



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
NOTICE OF THE TOWN BOARD MEETING
TUESDAY, MAY 17, 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 April 26, 2016 Town Board Meeting.
- b). Approval of April 2016 Treasurer Report & Approve Bills.
- c). Approval of Operator's License Applications, With No Applicable Violations per Town Policy.

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

5. PUBLIC COMMENT FORUM

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

6. PRESENTATIONS: NONE

7. ROUTINE REPORTS:

- a). Law Enforcement – Update/Monthly 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 Administrator – Update/Monthly Report on Administrative Activities (Gregozeski).
 - i. Update on Annual Town Performance Survey.
 - ii. Update on Fire Chief Position/Recruitment.
 - iii. Update on 2016 Key Projects.
 - iv. Update on Security Enhancements to Town Hall / Administrative Offices.
 - v. Darboy Sanitary District Water Tower Painting Project.
 - vi. 2017 Fiscal Year Budget – Discussion on budget goals, expectations, parameters including key targets such as tax rate, tax levy and general obligation debt.

8. PLAN COMMISSION ITEMS FOR DISCUSSION & POSSIBLE ACTION:

- a). Application for CSM (CSM #2016-01): Applicants: Jason Daye, Excel Engineering, Inc. on behalf of Mark Lamers / DBA Lamers Dairy; Parcel IDs 030042700; 030209200; 030042701; 030209100; 030209000; 030208900; 030208800; Certified Survey Map combining 7 lots into one. – For Approval/Denial.
- b). Application for Site Plan (2016-01): Applicant: Jason Daye, Excel Engineering, Inc. on behalf of Mark Lamers / DBA Lamers Dairy; Site Plan Application for addition to milk processing & retail sales; Parcel Number 030042700 - For Approval/Denial.
- c). Street Vacation Request: Part of Heartland Court – For Approval/Denial.
- d). Application for Conditional Use Permit: Applicant Cheryl Wuyts; Single Family Home, Fill and Grading within Shoreland Zoning District. Parcel ID: 030027303 CSM 2849 Lot 2 (Outagamie Road) – For Approval/Denial.

9. UNFINISHED BUSINESS FOR DISCUSSION & POSSIBLE ACTION: NONE

10. NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION:

- a). Business Liquor License Renewals for July 1, 2016 – June 30, 2017 (Sieracki) –For Approval/Denial.
- b). CTH ZZ/Haas Road Reconstruction & Jurisdictional Transfer (Kavanaugh) – For Discussion & Possible Action.
- c). Re-Appointment of Mary Van Wychen & Jon Lamers (3-year terms) to Plan Commission (McAndrews) – For Approval/Denial.
- d). Re-Appointment of Jerry Wallenfang and Al Lamers (1-year term) to the Board of Review (McAndrews) – For Approval/Denial.
- e). Re-Appointment of Town Administrator Joel Gregozeski (1-year term) to the Fox Cities Transit Commission (McAndrews) – For Approval/Denial.
- f). Appointments to Town Public Safety Ad-Hoc Committee (Gregozeski) – For Discussion and Possible Action.
- g). Request for Street Light along Eisenhower Drive, Approximately 525 Feet North of County Road KK (Calumet Street) – For Approval/Denial.
- h). Resolution 2016-02: Resolution Creating the Heart of the Valley Prevention Partnership Board (Gregozeski) – For Discussion and Possible Action.
- i). Resolution 2016-03: Resolution Transferring Funds from Fire/EMS Communication Fund to Contingency Fund (Gregozeski) – For Discussion and Possible Action.
- j). Fireworks Sellers Permit, Applicant: William F. Baker, DBA Lamb Enterprises LLC, Location: Festival Foods Parking Lot; For June 23 to July 5, 2016 (Gregozeski) – For Approval/Denial.
- k). Recognition of Town Staff for Town Hall Incident occurring on March 15, 2016 (Lawrence) – For Discussion and Possible Action.

11. CLOSED SESSION: NONE

12. FUTURE AGENDA ITEMS

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

13. ADJOURNMENT

Joel Gregozeski, Administrator/Clerk

Posted: May 12, 2016

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

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

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



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF THE TOWN BOARD MEETING
TUESDAY, APRIL 26, 2016 AT 7:00 P.M.
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

1. **CALL MEETING TO ORDER** Meeting called to order by Chairperson McAndrews at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE**– Pledge recited.
3. **ROLL CALL & VERIFY PUBLIC NOTICE** - Public notice verified. Board members present – McAndrews, Lawrence, Reinke, Kavanaugh and Walsh. Town officials present – Administrator/Clerk Gregozeski, Treasurer/Deputy Clerk Sieracki, Interim Chief Cameron, Town Engineer Majkowski. Other members of the public were also in attendance.
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.

