH	VANDE WETTERING, KURT D		-22.34
Paycheck	03/16/2016	ACH	WALSH, JOHN T		-99.77
Paycheck	03/16/2016	ACH	WIEDENBAUER, KENNETH S		-18.71
Liability C...	03/18/2016	ACH	Internal Revenue Service	39-1316254	-575.16
Liability C...	03/22/2016	ACH	Internal Revenue Service	39-1316254	-1,820.86
Liability C...	03/31/2016	ACH	Wisconsin Dept. of Revenue	036-0000195431-02	-591.20
Liability C...	03/31/2016	ACH	Department of Employee Trust Funds	69-036-0120-000	-1,381.04
Check	04/07/2016	ACH	Network Health Plan	Group 100400,	-3,570.94
Paycheck	03/30/2016	ACH	BERG, DENNIS G		-198.55
Paycheck	03/30/2016	ACH	BIRKNER, ZACHARY G		-174.13

04/15/16

TOWN OF BUCHANAN
Bills for 4/26/16 Meeting
March 6 through April 9, 2016

Type	Date	Num	Name	Memo	Paid Amount
Paycheck	03/30/2016	ACH	HOOYMAN, JEFFREY J		-54.48
Paycheck	03/30/2016	ACH	JAHN, DANIEL W		-167.09
Paycheck	03/30/2016	ACH	JAHN, STEVEN W		-66.59
Paycheck	03/30/2016	ACH	KRUEGER, SAMUEL A		-142.84
Paycheck	03/30/2016	ACH	LOCKHART, SCOTT G		-101.07
Paycheck	03/30/2016	ACH	MADER, MATTHEW J		-64.94
Paycheck	03/30/2016	ACH	MENCEL, JR, WILLIAM L		-62.01
Paycheck	03/30/2016	ACH	MUSICI, SCOTT M		-58.68
Paycheck	03/30/2016	ACH	REGAL, BRIAN J		-46.78
Paycheck	03/30/2016	ACH	RUSCH, TYLER R		-76.20
Paycheck	03/30/2016	ACH	WALSH, JOHN T		-88.34
Paycheck	03/30/2016	ACH	WIEDENBAUER, KENNETH S		-9.36
Paycheck	03/30/2016	ACH	FRANZKE, RICK A		-293.33
Paycheck	03/30/2016	ACH	GIRARD, CHRIS L		-230.50
Paycheck	03/30/2016	ACH	HENNESSEY, PATRICIA A		-632.12
Paycheck	03/30/2016	ACH	KARRELS, JONATHAN A		-175.46
Paycheck	03/30/2016	ACH	SIERACKI, CYNTHIA R		-923.60
Paycheck	03/30/2016	ACH	CAMERON, NEAL A		-837.28
Paycheck	03/30/2016	ACH	GREGOZESKI, JOEL D		-2,248.90
Check	03/28/2016	ACH	USPS	Stamps.com postage purchase	-100.00
Liability C...	04/05/2016	ACH	Internal Revenue Service	39-1316254	-1,793.36
Paycheck	04/01/2016	ACH	BENZSCHAWEL, MARLENE R		-64.50
Paycheck	04/01/2016	ACH	BETTERS, LINDA L		-64.50
Paycheck	04/01/2016	ACH	BORTHS, TERRY L		-64.50
Paycheck	04/01/2016	ACH	DRAGER, GEORGIA J		-70.00
Paycheck	04/01/2016	ACH	DREPHAL, PATRICIA A		-70.00
Paycheck	04/01/2016	ACH	DUPONT, SUSAN R		-70.00
Paycheck	04/01/2016	ACH	FELDKAMP, MARYANNE		-64.50
Paycheck	04/01/2016	ACH	HEINAN, RICHARD P		-64.50
Paycheck	04/01/2016	ACH	HORNBY, KATHRYN A		-70.00
Paycheck	04/01/2016	ACH	MC GOWAN, PATRICIA J		-235.38
Paycheck	04/01/2016	ACH	SANTKUYL, BARBARA M		-70.00
Paycheck	04/01/2016	ACH	ZOELK, JAMES L		-134.50
Check	04/05/2016	ACH	STAMPS.COM	Monthly Stamps.Com fee April 2016	-15.99
General J...	03/07/2016	463		To replace check # 34312	24,543.58
General J...	03/14/2016	464		To replace check # 34448-Zahringer	51.25
Check	03/07/2016	34628	McKeefry & Sons, Inc	Replaces Check # 34312	-24,543.58
Bill Pmt -...	03/07/2016	34629	Eagle Engraving, Inc.		-288.05
Bill Pmt -...	03/07/2016	34630	Omnni Associates, Inc.		-5,400.00
Bill Pmt -...	03/07/2016	34631	Outagamie County Highway Dept.		-22,429.98
Bill Pmt -...	03/07/2016	34632	UNUM Life Insurance Company of A...	932511-001	-144.16
Bill Pmt -...	03/07/2016	34633	WE Energies		-1,046.12
Check	03/14/2016	34634	Jeremy Zahringer	030226100 tax overpayment	-51.25
Check	03/14/2016	34635	Wendy McMorro	Rental Hall Refund	-75.00
Bill Pmt -...	03/14/2016	34636	Card Service Center	Visa 0975, 1064	-1,133.78
Bill Pmt -...	03/14/2016	34637	Cedar Corporation		-12,112.54
Bill Pmt -...	03/14/2016	34638	Heart of the Valley Chamber of Com...	April 2016-March 2017	-220.00
Bill Pmt -...	03/14/2016	34639	Lowe's		-18.00
Bill Pmt -...	03/14/2016	34640	News Publishing Company Inc.		-64.10

04/15/16

TOWN OF BUCHANAN
Bills for 4/26/16 Meeting
March 6 through April 9, 2016

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -...	03/14/2016	34641	Office Depot	Acct. 5163,	-104.02
Bill Pmt -...	03/14/2016	34642	Outagamie County Treasurer		-1,000.00
Bill Pmt -...	03/14/2016	34643	Security Roofing, Inc.		-274.15
Bill Pmt -...	03/14/2016	34644	Unemployment Insurance		-75.12
Bill Pmt -...	03/14/2016	34645	WE Energies-Street Lights	Acct. 3841-040-796	-1,991.18
Bill Pmt -...	03/14/2016	34646	Wisconsin Dept. of Revenue		-416.25
Check	03/14/2016	34647	Seymour Fire Dept.	Bowling Event	-100.00
Check	03/21/2016	34648	Kimberly Village of	I Voted Stickers	-33.12
Bill Pmt -...	03/21/2016	34649	Advance Disposal-Green Bay-B8		-19,949.98
Bill Pmt -...	03/21/2016	34650	Corporate Network Solutions, Inc.		-179.80
Bill Pmt -...	03/21/2016	34651	Darboy Corner Store		-28.25
Bill Pmt -...	03/21/2016	34652	Kaukauna Utilities		-117.36
Bill Pmt -...	03/21/2016	34653	TDS Metrocom		-637.14
Bill Pmt -...	03/21/2016	34654	The Horton Group		-3,111.00
Bill Pmt -...	03/21/2016	34655	University of Wisconsin-Extension		-80.00
Bill Pmt -...	03/21/2016	34656	Verizon		-120.03
Bill Pmt -...	03/28/2016	34657	Accent Business Solutions, Inc.		-72.96
Bill Pmt -...	03/28/2016	34658	Appleton City of		-14,187.00
Bill Pmt -...	03/28/2016	34659	Carstens Ace Hardware Inc.	Cust. 1114	-16,846.00
Bill Pmt -...	03/28/2016	34660	CASPER'S TRUCK EQUIPMENT		-99.00
Bill Pmt -...	03/28/2016	34661	Cellcom Appleton PCS	Acct # 009-09048840	-49.06
Bill Pmt -...	03/28/2016	34662	Oshkosh Fire & Police Equipment, Inc.		-89,610.00
Bill Pmt -...	03/28/2016	34663	Outagamie County Planning Dept.		-45.00
Bill Pmt -...	03/28/2016	34664	UNUM Life Insurance Company of A...	932511-001	-144.16
Bill Pmt -...	03/28/2016	34665	Wisconsin Dept. of Justice	G3203	-21.00
Check	04/04/2016	34666	Fox Valley Technical College		-15.00
Check	04/04/2016	34667	Matthews Senior Housing LLC	Overpayment on Personal Property Tax	-467.75
Bill Pmt -...	04/04/2016	34668	Cintas Corporation #443		-103.09
Bill Pmt -...	04/04/2016	34669	Oshkosh Fire & Police Equipment, Inc.		-369.00
Bill Pmt -...	04/04/2016	34670	Outagamie County Zoning		-50.00
Bill Pmt -...	04/04/2016	34671	WE Energies		-815.47
Bill Pmt -...	04/04/2016	34672	Wisconsin Dept. of Revenue-TAX	600-0000195431-03	-10.00
Total 11010.0 · Bus Bank-Checking					-109,531.04
11015.0 · Bus Bank-Contingency Svgs MM					
Deposit	03/27/2016			Interest	181.27
Total 11015.0 · Bus Bank-Contingency Svgs MM					181.27
11020.0 · Bus Bank-Park Impact Fees MM					
Deposit	03/27/2016			Interest	5.86
Total 11020.0 · Bus Bank-Park Impact Fees MM					5.86
11030.0 · Bus Bank-Fire/EMS Comm Equip MM					
Deposit	03/31/2016			Interest	0.26
Total 11030.0 · Bus Bank-Fire/EMS Comm Equip MM					0.26

04/15/16

TOWN OF BUCHANAN
Bills for 4/26/16 Meeting
March 6 through April 9, 2016

Type	Date	Num	Name	Memo	Paid Amount
11045.0 · Bus. Bank-Fire Dept Fundraising					
Deposit	03/31/2016			Interest	18.03
Total 11045.0 · Bus. Bank-Fire Dept Fundraising					18.03
11050.0 · Bus. Bank-Road Improvement					
Check	03/31/2016			Service Charge	-10.00
Deposit	03/31/2016			Interest	297.63
Total 11050.0 · Bus. Bank-Road Improvement					287.63
TOTAL					-109,037.99

Town of Buchanan						
Year-To-Date Budget Comparison (Revenues)						
Fiscal Year 2016						
					<i>As of:</i>	<i>3/31/2016</i>
Department	2015 BUDGET	2016 BUDGET	YEAR TO DATE 3/31/2016	(UNDER) OVER BUDGET 2016	PERCENT UNDER/ OVER	
Taxes - 41000						
General Property Taxes	\$1,885,308	\$1,896,025	\$1,658,872	\$ (237,153)	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	\$34,113	\$ (36,382)	48%	
Fines, Forfeitures & Penalties - 45000	\$14,155	\$12,155	\$4,552	\$ (7,603)	37%	
Public Charges for Services - 46000	\$301,480	\$303,740	\$6,494	\$ (297,246)	2%	
Intergovernmental Charges for Services - 47000	\$1,900	\$1,900	\$0	\$ (1,900)	0%	
Miscellaneous Revenue - 48000	\$615,500	\$155,000	\$10,711	\$ (144,289)	7%	
Proceeds Long Term Debt - 49000	\$1,397,000	\$766,651	\$0	\$ (766,651)	0%	
TOTAL - Revenues	\$ 2,683,304	\$ 3,499,289	\$ 1,748,487	\$ (1,750,803)	49.97%	

Town of Buchanan						
Year-To-Date Budget Comparison (Expenses)						
Fiscal Year 2016						
					<i>As of:</i>	<i>3/31/2016</i>
Department		2015 BUDGET	2016 BUDGET	YEAR TO DATE 3/31/2016	(UNDER)	PERCENT
					OVER BUDGET 2015	OF BUDGET
General Government - 51000						
51100	Legislative (Town Board)	\$ 31,930	\$ 32,005	\$ 7,650	\$ (24,355)	24%
51300	Legal Service Fees	\$ 33,000	\$ 30,000	\$ 3,738	\$ (26,263)	12%
51400	General Administration	\$ 250,934	\$ 254,354	\$ 62,938	\$ (191,416)	25%
51500	Financial Administration	\$ 21,500	\$ 21,750	\$ 5,759	\$ (15,991)	26%
51600	General Building, Town Hall	\$ 57,637	\$ 58,402	\$ 10,090	\$ (48,312)	17%
51900	Other General Government	\$ 24,146	\$ 24,146	\$ 5,875	\$ (18,271)	24%
Subtotal - General Government		\$ 419,147	\$ 420,657	\$ 96,049	\$ (324,608)	23%
Public Safety - 52000						
52100	Law Enforcement	\$ 400,002	\$ 405,763	\$ 184,235	\$ (221,528)	45%
52200	Fire & Rescue	\$ 157,847	\$ 177,803	\$ 51,384	\$ (126,419)	29%
52300	Emergency Management/EMS	\$ 91,720	\$ 35,100	\$ 2,955	\$ (32,145)	8%
52400	Building Inspection	\$ 12,500	\$ 15,600	\$ 4,196	\$ (11,404)	27%
Subtotal - Public Safety		\$ 662,069	\$ 634,266	\$ 242,770	\$ (391,496)	38%
Public Works - 53000						
53300	Highway & Street Maintenance	\$ 211,400	\$ 221,900	\$ 43,003	\$ (178,897)	19%
53400	Road Related Facilities	\$ 34,068	\$ 41,068	\$ 9,569	\$ (31,499)	23%
53500	Mass Transit	\$ 60,772	\$ 56,745	\$ 18,822	\$ (37,923)	33%
53600	Sanitation	\$ 321,982	\$ 324,372	\$ 64,640	\$ (259,732)	20%
Subtotal - Public Works		\$ 628,222	\$ 644,085	\$ 136,035	\$ (508,050)	21%
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	\$ 3,687	\$ 10	100%
56900	Planning & Zoning/Erosion/Conservation	\$ 25,520	\$ 26,520	\$ 7,880	\$ (18,640)	30%
Subtotal - Conservation & Development		\$ 25,705	\$ 30,198	\$ 11,567	\$ (18,631)	38%