Motion by Walsh/Reinke to approve all items as provided in the consent agenda. Motion carried 5 to 0 by voice vote.

5. **PUBLIC COMMENT FORUM:** McAndrews called for comments three times. No individuals spoke during public comment.
6. **PRESENTATIONS: NONE**
7. **ROUTINE REPORTS:**
 - a). Law Enforcement – Update/Quarterly Report on Town Law Enforcement Activities (Town Deputy): Deputy Burke provided an oral report on law enforcement activities noting speed enforcement and code violations were enforced. Burke noted the quarterly reporting has been updated to reflect accurate traffic stop data since February 2016.
 - b). Fire, EMS & Emergency Management – Update/Monthly Report on Fire, EMS & Emergency Management Activities (Cameron): 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 Engineer – Update/Quarterly Report on Town Engineer Activities (Majkowski): Town Engineer Majkowski provided an update on engineering activities for the second quarter of 2016. He noted the A16 contract work, Clune Road culvert replacement, B16 Crack-filling bid and building space needs study.
 - d). Town Administrator – Update/Monthly Report on Administrative Activities (Gregozeski): Gregozeski provide a monthly oral report on 2016 key projects for the Town. Gregozeski also commented on a trial hearing for a dog kennel located on Greenspire.
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: Supervisor Walsh indicated that he will be abstaining from discussion and action on this item. Majkowski reviewed the bid tabulations submitted for the A16 Contract. He noted NEA, Inc. as the lowest responsible bidder. He recommended Town Board approval.

Motion by Reinke/Kavanaugh to award Contract A16 to Northeast Asphalt, Inc. in the amount of \$563,330.64. Motion carried 4 to 0 by voice vote. Walsh abstained.

- b). Intergovernmental Agreement for 2016 County Road CE/HH (Debruin Road) Roundabout Construction (Gregozeski) – For Discussion & Possible Action: Gregozeski reviewed the 2016 CE/HH Roundabout Project scheduled for completion by the Outagamie County Highway Department in 2016. He noted the project is set to begin after July 1, 2016. The revised cost share agreement is for \$218,250. This amount includes the full pedestrian accommodations discussed and approved at the January 2015 Town Board meeting. Walsh requested the Town investigate opportunities for cost reimbursements from the City of Kaukauna since the roundabout will benefit their community.

Motion by Reinke/Lawrence to approve the Intergovernmental Agreement for 2016 County Road CE/HH (Debruin Road) Roundabout Construction as presented. Motion carried 3 to 2 by voice vote. Walsh and Lawrence dissenting.

- c). Fireworks Permit, Applicant Speilbauer Fireworks, Location: WIR Racetrack; For June 11, 2016 (Cameron) – For Approval/Denial: Cameron reviewed the application with the Town Board. He noted the applicant has met the necessary Town requirements as presented. The Town Board reviewed and discussed the application.

Motion by Walsh/Kavanaugh to approve the Fireworks Permit for Speilbauer Fireworks, Location: WIR Racetrack for June 11, 2016. Motion carried 5 to 0 by voice vote.

- d). Fire Chief Position/Recruitment Review (Gregozeski) – For Discussion and Possible Action: Gregozeski reviewed the Town Board's request for a position description and job announcement for the vacant Fire Chief Position. Gregozeski reviewed discussions he and interim Chief Cameron had with the Village of Combined Locks and Harrison relating to consolidating the chief position and other operational items. He noted Combined Locks is interested in cooperating, but did not feel that sharing the Chief position is appropriate at this time. Furthermore, Gregozeski stated Harrison is willing to discuss sharing a Chief position but needs further details before making a definitive decision. Gregozeski noted the Town Board should consider the type of position (part-time, full-time, and/or consolidated) and the recruitment/selection method. Gregozeski recommended the Town Board hire an hourly, part-time Chief based on the qualifications and responsibilities outlined in the draft job description presented. Gregozeski stated the position should be an open recruitment, to avoid any equal opportunity conflicts. The Board discussed the opportunities of sharing a Chief with the Village of Harrison. Cameron indicated that hiring a Buchanan Chief may pose a risk to future discussions related to consolidated fire and rescue services. Supervisor Walsh opined that the position recruitment can begin, while the Town further investigates sharing this position with the Village of Harrison. Supervisor Lawrence indicated that she would like to further discussions with Harrison before conducting an open recruitment.