Department		2015 BUDGET	2016 BUDGET	YEAR TO DATE 3/31/2016	(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	\$ 5,120	\$ (53,880)	9%
57620	Parks & Recreation	\$ 58,500	\$ 57,500	\$ 17,251	\$ (40,249)	30%
57220	Fire & Rescue	\$ 114,500	\$ 317,400	\$ 91,260	\$ (226,140)	29%
57230	EMS - Emergency Management	\$ 4,500	\$ -	\$ -	\$ -	0%
57331	Roads & Public Works	\$ 2,384,350	\$ 1,058,921	\$ 206,915	\$ (852,006)	20%
57348	Stormwater & Drainage	\$ -	\$ 106,375	\$ -	\$ (106,375)	0%
Subtotal - Capital Outlay		\$ 2,570,350	\$ 1,599,196	\$ 320,546	\$ (1,278,650)	20%
TOTAL - General Fund Operating, Debt & Capital		\$ 4,568,613	\$ 3,603,290	\$ 806,967	\$ (2,796,323)	22.40%

TOWN BOARD MEETING:

April 26, 2016

AGENDA ITEM #: 4d

ACTION TYPE:

Administrative Action

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: April 21, 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. None of the listed applicants have an applicable violation(s) per Town policy.

POLICY/PLAN REFERENCE(S):

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

FISCAL IMPACT: NONE

JDG

###

Attachments:

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

APRIL 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>
2015-173PV Broderick A. Gens, 606 S. John St., Kimberly, WI 54136	Buchanan Moto Mart	None	New
2015-174PV Hien H. Truong, 615 W. Third St., #A, Appleton, WI 54915	Four Seasons	Nothing Current	New
2015-175PV Shane C. Sargent, 209 Olde Pulley Ln., Apt. #5, Menasha, WI 54952	Rocky Rococo	Nothing Current	New
2015-176PV Nathan B. Ruplinger, 603 Applewood Dr., Kimberly, WI 54136	Festival Foods	None	New
2015-177PV Kayla C. Murray, 717 Apple Blossom Ct., Kimberly, WI 54136	Festival Foods	None	New
2015-178PV Jessica D. Schroeder, 704 E Frances St., Appleton, WI 54915	The StoneYard	None	New
2015-179PV Lorna K. Eisner, 721 Grand Ave., Little Chute, WI 54140	Festival Foods	None	New
2015-180PV James Vue, 229 S. Fisk St., Green Bay, WI 54303	Four Seasons	None	New
2015-181PV Chelsea R. Fraley, 1015 Gregory St., Neenah, WI 54915	The Pit Stop	None	New

TOWN BOARD MEETING:

April 26, 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: April 21, 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 quarterly law enforcement report.

POLICY/PLAN REFERENCE(S):

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

FISCAL IMPACT: NONE

JDG

###

Attachments:

- 1. First Quarter Law Enforcement Report – Jan, Feb, March 2016**

OUTAGAMIE CO.

SHERIFF'S DEPT.

320 S. WALNUT ST.

FAX (920) 832-5283

TDD (920) 832-5007



APPLETON, WI 54911-5989

TELEPHONE (920) 832-5605

EMERGENCY 9-1-1

Sheriff BRADLEY G. GEHRING

Date: Submitted one week prior to Board meeting (January, April, July, October of each year)
To: Buchanan Town Board, Buchanan Town Administrator / Clerk
From: Lieutenant Chris Proietti (Supervisor - Criminal Investigations)
Re: Quarterly Report (**JANUARY, FEBRUARY, MARCH 2016**)

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

EVENT	JANUARY	FEBRUARY	MARCH	QUARTERLY TOTAL
911 Assist / Hang Up	06	11	14	31
Accident	33	25	29	87
Alarm	18	09	02	29
Alcohol	01	01	01	03
Animal	07	06	05	18
Assist Motorist	11	18	13	42
Assists	10	11	16	37
Battery	00	00	00	00
Bike Stops	00	01	00	01
Burglary / Theft / Robbery	07	08	07	22
Crime Prevention, Building Security, Civil Process	168	169	181	518
Damage to Property	01	03	03	07
Disturbances / Noise	06	05	03	14
Fireworks / Trespass				
Domestic / Sex Offense	01	00	06	07
Drugs	00	01	01	02
Fire / Medical	13	16	20	49
Fraud	03	02	04	09
Harassment	04	01	01	06

Hazard	05	02	05	12
Juvenile / Truancy	00	00	00	00
Lost / Found	00	02	02	04
Missing / Runaway	00	00	00	00
Open Door	03	06	03	12
Ordinance	00	03	05	08
Parking / Abandoned Vehicle	09	04	02	15
Reckless Driving	04	05	08	17
Suspicious Person / Vehicle	04	06	11	21
Traffic Stop, Traffic Safety	70	144	156	370
Violation Court Order	01	01	03	05
Warrant / Jail	04	09	04	17
Weapons	00	00	01	01
Welfare Check / Emergency Commit	06	04	09	19

1. **Community Support:** Buchanan Town Deputies attended, completed or participated in the following activities during the reported quarter (Safety events, School events, GREAT activities, Neighborhood Watch meetings, Business Watch meetings, other presentations or meetings which benefited the citizens of Buchanan).

- a. School Traffic Enforcement at Holy Spirit School
- b. Investigative Division met with business owners to discuss office safety
- c. GREAT instruction

2. **Sheriff's Department Specialized Assist:** The citizens of Buchanan received support from the following specialized units over the reported quarter (K9 Units, Bomb Squad, Emergency Response Team, Detectives, Drug Unit, Dive Team, Patrol Grants).

- a. Drug Unit conducted 2 criminal investigations in the Town of Buchanan
- b. Five separate incidents of K9 and Handler response
- c. Fourteen follow-up investigations conducted by Detectives from the Outagamie County Sheriff's Department

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

a. Tactical Scenario

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

a. Extra patrol and visibility at the Buchanan Town Hall (Interior and Exterior)

b. Continued with outstanding Crime Prevention and Building Security efforts

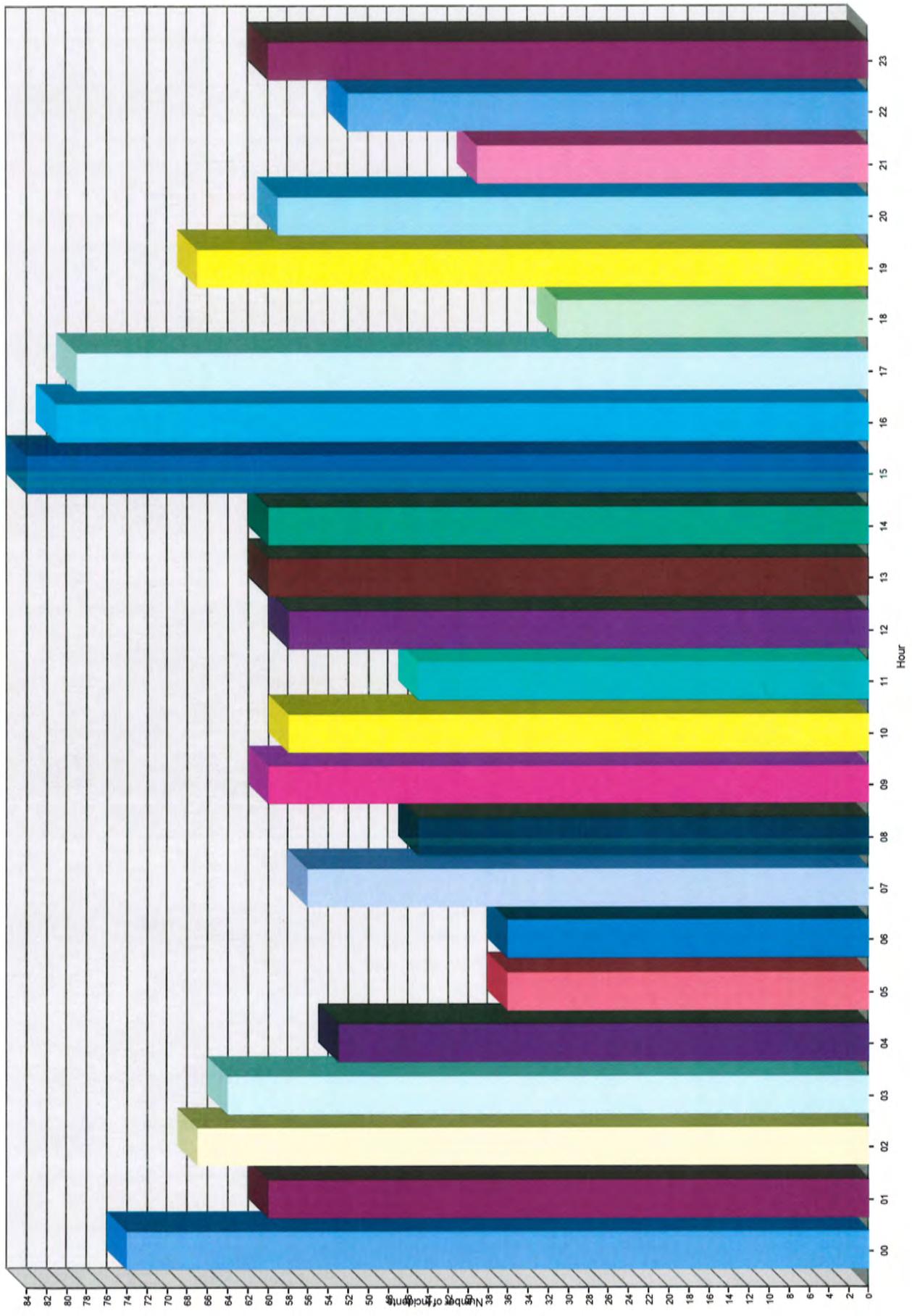
c. Increased public contact. Exit squad and make contact with the Citizens of Buchanan, addressing their questions and concerns

d. Warm weather leads to an increase in property crimes. Contact with all suspicious vehicles and persons, especially during the night hours, should be a priority

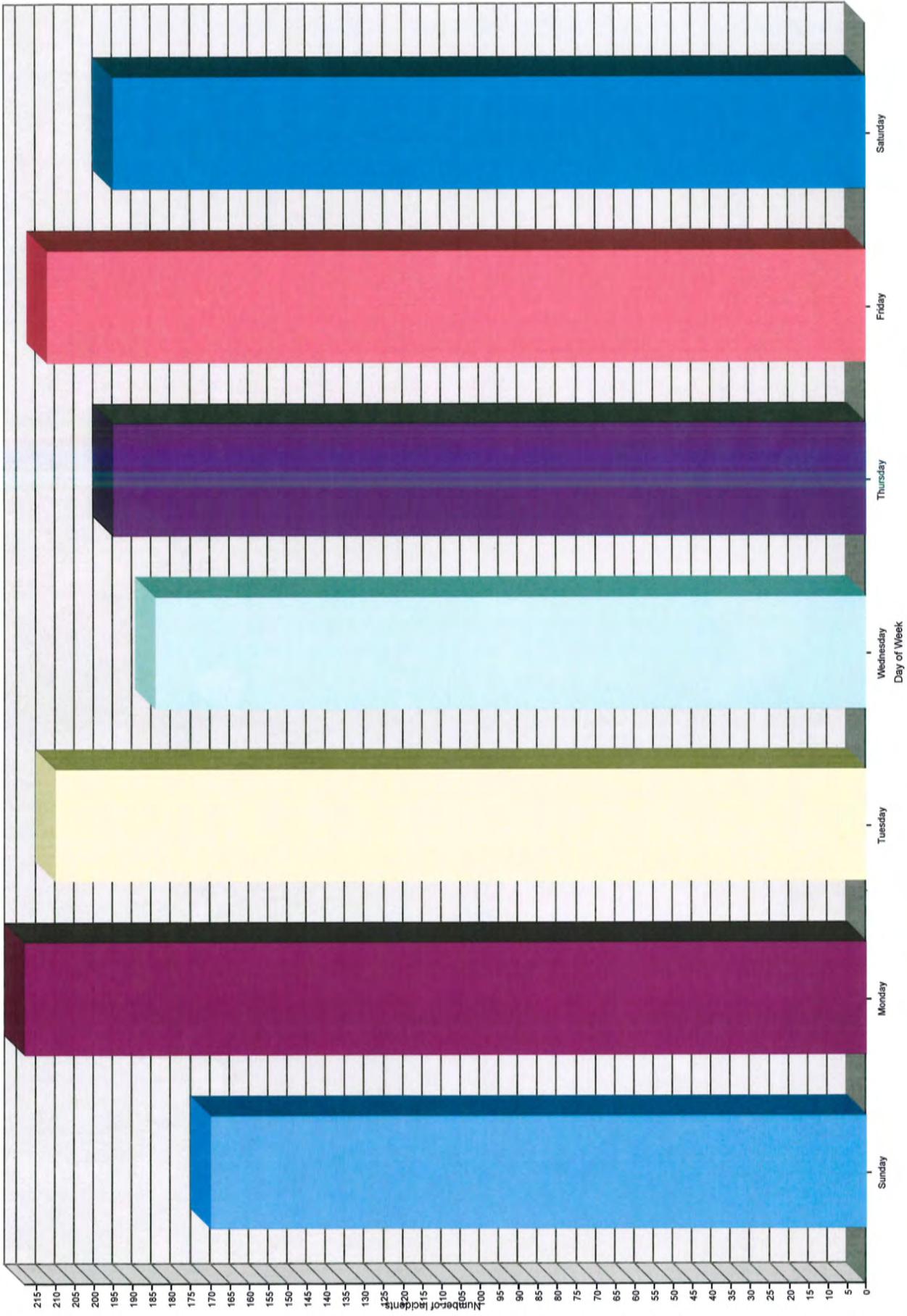
e. Each Deputy must make contact with the Town Administrator, addressing the concerns of the Town Board and Buchanan Citizens

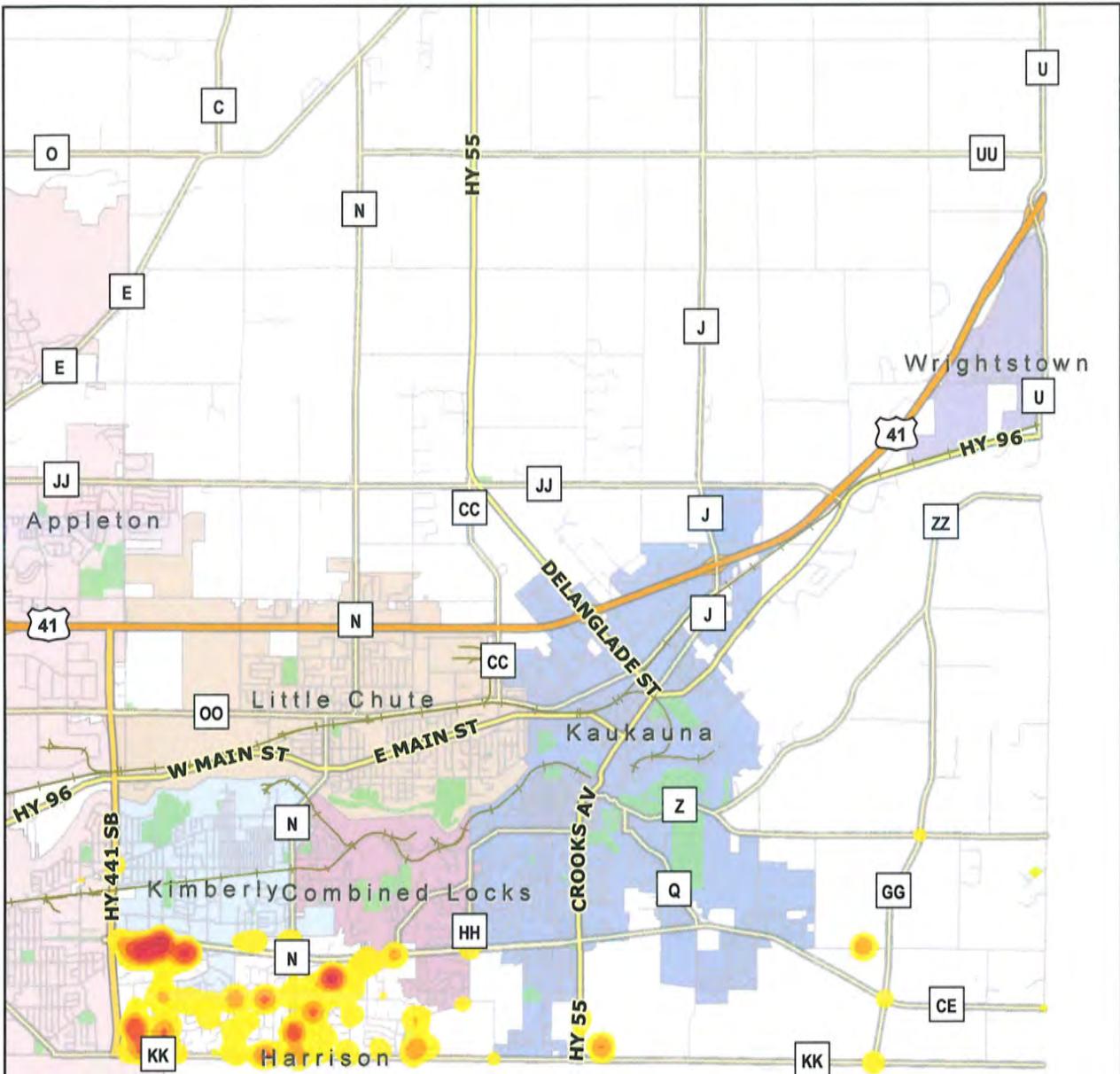
CC: Sheriff Bradley Gehring, Undersheriff Mike Jobe, Buchanan Deputies

Time of Day Graph



Day of Week Graph





Legend

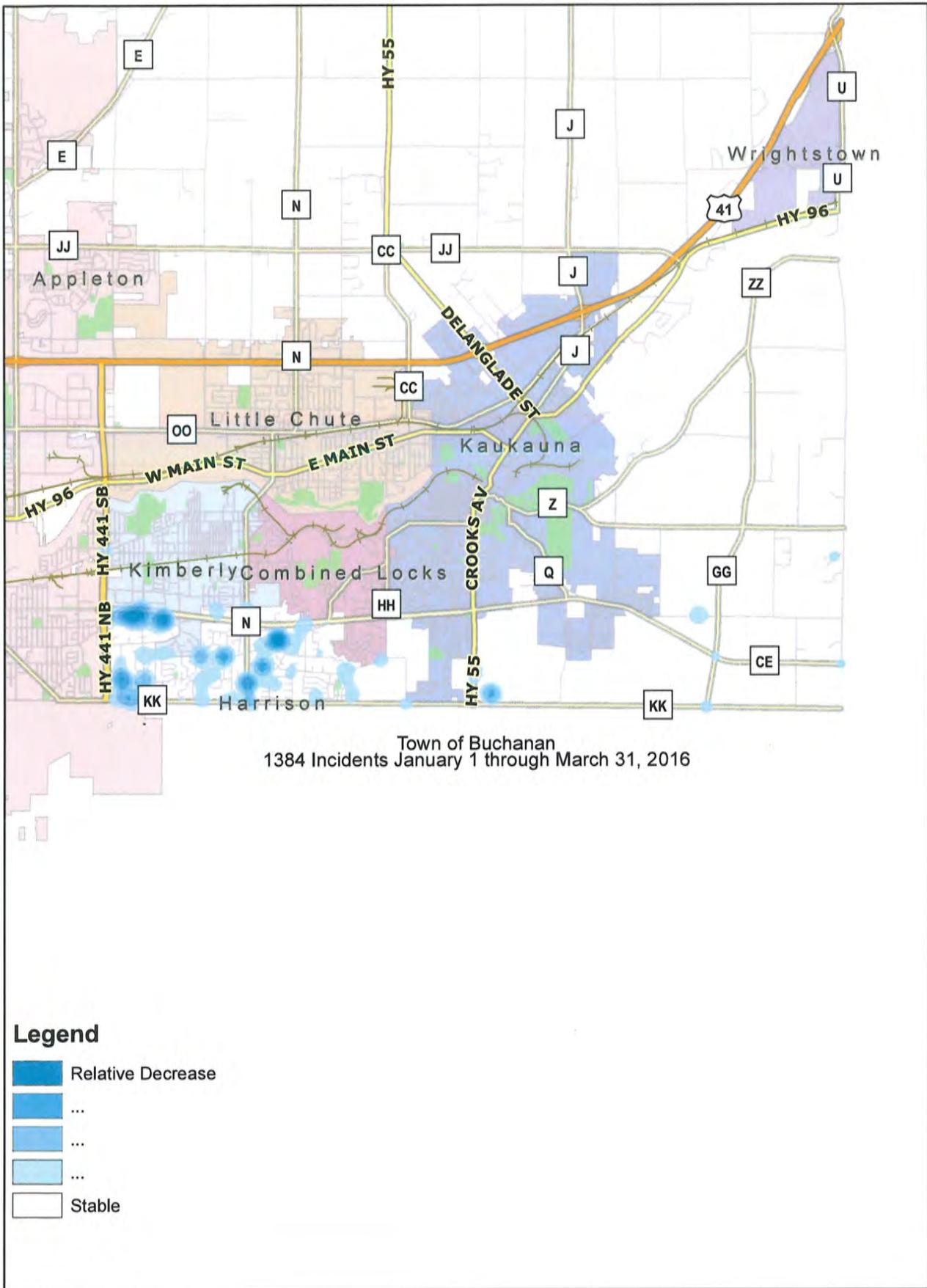
Hot Spot of

Concentration of Incidents

Town of Buchanan

1384 Incidents January 1 through March 31, 2016

- Very High
- High
- Moderate
- Low
- None



TOWN BOARD MEETING:

April 26, 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: April 21, 2016
RE: **Monthly Report on Town Fire & Rescue (including EMS) Activities**

RECOMMENDED ACTION: This item is for discussion only.

SUMMARY: Representatives from the Buchanan Fire & Rescue Department will present the monthly activity report to include call run summaries and training reports.

POLICY/PLAN REFERENCE(S): NONE

FISCAL IMPACT: NONE

JDG

###

Attachments: NONE

TOWN MEETING:

April 26, 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: April 21, 2016
RE: **Quarterly Engineer's Report**

RECOMMENDED ACTION: This item is for discussion only.

SUMMARY: Town Engineer, Thad Majkowski (Cedar Corp) will be present to provide an oral report on Town projects for 2016. Items for discussion will be local road culvert replacements and 2016 road paving projects and ditch cleaning projects.

POLICY/PLAN REFERENCE(S):

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

FISCAL IMPACT: NONE

JDG

###

Attachments: None

TOWN BOARD MEETING:

April 26, 2016

AGENDA ITEM #: 7d

ACTION TYPE:

Routine Report

(For Discussion Only)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: April 21, 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.
 - a. County Highway Work Order for 2016.
2. Letter from resident (N212 Countryayre Court) requesting pigs be allowed in the Town of Buchanan as pets.
3. Code Enforcement Activities: Abandoned/Junked Vehicles, Salvage Yard in RSF District, Kennel Violation.
4. Update from County Highway Commissioner & Haas Road / County Road ZZ Update for May 2016.
5. Update on security enhancements for Town Hall.
6. 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 County Highway Maintenance List.**
- **Letter from Resident (N212 Countryayre Court) requesting Pigs be allowed as pets.**

TOWN OF BUCHANAN 2016

HAEN ROAD (KK TO WEILER)	P&S	\$36,066.50	
CLUNE ROAD (CTH Z TO TERMINI)	P&S	\$29,393.50	
OUTAGAMIE ROAD (SOUTH TOWN MAINT AREAS)	P&S	\$63,807.00	
OUTAGAMIE ROAD (ZZ SOUTH 2650')	PATCH	\$7,500.00	
DEBRUIN ROAD (CTH KK TO BLOCK)	P&S	\$17,933.00	
BLOCK ROAD BUCHANAN RD TO COMB LOCKS)	P&S	\$44,933.00	Capital Total: \$221,033.50

Outagamie County Highway

Buchanan Work Order

As of April 21, 2016

Projects Already Authorized/In Progress:

- Patching/Potholes:
 - Eisenhower & Van Roy Roads (\$15,000)
 - 2016 Patching/Sealing (See attached list; up to \$221,034)
 - Clune Road, Outagamie Road, Debruin Road, Block Road & Weiler Road)

- Striping/Painting (\$2,500):
 - Emons Road
 - Buchanan Road
 - Van Roy Road
 - Eisenhower Drive
 - Stoney Brook
 - Creekview & Speel School

- Ditching & Restoration (\$5,000):
 - Corner of Main Street & Emons Road
 - Corner of Eastowne & Emons

- Shouldering (Tier I Snowplowing Roads; up to \$10k):
 - Eisenhower Drive
 - Stoney Brook
 - Speel School Road
 - Emons Road
 - Buchanan Road
 - Block Road
 - Debruin Road

- ROW mowing – want two cuts completed. First mowing by July 4. Second mow in fall.