Motion by Walsh/Kavanaugh to approve the revised job description for the Fire Chief and Position Announcement and to begin recruitment efforts along with continuing discussions with neighboring municipalities for a possible shared Chief position. Motion carried 4 to 1 by voice vote. Lawrence dissenting.

- e). Creation of a Town Public Safety Ad-Hoc Committee (Gregozeski) – For Discussion and Possible Action: Gregozeski reviewed the Town Board's request to consider creating an ad-hoc Public Safety Committee. The purpose of the committee would be to assist in developing public safety policies for Board consideration. He noted the committee can assist with revising the Department's bylaws, assisting in the recruitment/selection of members and research/recommending changes in strategic service delivery. Gregozeski recommended the committee be made up of two (2) Town Board members and three (3) members of the Fire & Rescue Department. Gregozeski recommended the Board consider approving the concept of the committee, with formal appointments to the Committee occurring in May 2016. Gregozeski would request Interim Chief Cameron to recommend 3 Department Members for Town Board consideration. Gregozeski noted the Committee would be responsible for drafting organizational bylaws for Town Board approval.

Motion by Lawrence/McAndrews to approve the creation of the ad-hoc public safety committee and to review and consider possible committee appointments at the May 2016 Town Board meeting; Lawrence & McAndrews stating interest in serving. Motion carried 5 to 0 by voice vote.

- f). Appointment of Commissioner to Garners Creek Stormwater Utility for 2016-2018 term (McAndrews) – For Discussion & Possible Action.

Motion by McAndrews/Reinke to appoint Mark McAndrews to the Garners Creek Stormwater Utility Commission for the 2016-2018 term. Motion carried 5 to 0 by voice vote.

11. CLOSED SESSION: NONE

12. FUTURE AGENDA ITEMS: HH/Debruin Road Roundabout Funding from City of Kaukauna and Appointments for the newly created Public Safety Committee.

13. ADJOURNMENT: *Motion by Lawrence/Reinke to adjourn the meeting at 8:55 p.m. Motion carried unanimously by voice vote.*

Joel Gregozeski, Administrator/Clerk
Drafted: April 27, 2016

DRAFT

TOWN BOARD MEETING:

May 17, 2016

AGENDA ITEM #: 4b

ACTION TYPE:

Administrative Action

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: May 11, 2016
RE: **Treasurer's Report & Approval of Bills**

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

SUMMARY: The attached Treasurer's Report is for the period ending April 30, 2016. Also attached is a list which includes all bills and deposits for the period April 10, 2016 through May 7, 2016. Included is the Administrator/Clerk's working budget summary for the period ending April 30, 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. April 2016 Treasurer's Report
2. April 10, 2016 through May 7, 2016 Bills & Deposits List
3. Town Budget Summary for period ending April 30, 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

April 2016

Operating Account The Business Bank	Previous Balance	\$ 1,408,794.50
	Deposits	\$ 46,115.89
	Checks	\$ 121,195.18
	Interest Credited on 4/30/16	\$ 268.44
	Balance as of 4/30/16	\$ 1,333,983.65
	<i>(Interest Year to Date: \$2,130.28)</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
HOVPP Fund	\$2,383.02	
Trail Development Fund	\$ 15,042.00	
Contingency Account The Business Bank	Previous Balance	\$ 247,431.23
	Deposits	
	Withdrawals	\$ -
	Interest Credited on 4/30/16	\$ 145.07
	Balance as of 4/30/16	\$ 247,576.30
	<i>(Interest Year to Date: \$679.56)</i>	
Park Impact Fees The Business Bank	Previous Balance	\$ 13,819.24
	Deposits	\$ 480.00
	Withdrawals	\$ -
	Interest Credited on 4/30/16	\$ 5.61
	Balance as of 4/30/16	\$ 14,304.85
	<i>(Interest Year to Date: \$22.25)</i>	
Fire/EMS Communication The Business Bank	Previous Balance	\$ 3,057.17
	Withdrawals	\$ -
	Interest Credited on 4/30/16	\$ 0.24
	Balance as of 4/30/16	\$ 3,057.41
	<i>(Interest Year to Date: \$1.01)</i>	
Fire Department Fundraising The Business Bank	Previous Balance	\$ 28,321.54
	Deposit	\$ -
	Withdrawals	\$ -
	Interest Credited on 4/30/16	\$ 16.87
	Balance as of 4/30/16	\$ 28,338.41
	<i>(Interest Year to Date: \$69.76)</i>	
Road Improvements The Business Bank	Previous Balance	\$ 1,402,020.39
	Deposit	\$ -
	Withdrawals	\$ 10.00
	Interest Credited on 4/30/16	\$ 278.48
	Balance as of 4/30/16	\$ 1,402,288.87
	<i>(Interest Year to Date: \$1,151.99)</i>	