2016 Key Projects - Implementation Status

Last Revised: 4/21/2016

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 for April 13, 2016 start	\$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; placed into service 3/1/2016	\$3,000	\$2,045	Feb-16
Credit Card Transactions & Electronic Receipting	Completed	Ipad w/ application installed and placed into service 3/1/2016	\$500	\$390	Jan-16
Planning & Economic Development					
Comprehensive Plan Update	In-Progress	Contract signed with ECWRP. Planning Process to begin late 2016	\$25,000	\$17,600	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 presented to Town Board on 2/23/2016	\$8,500	\$8,500	Mar-16
Eisenhower Drive Improvement Study	Completed	Final report presented to Town Board on 2/23/2016	\$8,800	\$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 sold via private bid/sale. 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	In-Progress	Work is scheduled for after July 5, 2016. Intergovernmental Agreement to be presented in April 2016.	\$260,000	\$218,250	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. Bid award to be presented in April 2016. Construction slated for May/June.	\$541,001	\$542,199	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	\$221,034	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. Bid award to be presented in April 2016. Construction slated for May/June.	\$106,375	\$100,065	Oct-16
2016 Culvert Replacment	In-Progress	Board approved LOA to complete design/bid/construction of Contract A16 in February 2016. County proposal w/ 50% Bridge Aides ok'd by Town Board in March; signed with Town Chair in April. Construction slated for June.	\$32,000	\$32,000	Nov-16

Other Notable Purchases/Activities Recently Completed:

Town of Buchanan

Attention: Joel Gregozeski

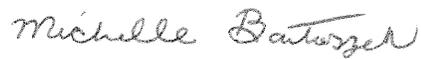
N178 County Road N

Appleton, WI 54915

Hello Mr. Gregozeski,

My son is a 4th grader at Westside Elementary School and he wrote a letter that I have attached to mine because he would like an answer from you regarding a question he has about pigs. Dylan's favorite animal is a pig. I would greatly appreciate if you would be able to answer Dylan's question about pigs and pigs living in the Town of Buchanan area.

Thanks,

A handwritten signature in cursive script that reads "Michelle Bartoszek".

Michelle Bartoszek

Mother of Dylan Bodway

N212 Countryayre Court

Appleton, WI 54915

Why people in
Appleton, Wisconsin

not have a pet
pig? dear,

Why can't people
in Appleton
have a pet pig
but people in
Kimberly, cause
I go to a Kimberly
school and live
in Appleton and
my favorite animal
from,

Dylan Bodway
Copyright © 2014

TOWN MEETING:

April 26, 2016

AGENDA ITEM #: 10a

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: April 22, 2016
RE: **Contract A16 Bid Awards**

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

SUMMARY: Bids for the 2016 road excavation, paving and ditch cleaning (Contract A16) program were opened on Wednesday, April 20th at 11:00 a.m. at the Town Hall. After the opening, bid tabulation was completed by our Town Engineer along with a recommendation of a bid award.

2016 Projects: The Town's 2016 road program includes Mapleridge Drive (north of Buchanan Road) and adjoining cul-de-sacs, Liberty Lane, and a portion of Hillside Drive. Additionally, work includes ditch and culvert repairs along Hopfensperger Road, Hickory Park Drive and Snowberry Drive.

The 2016 Budget includes \$647,376 for this year's projects.

Three bids were received from qualified firms for Contract A16. The low bid was received from Northeast Asphalt, Inc. (NEA) for \$563,330.60.

The total costs for Contract A16 is as follows: \$563,330.60 (Construction) + \$78,750 (Cedar Engineering/Inspection) = \$642,080.60.

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan 2016 Fiscal Year Budget.
2. Town of Buchanan Capital Improvement Plan 2016-2020.

FISCAL IMPACT:

Is there a fiscal impact? Yes, \$642,080.60

Is it currently budgeted or planned? Yes, FY2016 (Budget & CIP)

Amount: \$541,001 GL57331 (Capital Roads & Public Works) & \$106,375 GL57348 (Capital Stormwater Drainage)

JDG

###

Attachments:

- 1. Standard Form of Bid Analysis – Contract A16**
- 2. Bid Tabulations – Contract A16**

¹ Administrative actions involve the routine application of adopted rules, policies and standards. Examples include the appointment to Boards and Commissions, 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.

STANDARD FORM OF
BID ANALYSIS

WHEREAS Town of Buchanan (hereinafter referred to as the OWNER) has received bids on the 20th day of April, 2016 for the 2016 Paving-Drainage Improvements Contract A-16 (hereinafter referred to as the PROJECT) and

WHEREAS Cedar Corporation (hereinafter referred to as ENGINEER) has been retained by the OWNER to prepare bid tabulations, analyze bid results and consult with the OWNER on the award of contracts.

The ENGINEER hereby consults as follows:

1. Bids were received from 3 bidders. Bids ranged from a low of \$563,330.60 to a high of \$725,258.12. A summary of the bid tabulation is attached.
2. Based upon ENGINEER's analysis of the bids received on the above PROJECT the responsive low bidder is:

Northeast Asphalt, Inc.
W6380 Design Drive
Greenville, WI 54942

Bid Amount: \$563,330.60

3. It is understood that by this analysis, that the ENGINEER does not guarantee the Contractor's performance which is covered by the Contractor's bond, but it is a statement by the ENGINEER that the ENGINEER has no information which would lead the ENGINEER to believe that the Contractor does not have the necessary equipment and personnel to complete the PROJECT in compliance with the drawings and specifications within reasonable tolerances generally accepted in the trade.
4. It is further understood that this analysis is not a representation that the ENGINEER has reviewed the proposal for possible legal irregularities which should be a function of the OWNER'S legal counsel, and at the option of the OWNER.
5. It is further understood that in the event that OWNER feels that the Contract should be awarded on some basis other than price, the OWNER should defer further action on this PROJECT until a thorough legal review can be made by OWNER'S legal counsel.

CEDAR CORPORATION

Submitted By: Thad M. Majkowski, P.E.
Date: April 23, 2016



BID TABULATION

2016 PAVING – DRAINAGE IMPROVEMENTS
 CONTRACT A-16
 TOWN OF BUCHANAN
 OUTAGAMIE COUNTY, WI

April 20, 2016

PROJECT NAME: 2016 PAVING – DRAINAGE IMPROVEMENTS CONTRACT A-16				Northeast Asphalt, Inc. W6380 Design Drive Greenville, WI 54942		MCC, Inc. PO Box 1137 Appleton, WI 54912-1137		Radtke Contractors Inc. 6408 Cross Road PO Box 6000 Winneconne, WI 54986-6000			
PROJECT NO: B4916-0051											
ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	
SCHEDULE A - MAPLERIDGE DRIVE AREA											
A-1 MOBILIZATION	L.S.	1	\$17,750.00	\$17,750.00	\$2,129.75	\$2,129.75	\$33,675.47	\$33,675.47			
A-2 REMOVE ASPHALTIC PAVEMENT (DRIVEWAYS/SLOPES)	S.Y.	1,350	\$2.25	\$3,037.50	\$2.75	\$3,712.50	\$2.40	\$3,240.00			
A-3 REMOVE CONCRETE (DRIVEWAY)	S.Y.	50	\$13.50	\$675.00	\$6.95	\$347.50	\$14.41	\$720.50			
A-4 REMOVE PIPE	L.F.	650	\$5.00	\$3,250.00	\$3.65	\$2,372.50	\$10.18	\$6,617.00			
A-5 COMMON EXCAVATION - DITCH CLEANING	T.Y.	500	\$8.00	\$4,000.00	\$10.42	\$5,210.00	\$24.05	\$12,025.00			
A-6 COMMON EXCAVATION - ROADWAY	C.Y.	1,300	\$8.00	\$10,400.00	\$12.14	\$15,782.00	\$11.00	\$14,300.00			
A-7 COMMON EXCAVATION - ROADWAY PATCHING	C.Y.	150	\$13.60	\$2,040.00	\$15.59	\$2,338.50	\$17.34	\$2,601.00			
A-8 EXCAVATION BELOW SUBGRADE	C.Y.	50	\$13.60	\$680.00	\$15.59	\$779.50	\$38.75	\$1,937.50			
A-9 SAWCUT	L.F.	1,350	\$1.60	\$2,160.00	\$1.81	\$2,443.50	\$1.75	\$2,362.50			
A-10 PULVERIZE EXIST. PVMT. IN FULL EXC. AREA (EST. 2,200 S.Y.)	L.S.	1	\$1,200.00	\$1,200.00	\$7,416.04	\$7,416.04	\$1,200.00	\$1,200.00			
A-11 PULVERIZE & RELAY PVMT. (EST. 6,400 S.Y.)	L.S.	1	\$3,250.00	\$3,250.00	\$2,732.08	\$2,732.08	\$3,250.00	\$3,250.00			
A-12 GEOGRID	S.Y.	50	\$4.25	\$212.50	\$3.92	\$196.00	\$4.95	\$247.50			
A-13 CRUSHED AGGREGATE BASE, ROADWAY/DRIVEWAY	C.Y.	1,000	\$14.33	\$14,330.00	\$15.46	\$15,460.00	\$22.09	\$22,090.00			
A-14 CRUSHED AGGREGATE BASE, PATCHING	C.Y.	120	\$14.33	\$1,719.60	\$20.61	\$2,473.20	\$24.82	\$2,978.40			
A-15 CRUSHED AGGREGATE BASE, SHOULDER	L.F.	4,600	\$1.50	\$6,900.00	\$1.46	\$6,716.00	\$1.80	\$8,280.00			
A-16 HMA (BINDER 1-3/4")	S.Y.	8,600	\$4.65	\$39,990.00	\$7.50	\$64,500.00	\$4.60	\$39,560.00			
A-17 HMA (SURFACE 1-3/4")	S.Y.	8,600	\$4.95	\$42,570.00	\$5.62	\$48,332.00	\$4.90	\$42,140.00			
A-18 HMA (DRIVEWAY 2") / HMA (SLOPES 2")	S.Y.	1,350	\$18.10	\$24,435.00	\$17.50	\$23,625.00	\$18.10	\$24,435.00			
A-19 15" CMP CULVERT	L.F.	382	\$28.80	\$11,001.60	\$24.97	\$9,538.54	\$73.99	\$28,264.18			
A-20 18" CMP CULVERT	L.F.	88	\$34.40	\$3,027.20	\$29.88	\$2,629.44	\$91.68	\$8,067.84			
A-21 24" CMP CULVERT	L.F.	110	\$45.40	\$4,994.00	\$33.35	\$3,668.50	\$80.14	\$8,815.40			
A-22 15" APRON ENDWALL	EA.	18	\$140.00	\$2,520.00	\$116.31	\$2,093.58	\$162.78	\$2,930.04			
A-23 18" APRON ENDWALL	EA.	6	\$180.00	\$1,080.00	\$144.04	\$864.24	\$179.77	\$1,078.62			
A-24 24" APRON ENDWALL	EA.	6	\$268.00	\$1,608.00	\$182.40	\$1,094.40	\$216.42	\$1,298.52			
A-25 ADDITIONAL 15" CMP CULVERT BANDS, AS ORDERED	EA.	4	\$51.60	\$206.40	\$22.08	\$88.32	\$41.11	\$164.44			
A-26 CLEAN EXISTING CULVERT BY JETTING	L.F.	335	\$7.45	\$2,495.75	\$3.15	\$1,055.25	\$3.00	\$1,005.00			
A-27 PIPE FOUNDATION, AS ORDERED	C.Y.	20	\$18.50	\$370.00	\$41.40	\$828.00	\$52.52	\$1,050.40			
A-28 18" CMP PREFABRICATED TEE	EA.	2	\$330.00	\$660.00	\$262.90	\$525.80	\$416.50	\$833.00			
A-29 24" CMP PREFABRICATED TEE	EA.	2	\$440.00	\$880.00	\$420.63	\$841.26	\$486.34	\$972.68			
A-30 SUMP PUMP DISCHARGE PIPE MODIFICATION	EA.	13	\$175.00	\$2,275.00	\$91.56	\$1,190.28	\$134.66	\$1,750.58			
A-31 24" MOUNTABLE CONCRETE CURB AND GUTTER	L.F.	285	\$24.40	\$6,954.00	\$26.29	\$7,492.65	\$24.40	\$6,954.00			
A-32 FILL MATERIAL BEHIND CURB AND GUTTER	LS	1	\$3,350.00	\$3,350.00	\$2,733.65	\$2,733.65	\$1,955.73	\$1,955.73			
A-33 ADJUST EXISTING CASTING (0"-6")	EA.	11	\$285.00	\$3,135.00	\$289.10	\$3,180.10	\$500.00	\$5,500.00			
A-34 ROCK BAGS	EA.	102	\$8.00	\$816.00	\$8.41	\$857.82	\$8.00	\$816.00			
A-35 RESTORATION - SOD, TOPSOIL, FERTILIZER	S.Y.	1,050	\$9.40	\$9,870.00	\$11.83	\$12,421.50	\$8.05	\$8,452.50			
A-36 RESTORATION - HYDROSEED/HYDROMULCH, TPSL, FRTLZR	S.Y.	670	\$5.40	\$3,618.00	\$7.62	\$5,105.40	\$4.76	\$3,189.20			