Loan Balances

Citizens Bank (Van Roy Road/Other Projects) <i>(Original Loan Amount - \$1,410,000.00)</i>	Balance as of 4/30/16	\$ 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 4/30/16	\$ 2,000,000.00
	<i>(Int. Paid Year to Date:)</i>	
	<i>(Int. Paid Inception to Date: 0)</i>	

05/06/16

TOWN OF BUCHANAN
Bills for 5/17/16 Meeting
 April 10 through May 7, 2016

Type	Date	Num	Name	Memo	Paid Amount
11010.0 - Bus Bank-Checking					
Deposit	04/11/2016			Deposit	2,701.37
Deposit	04/11/2016			Deposit	4,432.61
Deposit	04/12/2016			Deposit	3,410.00
Deposit	04/14/2016			Deposit	7,776.68
Deposit	04/20/2016			Deposit	2,094.87
Deposit	05/04/2016			Deposit	5,040.21
Deposit	04/20/2016			Deposit	79.17
Deposit	04/21/2016			Deposit	24.64
Deposit	04/26/2016			Deposit	24.97
Deposit	04/29/2016			Deposit	25.00
Deposit	04/30/2016			Interest	268.44
Deposit	05/05/2016			Deposit	3,118.74
Paycheck	04/15/2016	ACH	HUGHSON, JENNIFER S		-200.10
Paycheck	04/15/2016	ACH	KAVANAUGH, CHARLES J		-375.18
Paycheck	04/15/2016	ACH	LAWRENCE, KAREN L		-400.18
Paycheck	04/15/2016	ACH	MC ANDREWS, MARK C		-559.20
Paycheck	04/15/2016	ACH	REINKE, DENNIS G		-375.18
Check	04/15/2016	ACH	Paul Hermes	Inspection fees	-1,398.78
Paycheck	04/13/2016	ACH	FRANZKE, RICK A		-355.44
Paycheck	04/13/2016	ACH	GIRARD, CHRIS L		-341.92
Paycheck	04/13/2016	ACH	HENNESSEY, PATRICIA A		-579.40
Paycheck	04/13/2016	ACH	KINNARD, STEFFI A.		-49.64
Paycheck	04/13/2016	ACH	SIERACKI, CYNTHIA R		-1,024.35
Paycheck	04/13/2016	ACH	CAMERON, NEAL A		-837.28
Paycheck	04/13/2016	ACH	GREGOZESKI, JOEL D		-2,248.90
Paycheck	04/13/2016	ACH	BAUMANN, SHELLEY K		-167.50
Paycheck	04/13/2016	ACH	BENZSCHAWEL, MARLENE R		-20.00
Paycheck	04/13/2016	ACH	BETTERS, LINDA L		-92.50
Paycheck	04/13/2016	ACH	BORTHS, TERRY L		-92.50
Paycheck	04/13/2016	ACH	BRODEN, JENNIFER L		-155.00
Paycheck	04/13/2016	ACH	DIEDRICH, JOYCE E		-72.50
Paycheck	04/13/2016	ACH	DREPHAL, PATRICIA A		-102.50
Paycheck	04/13/2016	ACH	DUPONT, SUSAN R		-20.00
Paycheck	04/13/2016	ACH	FELDKAMP, MARYANNE		-20.00
Paycheck	04/13/2016	ACH	HEINAN, RICHARD P		-20.00
Paycheck	04/13/2016	ACH	HIETPAS, CLAUDE F		-102.50
Paycheck	04/13/2016	ACH	KASS, TERRY J		-87.50
Paycheck	04/13/2016	ACH	KESLER, ALFRED L		-102.50
Paycheck	04/13/2016	ACH	KLISTER, DOLORES M		-102.50
Paycheck	04/13/2016	ACH	MADISON, JUDITH A		-175.00
Paycheck	04/13/2016	ACH	MC GOWAN, PATRICIA J		-385.00
Paycheck	04/13/2016	ACH	MILLER, MARGARET M		-142.50
Paycheck	04/13/2016	ACH	MILLER, RICHARD J		-142.50
Paycheck	04/13/2016	ACH	NECHODOM, KAREN A		-92.50
Paycheck	04/13/2016	ACH	ROTTIER, JUDITH J		-117.50
Paycheck	04/13/2016	ACH	SANTKUYL, BARBARA M		-102.50
Paycheck	04/13/2016	ACH	SCHMALZ, JOANNE E		-82.50
Paycheck	04/13/2016	ACH	SONNLEITNER, DEBORAH K		-92.50