BID TABULATION

2016 PAVING – DRAINAGE IMPROVEMENTS
 CONTRACT A-16
 TOWN OF BUCHANAN
 OUTAGAMIE COUNTY, WI

April 20, 2016

PROJECT NAME: 2016 PAVING – DRAINAGE IMPROVEMENTS CONTRACT A-16				Northeast Asphalt, Inc. W6380 Design Drive Greenville, WI 54942		MCC, Inc. PO Box 1137 Appleton, WI 54912-1137		Radtke Contractors Inc. 6408 Cross Road PO Box 6000 Winneconne, WI 54986-6000			
PROJECT NO: B4916-0051											
ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	
A-37 TRAFFIC CONTROL	L.S.	1	\$4,950.00	\$4,950.00	\$1,261.90	\$1,261.90	\$3,800.00	\$3,800.00			
A-38 ALLOWANCE				\$3,000.00		\$3,000.00		\$3,000.00			
SUBTOTAL SCHEDULE A - MAPLERIDGE DRIVE AREA					\$245,410.55		\$267,036.70		\$311,558.00		
SCHEDULE B - HILLSIDE DRIVE AREA											
B-1 MOBILIZATION	L.S.	1	\$7,750.00	\$7,750.00	\$1,078.17	\$1,078.17	\$6,900.00	\$6,900.00			
B-2 REMOVE ASPHALTIC PAVEMENT (DRIVEWAYS/SLOPES)	S.Y.	220	\$2.25	\$495.00	\$2.75	\$605.00	\$3.99	\$877.80			
B-3 REMOVE PIPE	L.F.	65	\$5.00	\$325.00	\$3.82	\$248.30	\$12.96	\$842.40			
B-4 COMMON EXCAVATION - DITCH CLEANING	T.Y.	950	\$8.00	\$7,600.00	\$10.42	\$9,899.00	\$21.15	\$20,092.50			
B-5 COMMON EXCAVATION - ROADWAY	C.Y.	1,175	\$8.00	\$9,400.00	\$12.14	\$14,264.50	\$12.11	\$14,229.25			
B-6 COMMON EXCAVATION - ROADWAY PATCHING	C.Y.	50	\$13.60	\$680.00	\$15.59	\$779.50	\$23.08	\$1,154.00			
B-7 EXCAVATION BELOW SUBGRADE	C.Y.	20	\$13.60	\$272.00	\$15.59	\$311.80	\$38.45	\$769.00			
B-8 SAWCUT	L.F.	225	\$1.60	\$360.00	\$1.81	\$407.25	\$1.75	\$393.75			
B-9 PULVERIZE EXIST. PVMT. IN FULL EXC. AREA (EST. 2,000 S.Y.)	L.S.	1	\$1,200.00	\$1,200.00	\$6,315.50	\$6,315.50	\$1,200.00	\$1,200.00			
B-10 GEOGRID	S.Y.	20	\$4.25	\$85.00	\$4.84	\$96.80	\$4.67	\$93.40			
B-11 CRUSHED AGGREGATE BASE, ROADWAY/DRIVEWAY	C.Y.	975	\$14.33	\$13,971.75	\$15.85	\$15,453.75	\$22.02	\$21,469.50			
B-12 CRUSHED AGGREGATE BASE, PATCHING	C.Y.	35	\$14.33	\$501.55	\$20.61	\$721.35	\$31.37	\$1,097.95			
B-13 CRUSHED AGGREGATE BASE, SHOULDER	L.F.	1,500	\$1.65	\$2,475.00	\$1.40	\$2,100.00	\$2.87	\$4,305.00			
B-14 HMA (BINDER 1-3/4")	S.Y.	2,000	\$4.90	\$9,800.00	\$7.46	\$14,920.00	\$4.80	\$9,600.00			
B-15 HMA (SURFACE 1-3/4")	S.Y.	2,000	\$5.15	\$10,300.00	\$5.63	\$11,260.00	\$5.10	\$10,200.00			
B-16 HMA (DRIVEWAY 2") / HMA (SLOPES 2")	S.Y.	220	\$20.70	\$4,554.00	\$14.85	\$3,267.00	\$20.70	\$4,554.00			
B-17 12" CMP CULVERT	L.F.	60	\$23.30	\$1,398.00	\$26.08	\$1,564.80	\$72.68	\$4,360.80			
B-18 15" CMP CULVERT	L.F.	170	\$28.80	\$4,896.00	\$25.69	\$4,367.30	\$47.86	\$8,136.20			
B-19 24" CMP CULVERT	L.F.	77	\$45.40	\$3,495.80	\$34.21	\$2,634.17	\$64.82	\$4,991.14			
B-20 12" APRON ENDWALL	EA.	4	\$110.00	\$440.00	\$113.43	\$453.72	\$104.45	\$417.80			
B-21 15" APRON ENDWALL	EA.	8	\$140.00	\$1,120.00	\$116.31	\$930.48	\$116.69	\$933.52			
B-22 24" APRON ENDWALL	EA.	3	\$268.00	\$804.00	\$182.40	\$547.20	\$163.76	\$491.28			
B-23 ADDITIONAL 15" CMP CULVERT BANDS, AS ORDERED	EA.	2	\$51.60	\$103.20	\$22.08	\$44.16	\$56.59	\$113.18			
B-24 PIPE FOUNDATION, AS ORDERED	C.Y.	10	\$18.50	\$185.00	\$76.86	\$768.60	\$44.62	\$446.20			
B-25 15" CMP PREFABRICATED TEE	EA.	2	\$275.00	\$550.00	\$262.90	\$525.80	\$548.65	\$1,097.30			
B-26 24" CMP PREFABRICATED TEE	EA.	1	\$440.00	\$440.00	\$420.63	\$420.63	\$680.49	\$680.49			
B-27 12" DIA. CMP YARD DRAIN	EA.	1	\$560.00	\$560.00	\$714.17	\$714.17	\$1,037.47	\$1,037.47			
B-28 SUMP PUMP DISCHARGE PIPE MODIFICATION	EA.	1	\$175.00	\$175.00	\$91.56	\$91.56	\$249.38	\$249.38			
B-29 FILL MATERIAL BEHIND CURB AND GUTTER	LS	1	\$50.00	\$50.00	\$675.37	\$675.37	\$1,177.28	\$1,177.28			
B-30 FILL MATERIAL-HILLSIDE DR. CROSSROAD CULVERT AREA	CY	50	\$10.50	\$525.00	\$56.28	\$2,814.00	\$32.28	\$1,614.00			
B-31 ADJUST EXISTING CASTING (0"-6")	EA.	3	\$285.00	\$855.00	\$289.10	\$867.30	\$500.00	\$1,500.00			
B-32 ROCK BAGS	EA.	42	\$8.00	\$336.00	\$8.41	\$353.22	\$8.00	\$336.00			
B-33 RESTORATION - SOD, TOPSOIL, FERTILIZER	S.Y.	800	\$9.40	\$7,520.00	\$11.83	\$9,464.00	\$7.69	\$6,152.00			

BID TABULATION

2016 PAVING – DRAINAGE IMPROVEMENTS
 CONTRACT A-16
 TOWN OF BUCHANAN
 OUTAGAMIE COUNTY, WI

April 20, 2016

PROJECT NAME: 2016 PAVING – DRAINAGE IMPROVEMENTS CONTRACT A-16				Northeast Asphalt, Inc. W6380 Design Drive Greenville, WI 54942		MCC, Inc. PO Box 1137 Appleton, WI 54912-1137		Radtke Contractors Inc. 6408 Cross Road PO Box 6000 Winneconne, WI 54986-6000			
PROJECT NO: B4916-0051											
ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	
B-34 RESTORATION - HYDROSEED/HYDROMULCH, TPSL, FRTLZR	S.Y.	1,600	\$5.40	\$8,640.00	\$7.62	\$12,192.00	\$4.93	\$7,888.00			
B-35 TRAFFIC CONTROL	L.S.	1	\$4,750.00	\$4,750.00	\$1,261.90	\$1,261.90	\$2,500.00	\$2,500.00			
B-36 ALLOWANCE				\$2,000.00		\$2,000.00		\$2,000.00			
B-37 ADJUST EXISTING CASTING (6"-12")	EA	1	\$425.00	\$425.00	\$289.10	\$289.10	\$500.00	\$500.00			
SUBTOTAL SCHEDULE B - HILLSIDE DRIVE AREA					\$109,037.30		\$124,707.40		\$144,400.59		
SCHEDULE C - LIBERTY LANE AREA											
C-1 MOBILIZATION	L.S.	1	\$9,500.00	\$9,500.00	\$1,078.17	\$1,078.17	\$7,300.00	\$7,300.00			
C-2 REMOVE ASPHALTIC PAVEMENT (DRIVEWAYS/SLOPES)	S.Y.	350	\$2.25	\$787.50	\$2.75	\$962.50	\$2.51	\$878.50			
C-3 REMOVE PIPE	L.F.	265	\$5.00	\$1,325.00	\$3.65	\$967.25	\$10.18	\$2,697.70			
C-4 COMMON EXCAVATION - DITCH CLEANING	T.Y.	380	\$8.00	\$3,040.00	\$10.42	\$3,959.60	\$18.39	\$6,988.20			
C-5 COMMON EXCAVATION - ROADWAY	C.Y.	1,100	\$8.00	\$8,800.00	\$12.14	\$13,354.00	\$11.95	\$13,145.00			
C-6 COMMON EXCAVATION - ROADWAY PATCHING	C.Y.	50	\$13.60	\$680.00	\$15.59	\$779.50	\$23.08	\$1,154.00			
C-7 EXCAVATION BELOW SUBGRADE	C.Y.	50	\$13.60	\$680.00	\$15.59	\$779.50	\$41.33	\$2,066.50			
C-8 SAWCUT	L.F.	500	\$1.60	\$800.00	\$1.81	\$905.00	\$1.75	\$875.00			
C-9 PULVERIZE EXIST. PVMT. IN FULL EXC. AREA (EST. 2,050 S.Y.)	L.S.	1	\$1,200.00	\$1,200.00	\$12,669.24	\$12,669.24	\$1,200.00	\$1,200.00			
C-10 PULVERIZE & RELAY PVMT. (EST. 325 S.Y.)	L.S.	1	\$250.00	\$250.00	\$330.01	\$330.01	\$250.00	\$250.00			
C-11 GEOGRID	S.Y.	50	\$4.25	\$212.50	\$3.92	\$196.00	\$4.16	\$208.00			
C-12 CRUSHED AGGREGATE BASE, ROADWAY/DRIVEWAY	C.Y.	900	\$14.33	\$12,897.00	\$11.45	\$10,305.00	\$22.41	\$20,169.00			
C-13 CRUSHED AGGREGATE BASE, PATCHING	C.Y.	40	\$14.33	\$573.20	\$20.61	\$824.40	\$29.73	\$1,189.20			
C-14 CRUSHED AGGREGATE BASE, SHOULDER	L.F.	1,450	\$1.65	\$2,392.50	\$1.39	\$2,015.50	\$2.72	\$3,944.00			
C-15 HMA (BINDER 1-3/4")	S.Y.	2,375	\$4.90	\$11,637.50	\$7.61	\$18,073.75	\$4.80	\$11,400.00			
C-16 HMA (SURFACE 1-3/4")	S.Y.	2,375	\$5.15	\$12,231.25	\$5.62	\$13,347.50	\$5.05	\$11,993.75			
C-17 HMA (DRIVEWAY 2") / HMA (SLOPES 2")	S.Y.	350	\$19.00	\$6,650.00	\$16.91	\$5,918.50	\$19.00	\$6,650.00			
C-18 15" CMP CULVERT	L.F.	142	\$28.80	\$4,089.60	\$25.94	\$3,683.48	\$46.33	\$6,578.86			
C-19 18" CMP CULVERT	L.F.	74	\$34.40	\$2,545.60	\$27.37	\$2,025.38	\$68.84	\$5,094.16			
C-20 24" CMP CULVERT	L.F.	34	\$45.40	\$1,543.60	\$420.63	\$14,301.42	\$96.91	\$3,294.94			
C-21 15" APRON ENDWALL	EA.	6	\$140.00	\$840.00	\$262.90	\$1,577.40	\$123.28	\$739.68			
C-22 18" APRON ENDWALL	EA.	4	\$180.00	\$720.00	\$144.04	\$576.16	\$133.69	\$534.76			
C-23 24" APRON ENDWALL	EA.	4	\$268.00	\$1,072.00	\$182.40	\$729.60	\$190.09	\$760.36			
C-24 ADDITIONAL 15" CMP CULVERT BANDS, AS ORDERED	EA.	2	\$28.80	\$57.60	\$22.08	\$44.16	\$96.09	\$192.18			
C-25 CLEAN EXISTING CULVERT BY JETTING	L.F.	32	\$14.95	\$478.40	\$3.15	\$100.80	\$3.00	\$96.00			
C-26 PIPE FOUNDATION, AS ORDERED	C.Y.	10	\$18.50	\$185.00	\$78.51	\$785.10	\$44.62	\$446.20			
C-27 18" CMP PREFABRICATED TEE	EA.	2	\$330.00	\$660.00	\$262.90	\$525.80	\$489.95	\$979.90			
C-28 24" CMP PREFABRICATED TEE	EA.	1	\$440.00	\$440.00	\$420.63	\$420.63	\$680.49	\$680.49			
C-29 24" CMP PREFABRICATED CROSS	EA.	1	\$480.00	\$480.00	\$420.63	\$420.63	\$725.49	\$725.49			
C-30 12" DIA. CMP YARD DRAIN	EA.	1	\$560.00	\$560.00	\$714.17	\$714.17	\$701.91	\$701.91			
C-31 SUMP PUMP DISCHARGE PIPE MODIFICATION	EA.	10	\$175.00	\$1,750.00	\$91.56	\$915.60	\$146.35	\$1,463.50			