05/06/16

TOWN OF BUCHANAN
Bills for 5/17/16 Meeting
 April 10 through May 7, 2016

Type	Date	Num	Name	Memo	Paid Amount
Paycheck	04/13/2016	ACH	SONNLEITNER, PAUL C		-92.50
Paycheck	04/13/2016	ACH	SONNLEITNER, SHARON A		-92.50
Paycheck	04/13/2016	ACH	VANDEN HOGEN, JEFFREY M		-102.50
Paycheck	04/13/2016	ACH	WITTMANN, JOYCE M		-72.50
Paycheck	04/13/2016	ACH	BERG, DENNIS G		-166.78
Paycheck	04/13/2016	ACH	BIRKNER, ZACHARY G		-69.49
Paycheck	04/13/2016	ACH	CORNING, BRUCE D		-35.19
Paycheck	04/13/2016	ACH	HERTER, BILL J		-149.03
Paycheck	04/13/2016	ACH	HOMOLA, MICHAEL G		-53.33
Paycheck	04/13/2016	ACH	HOOYMAN, JEFFREY J		-66.72
Paycheck	04/13/2016	ACH	JAHN, DANIEL W		-61.42
Paycheck	04/13/2016	ACH	JAHN, STEVEN W		-152.22
Paycheck	04/13/2016	ACH	KARNER, BENJAMIN D		-73.50
Paycheck	04/13/2016	ACH	KRUEGER, SAMUEL A		-68.01
Paycheck	04/13/2016	ACH	LOCKHART, SCOTT G		-213.30
Paycheck	04/13/2016	ACH	MADER, FREDERICK N		-11.73
Paycheck	04/13/2016	ACH	MADER, MATTHEW J		-92.00
Paycheck	04/13/2016	ACH	MENCEL, JR, WILLIAM L		-46.62
Paycheck	04/13/2016	ACH	MUSICH, SCOTT M		-110.84
Paycheck	04/13/2016	ACH	NEWHOUSE, JAMIE J		-307.31
Paycheck	04/13/2016	ACH	REECE III, EUGENE R		-104.83
Paycheck	04/13/2016	ACH	REINKE, DANIEL L		-44.67
Paycheck	04/13/2016	ACH	THYSSEN, NICHOLAS P		-45.71
Paycheck	04/13/2016	ACH	VAN SCHYNDEL, LISA M		-524.45
Paycheck	04/13/2016	ACH	WALSH, JOHN T		-69.49
Paycheck	04/13/2016	ACH	VANDERMOSS, TAYLOR L		-10.50
Liability C...	04/19/2016	ACH	Internal Revenue Service	39-1316254	-2,631.70
Liability C...	04/29/2016	ACH	Wisconsin Dept. of Revenue	036-0000195431-02	-864.25
Paycheck	04/13/2016	ACH	ROTTIER, KENNETH F		-117.50
Liability C...	04/29/2016	ACH	Department of Employee Trust Funds	69-036-0120-000	-2,071.72
Check	04/18/2016	ACH	USPS	Stamps.com postage purchase	-100.00
Paycheck	04/27/2016	ACH	FRANZKE, RICK A		-414.52
Paycheck	04/27/2016	ACH	GIRARD, CHRIS L		-301.22
Paycheck	04/27/2016	ACH	HENNESSEY, PATRICIA A		-579.40
Paycheck	04/27/2016	ACH	KARRELS, JONATHON A		-166.23
Paycheck	04/27/2016	ACH	SIERACKI, CYNTHIA R		-944.98
Paycheck	04/27/2016	ACH	CAMERON, NEAL A		-837.28
Paycheck	04/27/2016	ACH	GREGOZESKI, JOEL D		-2,248.90
Paycheck	04/27/2016	ACH	BERG, DENNIS G		-178.70
Paycheck	04/27/2016	ACH	BIRKNER, ZACHARY G		-97.28
Paycheck	04/27/2016	ACH	CORNING, BRUCE D		-108.49
Paycheck	04/27/2016	ACH	HERTER, BILL J		-26.25
Paycheck	04/27/2016	ACH	HOMOLA, MICHAEL G		-77.58
Paycheck	04/27/2016	ACH	HOOYMAN, JEFFREY J		-238.37
Paycheck	04/27/2016	ACH	JAHN, DANIEL W		-173.24
Paycheck	04/27/2016	ACH	JAHN, STEVEN W		-84.11
Paycheck	04/27/2016	ACH	KRUEGER, SAMUEL A		-227.85
Paycheck	04/27/2016	ACH	KUMROW, DEREK A		-69.49
Paycheck	04/27/2016	ACH	LOCKHART, SCOTT G		-269.30

TOWN OF BUCHANAN
Bills for 5/17/16 Meeting
April 10 through May 7, 2016

Type	Date	Num	Name	Memo	Paid Amount
Paycheck	04/27/2016	ACH	MENDEL, JR, WILLIAM L		-16.70
Paycheck	04/27/2016	ACH	REECE III, EUGENE R		-86.48
Paycheck	04/27/2016	ACH	REGAL, BRIAN J		-135.66
Paycheck	04/27/2016	ACH	REINKE, DANIEL L		-74.47
Paycheck	04/27/2016	ACH	RUSCH, TYLER R		-609.51
Paycheck	04/27/2016	ACH	THYSSEN, NICHOLAS P		-25.40
Paycheck	04/27/2016	ACH	VAN SCHYNDEL, LISA M		-415.81
Paycheck	04/27/2016	ACH	WALSH, JOHN T		-59.57
Paycheck	04/27/2016	ACH	WIEDENBAUER, KENNETH S		-166.74
Paycheck	04/27/2016	ACH	KINNARD, STEFFI A.		-49.65
Liability C...	05/03/2016	ACH	Internal Revenue Service	39-1316254	-2,217.46
Bill Pmt -...	05/04/2016	ACH	Delta Dental of Wisconsin		-179.46
Check	05/02/2016	ACH	USPS	Stamps.com postage purchase	-100.00
Check	05/03/2016	ACH	STAMPS.COM	Monthly Stamps.Com fee May 2016	-15.99
Check	05/02/2016	ACH	STAMPS.COM	Labels for Stamps	-53.59
Check	04/11/2016	34673	Courtney Kahl	Refund Hall Rental	-75.00
Check	04/11/2016	34674	REGAL, BRIAN J		-30.00
Bill Pmt -...	04/11/2016	34675	Card Service Center	Visa 0975, 1064, 0538	-2,777.94
Bill Pmt -...	04/11/2016	34676	Cintas Corporation #443		-103.09
Bill Pmt -...	04/11/2016	34677	Fox Valley Technical College		-80.00
Bill Pmt -...	04/11/2016	34678	Little Chicago	Jan 31st Dinner party	-1,058.70
Bill Pmt -...	04/11/2016	34679	Martin Security Systems, Inc.		-77.85
Bill Pmt -...	04/11/2016	34680	McMahon Associates, Inc.		-984.10
Bill Pmt -...	04/11/2016	34681	Office Depot	Acct. 5163,	-425.50
Bill Pmt -...	04/11/2016	34682	Outagamie County Highway Dept.		-18,553.42
Bill Pmt -...	04/11/2016	34683	Staples Advantage		-177.10
Bill Pmt -...	04/11/2016	34684	WE Energies-Street Lights	Acct. 3841-040-796	-1,857.42
Check	04/18/2016	34685	EAGLE PRINTING & GRAPHICS		-636.09
Bill Pmt -...	04/18/2016	34686	Advance Disposal-Green Bay-B8		-23,401.71
Bill Pmt -...	04/18/2016	34687	Corporate Network Solutions, Inc.		-128.00
Bill Pmt -...	04/18/2016	34688	Darboy Corner Store		-174.88
Bill Pmt -...	04/18/2016	34689	Ferrellgas		-50.00
Bill Pmt -...	04/18/2016	34690	Kaukauna Utilities		-107.95
Bill Pmt -...	04/18/2016	34691	MTAW		-55.00
Bill Pmt -...	04/18/2016	34692	News Publishing Company Inc.		-261.25
Bill Pmt -...	04/18/2016	34693	Northeast Wisconsin Technical College		-52.40
Bill Pmt -...	04/18/2016	34694	Servicemaster Specialty Restoration ...	Clean Up	-8,046.68
Bill Pmt -...	04/18/2016	34695	Staples Advantage		-49.99
Bill Pmt -...	04/18/2016	34696	TDS Metrocom		-642.67
Bill Pmt -...	04/18/2016	34697	Unemployment Insurance		-56.34
Bill Pmt -...	04/18/2016	34698	Verizon		-120.03
Bill Pmt -...	04/25/2016	34699	Accent Business Solutions, Inc.		-78.00
Bill Pmt -...	04/25/2016	34700	Appleton City of		-4,729.00
Bill Pmt -...	04/25/2016	34701	Cedar Corporation		-19,014.72
Bill Pmt -...	04/25/2016	34702	Cellcom Appleton PCS	Acct # 009-09048840	-49.08
Bill Pmt -...	04/25/2016	34703	Great Lakes Mechanical, Inc		-128.15
Bill Pmt -...	04/25/2016	34704	Outagamie County Solid Waste		-54.60
Bill Pmt -...	04/25/2016	34705	Schenck Business Solutions		-4,235.00
Bill Pmt -...	04/25/2016	34706	Superior Chemical Corporation		-1,068.45