BID TABULATION

2016 PAVING – DRAINAGE IMPROVEMENTS
 CONTRACT A-16
 TOWN OF BUCHANAN
 OUTAGAMIE COUNTY, WI

April 20, 2016

PROJECT NAME: 2016 PAVING – DRAINAGE IMPROVEMENTS CONTRACT A-16				Northeast Asphalt, Inc. W6380 Design Drive Greenville, WI 54942		MCC, Inc. PO Box 1137 Appleton, WI 54912-1137		Radtke Contractors Inc. 6408 Cross Road PO Box 6000 Winneconne, WI 54986-6000				
PROJECT NO: B4916-0051												
ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
C-32	24" MOUNTABLE CONCRETE CURB AND GUTTER	L.F.	130	\$24.40	\$3,172.00	\$26.29	\$3,417.70	\$24.40	\$3,172.00			
C-33	FILL MATERIAL BEHIND CURB AND GUTTER	LS	1	\$1,340.00	\$1,340.00	\$1,849.24	\$1,849.24	\$541.55	\$541.55			
C-34	ADJUST EXISTING CASTING (0"-6")	EA	4	\$285.00	\$1,140.00	\$289.10	\$1,156.40	\$500.00	\$2,000.00			
C-35	ROCK BAGS	EA.	30	\$8.00	\$240.00	\$8.41	\$252.30	\$8.00	\$240.00			
C-36	RESTORATION - SOD, TOPSOIL, FERTILIZER	S.Y.	450	\$9.40	\$4,230.00	\$11.83	\$5,323.50	\$9.17	\$4,126.50			
C-37	RESTORATION - HYDROSEED/HYDROMULCH, TPSL, FRTLZR	S.Y.	750	\$5.40	\$4,050.00	\$7.62	\$5,715.00	\$5.17	\$3,877.50			
C-38	TRAFFIC CONTROL	L.S.	1	\$4,750.00	\$4,750.00	\$788.69	\$788.69	\$2,300.00	\$2,300.00			
C-39	ALLOWANCE				\$1,000.00		\$1,000.00		\$1,000.00			
SUBTOTAL SCHEDULE C - LIBERTY LANE AREA					\$109,000.25		\$132,788.58		\$131,654.83			
SCHEDULE D - HOPFENSBERGER ROAD												
D-1	MOBILIZATION	L.S.	1	\$4,600.00	\$4,600.00	\$1,078.17	\$1,078.17	\$3,660.00	\$3,660.00			
D-2	REMOVE ASPHALTIC PAVEMENT (RW/DW/SLOPES)	S.Y.	230	\$2.25	\$517.50	\$2.75	\$632.50	\$3.82	\$878.60			
D-3	REMOVE PIPE	L.F.	160	\$5.00	\$800.00	\$3.65	\$584.00	\$11.46	\$1,833.60			
D-4	COMMON EXCAVATION - DITCH CLEANING	T.Y.	850	\$8.00	\$6,800.00	\$10.42	\$8,857.00	\$23.22	\$19,737.00			
D-5	COMMON EXCAVATION - ROADWAY PATCHING	C.Y.	50	\$13.60	\$680.00	\$15.59	\$779.50	\$29.05	\$1,452.50			
D-6	SAWCUT	L.F.	230	\$1.60	\$368.00	\$1.81	\$416.30	\$1.75	\$402.50			
D-7	CRUSHED AGGREGATE BASE, ROADWAY/DRIVEWAY	C.Y.	75	\$14.33	\$1,074.75	\$27.48	\$2,061.00	\$35.04	\$2,628.00			
D-8	CRUSHED AGGREGATE BASE, SHOULDER	L.F.	80	\$6.50	\$520.00	\$4.21	\$336.80	\$4.69	\$375.20			
D-9	HMA (BINDER 1-3/4")	S.Y.	135	\$18.75	\$2,531.25	\$11.59	\$1,564.65	\$18.75	\$2,531.25			
D-10	HMA (SURFACE 1-3/4")	S.Y.	135	\$12.40	\$1,674.00	\$9.35	\$1,262.25	\$12.40	\$1,674.00			
D-11	HMA (DRIVEWAY 2") / HMA (SLOPES 2")	S.Y.	230	\$23.40	\$5,382.00	\$13.57	\$3,121.10	\$23.40	\$5,382.00			
D-12	15" CMP CULVERT	L.F.	66	\$28.80	\$1,900.80	\$27.73	\$1,830.18	\$49.07	\$3,238.62			
D-13	27" CMP CULVERT	L.F.	48	\$69.00	\$3,312.00	\$35.95	\$1,725.60	\$81.82	\$3,927.36			
D-14	28" X 20" CMP ARCH CULVERT	L.F.	52	\$49.30	\$2,563.60	\$36.59	\$1,902.68	\$79.84	\$4,151.68			
D-15	15" APRON ENDWALL	EA.	2	\$140.00	\$280.00	\$116.31	\$232.62	\$136.44	\$272.88			
D-16	27" APRON ENDWALL	EA.	2	\$485.00	\$970.00	\$182.40	\$364.80	\$316.38	\$632.76			
D-17	28" X 20" APRON ENDWALL	EA.	2	\$236.00	\$472.00	\$179.03	\$358.06	\$186.87	\$373.74			
D-18	CLEAN EXISTING CULVERT BY JETTING	L.F.	24	\$18.60	\$446.40	\$3.15	\$75.60	\$3.00	\$72.00			
D-19	PIPE FOUNDATION, AS ORDERED	C.Y.	10	\$18.50	\$185.00	\$78.51	\$785.10	\$31.44	\$314.40			
D-20	SUMP PUMP DISCHARGE PIPE MODIFICATION	EA	12	\$175.00	\$2,100.00	\$91.56	\$1,098.72	\$133.35	\$1,600.20			
D-21	ROCK BAGS	EA.	42	\$8.00	\$336.00	\$8.41	\$353.22	\$8.00	\$336.00			
D-22	RESTORATION - SOD, TOPSOIL, FERTILIZER	S.Y.	1,150	\$9.40	\$10,810.00	\$11.83	\$13,604.50	\$9.13	\$10,499.50			
D-23	RESTORATION - HYDROSEED/HYDROMULCH, TPSL, FRTLZR	S.Y.	2,000	\$5.40	\$10,800.00	\$7.62	\$15,240.00	\$5.08	\$10,160.00			
D-24	TRAFFIC CONTROL	L.S.	1	\$1,800.00	\$1,800.00	\$2,839.27	\$2,839.27	\$3,600.00	\$3,600.00			
SUBTOTAL SCHEDULE D - HOPFENSBERGER ROAD					\$60,923.30		\$61,103.62		\$79,733.79			

BID TABULATION

2016 PAVING – DRAINAGE IMPROVEMENTS
 CONTRACT A-16
 TOWN OF BUCHANAN
 OUTAGAMIE COUNTY, WI

April 20, 2016

PROJECT NAME: 2016 PAVING – DRAINAGE IMPROVEMENTS CONTRACT A-16				Northeast Asphalt, Inc. W6380 Design Drive Greenville, WI 54942		MCC, Inc. PO Box 1137 Appleton, WI 54912-1137		Radtke Contractors Inc. 6408 Cross Road PO Box 6000 Winneconne, WI 54986-6000			
PROJECT NO: B4916-0051											
ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	
SCHEDULE E - HICKORY PARK DRIVE											
E-1 MOBILIZATION	L.S.	1	\$3,950.00	\$3,950.00	\$1,078.17	\$1,078.17	\$3,360.00	\$3,360.00			
E-2 REMOVE ASPHALTIC PAVEMENT (RW/DW/SLOPES)	S.Y.	220	\$2.25	\$495.00	\$2.75	\$605.00	\$2.83	\$622.60			
E-3 REMOVE PIPE	L.F.	100	\$5.00	\$500.00	\$3.65	\$365.00	\$11.08	\$1,108.00			
E-4 COMMON EXCAVATION - DITCH CLEANING	T.Y.	375	\$8.00	\$3,000.00	\$13.89	\$5,208.75	\$20.29	\$7,608.75			
E-5 SAWCUT	L.F.	160	\$1.60	\$256.00	\$1.81	\$289.60	\$1.75	\$280.00			
E-6 CRUSHED AGGREGATE BASE, ROADWAY/DRIVEWAY	C.Y.	100	\$14.33	\$1,433.00	\$20.61	\$2,061.00	\$35.57	\$3,557.00			
E-7 HMA (DRIVEWAY 2") / HMA (SLOPES 2")	S.Y.	220	\$19.40	\$4,268.00	\$19.59	\$4,309.80	\$19.40	\$4,268.00			
E-8 15" CMP CULVERT	L.F.	124	\$28.80	\$3,571.20	\$26.17	\$3,245.08	\$47.10	\$5,840.40			
E-9 15" APRON ENDWALL	EA.	6	\$140.00	\$840.00	\$116.31	\$697.86	\$110.11	\$660.66			
E-10 CLEAN EXISTING CULVERT BY JETTING	L.F.	100	\$9.50	\$950.00	\$3.15	\$315.00	\$3.00	\$300.00			
E-11 PIPE FOUNDATION, AS ORDERED	C.Y.	10	\$18.50	\$185.00	\$76.86	\$768.60	\$44.62	\$446.20			
E-12 SUMP PUMP DISCHARGE PIPE MODIFICATION	EA	12	\$175.00	\$2,100.00	\$91.56	\$1,098.72	\$133.35	\$1,600.20			
E-13 ROCK BAGS	EA.	36	\$8.00	\$288.00	\$8.41	\$302.76	\$8.00	\$288.00			
E-14 RESTORATION - SOD, TOPSOIL, FERTILIZER	S.Y.	425	\$9.40	\$3,995.00	\$11.83	\$5,027.75	\$9.41	\$3,999.25			
E-15 RESTORATION - HYDROSEED/HYDROMULCH, TPSL, FRTLZR	S.Y.	875	\$5.40	\$4,725.00	\$7.62	\$6,667.50	\$5.29	\$4,628.75			
E-16 TRAFFIC CONTROL	L.S.	1	\$1,200.00	\$1,200.00	\$999.00	\$999.00	\$2,800.00	\$2,800.00			
SUBTOTAL SCHEDULE E - HICKORY PARK DRIVE					\$31,756.20		\$33,039.59		\$41,367.81		
SCHEDULE F - SNOWBERRY DRIVE											
F-1 MOBILIZATION	L.S.	1	\$1,950.00	\$1,950.00	\$1,078.17	\$1,078.17	\$1,910.00	\$1,910.00			
F-2 REMOVE PIPE	L.F.	140	\$5.00	\$700.00	\$3.65	\$511.00	\$19.46	\$2,724.40			
F-3 COMMON EXCAVATION - DITCH CLEANING	T.Y.	100	\$8.00	\$800.00	\$10.42	\$1,042.00	\$55.54	\$5,554.00			
F-4 SUMP PUMP DISCHARGE PIPE MODIFICATION	EA	2	\$175.00	\$350.00	\$91.56	\$183.12	\$298.85	\$597.70			
F-5 ROCK BAGS	EA.	6	\$8.00	\$48.00	\$8.41	\$50.46	\$8.00	\$48.00			
F-6 RESTORATION - SOD, TOPSOIL, FERTILIZER	S.Y.	100	\$9.40	\$940.00	\$11.83	\$1,183.00	\$14.37	\$1,437.00			
F-7 RESTORATION - HYDROSEED/HYDROMULCH, TPSL, FRTLZR	S.Y.	225	\$5.40	\$1,215.00	\$7.62	\$1,714.50	\$12.32	\$2,772.00			
F-8 TRAFFIC CONTROL	L.S.	1	\$1,200.00	\$1,200.00	\$525.79	\$525.79	\$1,500.00	\$1,500.00			
SUBTOTAL SCHEDULE F - SNOWBERRY DRIVE					\$7,203.00		\$6,288.04		\$16,543.10		

BID TABULATION

2016 PAVING – DRAINAGE IMPROVEMENTS
 CONTRACT A-16
 TOWN OF BUCHANAN
 OUTAGAMIE COUNTY, WI

April 20, 2016

PROJECT NAME: 2016 PAVING – DRAINAGE IMPROVEMENTS CONTRACT A-16				Northeast Asphalt, Inc. W6380 Design Drive Greenville, WI 54942		MCC, Inc. PO Box 1137 Appleton, WI 54912-1137		Radtke Contractors Inc. 6408 Cross Road PO Box 6000 Winneconne, WI 54986-6000			
PROJECT NO: B4916-0051											
ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	
SUMMARY:											
SCHEDULE A - MAPLERIDGE DRIVE AREA					\$245,410.55		\$267,036.70		\$311,558.00		
SCHEDULE B - HILLSIDE DRIVE AREA					\$109,037.30		\$124,707.40		\$144,400.59		
SCHEDULE C - LIBERTY LANE AREA					\$109,000.25		\$132,788.58		\$131,654.83		
SCHEDULE D - HOPFENSBERGER ROAD					\$60,923.30		\$61,103.62		\$79,733.79		
SCHEDULE E - HICKORY PARK DRIVE					\$31,756.20		\$33,039.59		\$41,367.81		
SCHEDULE F- SNOWBERRY DRIVE					\$7,203.00		\$6,288.04		\$16,543.10		
PROJECT TOTAL:					\$563,330.60		\$624,963.93		\$725,258.12		
ALTERNATE BID ITEMS:											
ALT A-1	RESTORATION -SEED,TPSL, FRTLZR (REPLACES RESTOR.-SOD)	S.Y.	1,720	\$5.00	\$8,600.00	\$7.20	\$12,384.00	\$4.61	\$7,929.20		
ALT A-2	EROSION MAT (REPLACES HYDROSEED/HYDROMULCH)	S.Y.	1,720	\$1.60	\$2,752.00	\$1.68	\$2,889.60	\$5.36	\$9,219.20		
ALT B-1	RESTORATION -SEED,TPSL, FRTLZR (REPLACES RESTOR.-SOD)	S.Y.	2,400	\$5.00	\$12,000.00	\$7.20	\$17,280.00	\$4.53	\$10,872.00		
ALT B-2	EROSION MAT (REPLACES HYDROSEED/HYDROMULCH)	S.Y.	2,400	\$1.60	\$3,840.00	\$1.68	\$4,032.00	\$5.28	\$12,672.00		
ALT C-1	RESTORATION -SEED,TPSL, FRTLZR (REPLACES RESTOR.-SOD)	S.Y.	1,200	\$5.00	\$6,000.00	\$7.20	\$8,640.00	\$4.77	\$5,724.00		
ALT C-2	EROSION MAT (REPLACES HYDROSEED/HYDROMULCH)	S.Y.	1,200	\$1.60	\$1,920.00	\$1.68	\$2,016.00	\$5.52	\$6,624.00		
ALT D-1	RESTORATION -SEED,TPSL, FRTLZR (REPLACES RESTOR.-SOD)	S.Y.	3,150	\$5.00	\$15,750.00	\$7.20	\$22,680.00	\$4.59	\$14,458.50		
ALT D-2	EROSION MAT (REPLACES HYDROSEED/HYDROMULCH)	S.Y.	3,150	\$1.60	\$5,040.00	\$1.68	\$5,292.00	\$5.34	\$16,821.00		
ALT E-1	RESTORATION -SEED,TPSL, FRTLZR (REPLACES RESTOR.-SOD)	S.Y.	1,300	\$5.00	\$6,500.00	\$7.20	\$9,360.00	\$4.47	\$5,811.00		
ALT E-2	EROSION MAT (REPLACES HYDROSEED/HYDROMULCH)	S.Y.	1,300	\$1.60	\$2,080.00	\$1.68	\$2,184.00	\$5.22	\$6,786.00		
ALT F-1	RESTORATION -SEED,TPSL, FRTLZR (REPLACES RESTOR.-SOD)	S.Y.	325	\$5.00	\$1,625.00	\$7.20	\$2,340.00	\$8.51	\$2,765.75		
ALT F-2	EROSION MAT (REPLACES HYDROSEED/HYDROMULCH)	S.Y.	325	\$1.60	\$520.00	\$1.68	\$546.00	\$9.26	\$3,009.50		

TOWN MEETING:

April 26, 2016

AGENDA ITEM #: 10b

ACTION TYPE:

Legislative

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
Town Plan Commission

From: Joel Gregozeski, Administrator/Clerk

Date: April 21, 2016

RE: **Intergovernmental Agreement CTH CE & CTH HH (Debruin Road) Intersection**

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

SUMMARY: The Town and Outagamie County Highway have planned improvements to the County CE & HH (De Bruin Road) for several years. Planned improvements include a multi-lane roundabout at the intersection. The Village of Combined Locks is involved in the project as well. The Combined Locks Village Board approved the proposed intergovernmental agreement in December 2014.

Unfortunately the project was not eligible for WisDOT HSIP funding. The local share is for the southern leg of the intersection and accounts for 25% of the total project cost (12.5% Town / 12.5% Village). Total estimate cost for the Town of Buchanan is presently \$218,250. The Town has included this project with the five-year Capital Improvement Plan and the 2016 Fiscal Year Budget.

Outagamie County Highway has prepared a cost estimate and intergovernmental agreement for Town Board consideration.

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan 2016 Fiscal Year Budget.
2. Town of Buchanan Capital Improvement Plan 2016-2020.

FISCAL IMPACT:

Is there a fiscal impact? Yes, \$218,250

Is it currently budgeted or planned? Yes, FY2016 (Budget & CIP)

Amount: \$260,000 GL57331 (Capital Roads & Public Works)

JDG

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

Attachments:

1. Draft Intergovernmental Agreement CTH CE & CTH HH (Debruin Road) Intersection Improvements.

OUTAGAMIE COUNTY HIGHWAY DEPARTMENT

COUNTY / MUNICIPAL / STATE AGREEMENT

County CE & County HH (DeBruin Rd) intersection

DATE:	3/17/2016
PROJECT:	See Below
HIGHWAY:	CTH "CE" & CTH "HH"
LIMITS:	Intersection Reconstruction
MUNICIPALITY:	Town of Buchanan and Village of Combined Locks

The signatory **Town of Buchanan and Village of Combined Locks**, hereinafter called the Municipalities, through its undersigned duly authorized officers or officials, hereby requests the County of Outagamie, through its Highway Department, hereinafter called the County, to initiate and effect the highway or street improvement hereinafter described.

PROJECT DESCRIPTION: Agreement is for final engineering and construction of a multi-lane roundabout at the intersection of County CE and County HH (DeBruin Road). The project is not eligible for WisDOT HSIP funding. Local cost share is for the south leg of the intersection, and for new multi-modal facilities around the intersection.

COST ESTIMATE AND PARTICIPATION
--

PHASE	Total Estimated Cost	WisDOT	***** ESTIMATED COST *****						
			%	Outagamie County	%	Town of Buchanan	%	Village of Combined Locks	%
County CE & County HH Roundabout Construction									
FINAL ENGINEERING:	\$70,000	\$0	0%	\$52,500	75%	\$8,750	12.5%	\$8,750	12.5%
CONSTRUCTION:									
Typical Cost Share Items	\$1,600,000	\$0	0%	\$1,200,000	75%	\$200,000	12.5%	\$200,000	12.5%
New multi-modal facilities	\$19,000				0%	\$9,500	50.0%	\$9,500	50.0%
TOTAL PROJECT COST	\$1,689,000			\$1,252,500		\$218,250		\$218,250	

This request for the programming and construction is subject to the terms and conditions that follow and is made by the undersigned under proper authority to make such request for the designated Municipality and upon acceptance by the Highway Commissioner shall constitute an agreement between the County and the Municipality unless specifically modified or amended by supplemental written agreement between the County and the Municipality.

Terms and Conditions

1. When Federal Funds are involved, the improvement will be subject to the applicable Federal Aid Highway Acts and Regulations of the Federal Highway Administration, U.S. Department of Transportation.
2. This is a joint agreement between the County and the Municipality. The Municipality will be kept informed on the project status and will have input regarding the project. This project will be administered under the County Administrative Rule 10-02.
3. If the Municipality should withdraw the project, it will pay to the County any costs that have been incurred by the County on behalf of the project.
4. The project cost in the agreement is an estimate. The Municipality will be invoiced periodically, and agrees to pay based on actual costs incurred.
5. Such costs may be greater or less than the estimated amount, however, the Municipality acknowledges that costs between the time this agreement is executed and the actual time of construction can vary.

6 The County's obligation to perform under this contract shall be subject to County Board appropriation of funds sufficient to fund the County's obligations herein.

7 The County and Municipality agree and understand that the Municipality is reserving its rights to assess any and all costs incurred by the Municipality for this project. The Municipality and County hereby further agree that the Municipality has the right to assess any of its costs upon terms deemed acceptable by the Municipality subject to the following: In the event county property is assessed or subject to assessment the county reserves the right to object to the propriety and / or correctness of the assessment formula or methodology, however, such right to object does not extend to the municipality's ability to assess. The county's right to object includes the ability to challenge the assessment methodology or formula in circuit court and to pursue appeals of circuit court decisions.

OUTAGAMIE COUNTY HIGHWAY DEPARTMENT

BY: _____
Dean E. Steingraber Highway Commissioner Date _____

BY: _____
Signed for and on behalf of: Town of Buchanan Date _____

BY: _____
Signed for and on behalf of: Village of Combined Locks Date _____

BY: _____
Date _____

TOWN BOARD MEETING:

April 26, 2016

AGENDA ITEM #: 10c

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: April 22, 2016
RE: **Fireworks Display Permit – WIR Jun 11, 2016**

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

SUMMARY: Under Municipal Code Section §294-2, The Town Board may grant fireworks display permits for special community events and other public occasions.

Speilbauer Fireworks, on behalf of Wisconsin International Raceway are seeking a fireworks display permit for the following date(s):

1. June 11, 2016

From time to time, the Town has received complaints regarding fireworks displays at WIR. However, no complaints were registered in 2015 for the two dates permitted.

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. **Fireworks User Permit Application – Speilbauer Fireworks, on behalf of Wisconsin International Raceway (WIR), for the June 11, 2016**

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

Fireworks Users Permit



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

All fireworks user's permits are regulated per Wis. Stat. Chapter 167 and the Town of Buchanan Municipal Code, Chapter 38, Section II. This application must be received by the Fire Chief not less than 30 days prior to the requested date of use of fireworks. Currently there are no application fees.

Permit Applicant: Spielbauer Fireworks Co. Phone Number: (920) 336-0446

NOTE: Per Wis. Stat. 167.10(3)(c); a permit can only be issued to a public authority, fair association, amusement park, park board, civic organization, individual, group of individuals (resident or nonresident) and an agricultural producer for the protection of crops from predatory birds or animals.