05/06/16

TOWN OF BUCHANAN
Bills for 5/17/16 Meeting
 April 10 through May 7, 2016

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -...	04/25/2016	34707	Van Hoof, Van Hoof & Cornett		-4,262.50
Bill Pmt -...	04/25/2016	34708	Wisconsin Dept. of Justice	G3203	-56.00
Bill Pmt -...	04/25/2016	34709	Wisconsin Towns Association		-940.00
Bill Pmt -...	05/02/2016	34710	Cintas Corporation #443		-348.97
Bill Pmt -...	05/02/2016	34711	Speedy Clean Inc.		-109.75
Bill Pmt -...	05/02/2016	34712	Suburban Electrical		-223.51
Bill Pmt -...	05/02/2016	34713	UNUM Life Insurance Company of A...	932511-001	-144.16
Bill Pmt -...	05/02/2016	34714	WE Energies		-836.45
Total 11010.0 · Bus Bank-Checking					-98,372.29
11015.0 · Bus Bank-Contingency Svgs MM					
Deposit	04/27/2016			Interest	145.07
Total 11015.0 · Bus Bank-Contingency Svgs MM					145.07
11020.0 · Bus Bank-Park Impact Fees MM					
Deposit	04/11/2016			Deposit	480.00
Deposit	04/27/2016			Interest	5.61
Deposit	05/06/2016			Deposit	480.00
Total 11020.0 · Bus Bank-Park Impact Fees MM					965.61
11030.0 · Bus Bank-Fire/EMS Comm Equip MM					
Deposit	04/30/2016			Interest	0.24
Total 11030.0 · Bus Bank-Fire/EMS Comm Equip MM					0.24
11045.0 · Bus. Bank-Fire Dept Fundraising					
Deposit	04/30/2016			Interest	16.87
Total 11045.0 · Bus. Bank-Fire Dept Fundraising					16.87
11050.0 · Bus. Bank-Road Improvement					
Check	04/30/2016			Service Charge	-10.00
Deposit	04/30/2016			Interest	278.48
Total 11050.0 · Bus. Bank-Road Improvement					268.48
TOTAL					-96,976.02

Town of Buchanan						
Year-To-Date Budget Comparison (Revenues)						
Fiscal Year 2016						
					<i>As of:</i>	<i>4/30/2016</i>
Department	2015 BUDGET	2016 BUDGET	YEAR TO DATE 4/30/2016	(UNDER) OVER BUDGET 2016	PERCENT UNDER/ OVER	
Taxes - 41000						
General Property Taxes	\$1,885,308	\$1,896,025	\$1,658,811	\$ (237,214)	87%	
Special Assessments - 42000	\$0	\$12,000	\$0	\$ (12,000)	0%	
Intergovernmental Revenues - 43000	\$282,774	\$281,323	\$61,888	\$ (219,435)	22%	
Licenses & Permits - 44000	\$70,495	\$70,495	\$42,487	\$ (28,008)	60%	
Fines, Forfeitures & Penalties - 45000	\$14,155	\$12,155	\$6,281	\$ (5,874)	52%	
Public Charges for Services - 46000	\$301,480	\$303,740	\$7,354	\$ (296,386)	2%	
Intergovernmental Charges for Services - 47000	\$1,900	\$1,900	\$0	\$ (1,900)	0%	
Miscellaneous Revenue - 48000	\$615,500	\$155,000	\$12,479	\$ (142,521)	8%	
Proceeds Long Term Debt - 49000	\$1,397,000	\$766,651	\$0	\$ (766,651)	0%	
TOTAL - Revenues	\$ 2,683,304	\$ 3,499,289	\$ 1,789,300	\$ (1,709,989)	51.13%	