Address: 1976 Lane Road, Green Bay, WI 54311

Time of day at which display is to be held: 7:30pm-9:30pm (No later than Midnight)

The exact address location planned for display: W.I.R. - Racetrack

Date fireworks may be purchased: Today Date of actual display: 6/11/2016

Kind and quantity of fireworks purchased: 1.3G Display Fireworks: 80 - 3", 36 - 4", and 12 Display Boxes

Address and location fireworks will be stored at: Delivered on the display date

I HERBY AGREE AND CERTIFY the above information is correct. I am 18 years of age or older. I understand this permit is valid only for the date(s) of issue 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 by the Town of Buchanan Fire Department or the Outagamie County Sheriff.

Pete W. Sullivan
Signature of Permit Applicant

4/5/2016
Date Signed

Pete W. Sullivan
Witness

4/5/2016
Date Signed

The permit applicant agrees to indemnify and hold the Town of Buchanan harmless for any lawsuit or liability which may result in the applicant's use or possession of fireworks. Town is not liable for damage caused by fireworks for the sole reason of issuing a fireworks permit.

FOR OFFICE USE ONLY

- Applicant qualifies for receiving permit, must not be a minor.
- Approved insurance policy of \$1,000,000 posted with Town Clerk. Attach copy.
- Fire Chief has reviewed and approved the application.
- Town Board, from report of the Fire Chief, has determined that the applicant will use the fireworks per Town ordinance. Meeting Date: _____

This permit is valid for the following dates: _____

Approved by Fire Chief or Designee:

Signature

Date Signed

Title

A copy of this permit shall be given to Buchanan Fire & Rescue or the Outagamie County Sheriff's Department/Buchanan Deputy at least 2 days before the date of authorized use.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/5/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Allied Specialty Insurance, Inc. 10451 Gulf Blvd Treasure Island, FL 33706-4814	CONTACT NAME: Glenn Harris	FAX (A/C. No.):	
	PHONE (A/C. No. Ext): 727-547-3093	E-MAIL ADDRESS: gharris@alliedspecialty.com	
INSURED Spielbauer Fireworks Co, Inc. Mighty-Mite Marketing 1976 Lane Road Green Bay, WI. 54311	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : T.H.E. Insurance Company		12866
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		CPP0102783-04	04/01/2016	04/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ N/A PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ 2,000,000 Protection & Indemnity \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		CPP0102783-04	04/01/2016	04/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
DISPLAY DATE: 6/11/2016 RAIN DATE: Unknown LOCATION: WIR - Kaukauna, WI
RE: GENERAL LIABILITY, THE FOLLOWING ARE NAMED AS ADDITIONAL INSURED IN RESPECTS TO THE OPERATION OF THE NAMED INSURED ONLY:
Children's Hospital Wisconsin Foundation, Wisconsin International Raceway, Allen Cleveland, A-mazing Events, and the Town of Buchanan

The above Commercial General Liability policy affords P&I, bodily injury & property damage liability coverage arising directly from a fireworks display, however, no Marine, Hull & Machinery or Pollution Liability coverage is afforded under this CGL policy arising from the use of any barge, docks, piers, wharves or floating platforms.

CERTIFICATE HOLDER Children's Hospital Wisconsin Foundation Attn: Jan Bruss 325 N. Commercial Street - Ste. 200 Neenah, WI 54956	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: April 22, 2016
RE: **Fire Chief Position/Hiring Review**

RECOMMENDED ACTION: This is a legislative action¹ item for Town Board discussion and possible action.

SUMMARY: At a Special Town Board Meeting held on April 6, 2016, the Town Board requested a position description and announcement be drafted for filling the currently vacant Fire Chief position. Staff has prepared the attached draft job description and position announcement for Town Board consideration.

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

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

Type of Position/Organizational Structure: The prior Fire Chief position was a volunteer position which receives payment/benefits as shown on the provided Compensation & Benefits Summary. Should the Town elect to hire a part-time chief, staff recommends the position be transitioned to hourly pay versus salary stipend. With no significant change in current duties or organizational structure.

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

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

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

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

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

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

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

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

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

JDG

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Attachments:

- 1. Compensation & Benefits Summary – Fire Chief**
- 2. Current Fire Chief Job Description (Approved 2011)**
- 3. Proposed Fire Chief Job Description & Job Announcement**

2016 COMPENSATION AND BENEFITS FOR: RICK SCHROEDER

FIRE CHIEF

STATUS: VOLUNTEER/EMPLOYEE

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

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

Town of Buchanan

Job Description

Position Title: Fire Chief

Reports To: Town Board

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

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

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

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

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

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

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

Language Ability and Communication

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

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

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

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

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

Technical

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

Judgment and Situational Reasoning Ability

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

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

Physical Requirements

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

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

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

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

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

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

Environmental Adaptability

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

Other

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

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

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

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

Responds to citizen complaints, investigates and provides recommendations.

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

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

Last Revised: 10/20/2011

Adopted by Town Board: 11/7/2011



Town of Buchanan Job Description

Position Title:	Fire & Rescue Chief
Reports To:	Town Administrator
Classification:	Regular Part-Time, Hourly
Pay Range:	Grade 7 (Hiring Range: \$21.86 - \$25.69/hour)
Hours:	10-20 Hours per Week

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

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

1. Assume full management responsibility for all fire & rescue, emergency medical services (first responder) and emergency management activities; manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
2. Establish, within Town policy and budget, appropriate service and staffing level needs; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
3. Assess and monitor work load; administrative and support systems; and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
4. Plan, direct, and coordinate, through subordinate level staff and volunteers, the Fire & Rescue Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key personnel to identify and resolve problems.
5. Recruit, select, train, motivate, and evaluate department personnel; provide or coordinate personnel training; work with employees/volunteers to correct deficiencies; implement discipline and termination procedures.

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

Minimum Training and Experience Required to Perform Essential Job Functions:

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

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

Language Ability and Communication

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

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

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

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

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

Technical

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

Judgment and Situational Reasoning Ability

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

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

Physical Requirements

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

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

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

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

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

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

Environmental Adaptability

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

Other

Knowledge of National Incident Management Systems (NIMS).

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

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

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

Responds to citizen complaints, investigates and provides recommendations.

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

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

Last Revised:

Adopted by Town Board:



"In the Spirit of Town Government"

Town of Buchanan
N178 County Rd N
Appleton, WI 54915-9459

Phone: 920-734-8599
Fax: 920-734-9733
www.townofbuchanan.org

TOWN OF BUCHANAN
FIRE & RESCUE CHIEF
POSITION ANNOUNCEMENT

The Town of Buchanan (Outagamie County, population 6,935) seeks a Fire & Rescue Chief (part-time). Under general administrative direction, the Fire & Rescue Chief plans, directs, manages, and oversees the activities and operations of the Town's public safety functions including fire suppression and prevention, emergency medical services, emergency management, disaster responses, community problem solving, related code enforcement, general community support services, and related support services; coordinates assigned activities with other departments and outside agencies; acts as a member of the Town Board's management team; and provides highly responsible and complex administrative support to the Town Board. For a full list of duties refer to the Town's website (www.townofbuchanan.org) for a complete job description.

Minimum Training and Experience Required to Perform Essential Job Functions:

Associate's degree preferred from an accredited college or university with major course work in fire science, emergency management, public administration, business administration or a related field. Five years of increasingly responsible fire/EMS service experience including three years of management and supervisory responsibility. Must have a valid Wisconsin State driver's license. Must have the ability to successfully pass a criminal background check. Must be within a maximum ten (10) minute response time to the Buchanan Town Hall (residency in Town is not required).

Position maintains weekly hours of 10-20 per week. Occasional nights and weekend work may be necessary to accommodate meetings, drills/training and calls for service. Starting wage range is \$21.86-\$25.69/hour.

A pre-employment application AND resume must be completed and submitted by the **deadline of May 27, 2016 at 4:00 p.m.** Applications are available M-F 8:00 a.m. to 4:00 p.m. at Town Hall or on the Town's website. Information must be returned to the Administrator/Clerk, Town of Buchanan, N178 County Road N, Appleton, WI 54915 by the deadline. Submittals can also be e-mailed to joelg@townofbuchanan.org.

TOWN MEETING:

April 26, 2016

AGENDA ITEM #: 10e

ACTION TYPE:

Legislative

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
Town Plan Commission

From: Joel Gregozeski, Administrator/Clerk

Date: April 21, 2016

RE: **AD-HOC PUBLIC SAFETY COMMITTEE**

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

SUMMARY: At the Special Town Board meeting held on April 6, 2016, the Board agreed to consider creating an Ad-Hoc Public Safety Committee. The purpose of this committee would be to help develop, review and/or recommend Public Safety policy decisions for Town Board consideration. For example, the committee may assist the Board and public safety departments (Fire & Rescue & EMS) in revising department polices (bylaws), assisting in recruitment of department members and researching/recommending changes in strategic service delivery.

Structurally it is recommended the committee be made of two appointed members from the Town Board and three appointed members from the Fire & Rescue Department. The Town Administrator/Clerk would serve as an ex-officio member, serving as secretary with no voting privileges. Furthermore, it is recommended the committee schedule routine meetings, for example once per month. Once the committee is established, a set of formal committee bylaws should be drafted and referred to the Town Board for approval by Resolution. It should be noted, this committee will only function as an ad-hoc committee with no formal statutory authority.

ACTION REQUIRED: If agreeable, a motion to create an Ad-Hoc Public Safety Committee of the Town of Buchanan; and to appoint two Town Board Members to the committee.

POLICY/PLAN REFERENCE(S): NONE

FISCAL IMPACT: NONE

JDG

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

TOWN MEETING:

April 26, 2016

AGENDA ITEM #: 10f

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: April 22, 2016
RE: **Appointment to Garners Creek Stormwater Utility for Approval/Denial**

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

SUMMARY: The Town of Buchanan must appoint one member to serve on the Commission for a two year term (2016-2018). Presently, Town Chairperson Mark McAndrews serves in this role. The Town of Buchanan may reappoint or select a new member if it so desires. The new member is not required to be a Town Board member.

Commission members represent the service area at large, not specific municipalities. The Utility service area includes the Village of Combined Locks, Town of Buchanan and Town/Village of Harrison. Membership of the Commission is defined in the ordinance creating the Utility and allows for majority membership by a municipality to be rotated every two years.

Meetings of the Utility are held on the first Thursday of every month at 6:30 p.m. at the Village of Combined Locks Civic Center (405 Wallace St.). Commissioners are paid \$45/meeting. Meetings are typically 1-2 hours.

POLICY/PLAN REFERENCE(S):

1. Garners Creek Stormwater Utility By-Laws.

FISCAL IMPACT: NONE

JDG

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Attachments:

1. **Email Correspondence from Amy Vander Hyden, Garners Creek Stormwater Utility.**

¹ *Administrative actions involve the routine application of adopted rules, policies and standards. Examples include the appointment to Boards and Commissions, 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.*

Joel Gregozeski

From: Amy Vander Hyden <vanderhydena@combinedlocks.org>
Sent: Wednesday, March 02, 2016 10:03 AM
To: Joel Gregozeski; Racquel Shampo-Giese; Travis Parish (tparish@townofharrison.org)
Subject: April - appointment of commissioner

Hello All,

I am sending this a little early so you have a heads up.

Garners Creek Storm Water Utility would like to be placed on your **April** agenda.

Combined Locks, Buchanan, and Harrison will need to appoint **one** Commissioner for a two year term.

Appointment of Commissioners

- The Commission shall consist of two commissioners from each contracting member plus an alternating seventh commissioner.
- The two commissioners from each member shall be appointed to the commission by the governing body of each member.
- All commissioners shall be elected representative of their respective municipalities.
- Commissioners shall be appointed to serve on the commission for a term of two years.
- The seventh commissioner shall be appointed for a two year term on an alternating basis by the members.
- It is the intent of the parties that one municipality will have three commissioners during the term within which they designate the seventh commissioner.
- The seventh commissioner shall serve as the President of the commission.
- There is no limit on the number of successive terms.
- Written notice of the appointment shall be delivered by the appointing member to the Administrative Assistant of the Utility, on or before the first Monday of May.

COMBINED LOCKS

- Beth Sewall – EXPIRING TERM – 2014 - 2016
- Ruth Wulgaert – Term 2015 – 2017

BUCHANAN

- Mark McAndrews – EXPIRING TERM – 2014 - 2016
- Chuck Kavanaugh – Term 2015 – 2017

HARRISION

- Jim Salm – EXPIRING TERM – 2014 - 2016
- Joe Sprangers – Term 2015 – 2017
- Dave La Shay – President – Term 2015 – 2017