Town of Buchanan						
Year-To-Date Budget Comparison (Expenses)						
Fiscal Year 2016						
					<i>As of:</i>	<i>4/30/2016</i>
Department		2015 BUDGET	2016 BUDGET	YEAR TO DATE 4/30/2016	(UNDER)	PERCENT
					OVER BUDGET 2015	OF BUDGET
General Government - 51000						
51100	Legislative (Town Board)	\$ 31,930	\$ 32,005	\$ 11,617	\$ (20,388)	36%
51300	Legal Service Fees	\$ 33,000	\$ 30,000	\$ 8,000	\$ (22,000)	27%
51400	General Administration	\$ 250,934	\$ 254,354	\$ 86,369	\$ (167,986)	34%
51500	Financial Administration	\$ 21,500	\$ 21,750	\$ 10,049	\$ (11,701)	46%
51600	General Building, Town Hall	\$ 57,637	\$ 58,402	\$ 14,796	\$ (43,606)	25%
51900	Other General Government	\$ 24,146	\$ 24,146	\$ 5,944	\$ (18,202)	25%
Subtotal - General Government		\$ 419,147	\$ 420,657	\$ 136,775	\$ (283,882)	33%
Public Safety - 52000						
52100	Law Enforcement	\$ 400,002	\$ 405,763	\$ 184,604	\$ (221,159)	45%
52200	Fire & Rescue	\$ 157,847	\$ 177,803	\$ 60,389	\$ (117,414)	34%
52300	Emergency Management/EMS	\$ 91,720	\$ 35,100	\$ 5,629	\$ (29,471)	16%
52400	Building Inspection	\$ 12,500	\$ 15,600	\$ 5,595	\$ (10,005)	36%
Subtotal - Public Safety		\$ 662,069	\$ 634,266	\$ 256,217	\$ (378,050)	40%
Public Works - 53000						
53300	Highway & Street Maintenance	\$ 211,400	\$ 221,900	\$ 63,239	\$ (158,661)	28%
53400	Road Related Facilities	\$ 34,068	\$ 41,068	\$ 12,035	\$ (29,033)	29%
53500	Mass Transit	\$ 60,772	\$ 56,745	\$ 23,551	\$ (33,194)	42%
53600	Sanitation	\$ 321,982	\$ 324,372	\$ 88,097	\$ (236,275)	27%
Subtotal - Public Works		\$ 628,222	\$ 644,085	\$ 186,922	\$ (457,163)	29%
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	\$ 8,971	\$ (17,549)	34%
Subtotal - Conservation & Development		\$ 25,705	\$ 30,198	\$ 12,658	\$ (17,540)	42%

Department		2015 BUDGET	2016 BUDGET	YEAR TO DATE 4/30/2016	(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	\$ 5,171	\$ (53,829)	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	\$ 224,863	\$ (834,058)	21%
57348	Stormwater & Drainage	\$ -	\$ 106,375	\$ -	\$ (106,375)	0%
Subtotal - Capital Outlay		\$ 2,570,350	\$ 1,599,196	\$ 338,545	\$ (1,260,651)	21%
TOTAL - General Fund Operating, Debt & Capital		\$ 4,568,613	\$ 3,603,290	\$ 931,116	\$ (2,672,173)	25.84%

TOWN BOARD MEETING:

May 17, 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: May 11, 2016
RE: **Operator's License Applications for Approval/Denial**

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

SUMMARY: The attached list of bartender operator's license and agent applications were submitted for Town Board consideration.

Two of the listed applicants have an applicable violation(s) per Town policy. The applicants were each sent a notice to appear before the Town Board to explain and provide evidence why the Town Board should approve the application.

POLICY/PLAN REFERENCE(S):

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

FISCAL IMPACT: NONE

JDG

###

Attachments:

1. **New Applicants for Operator's Licenses & Agents for May 2016**
2. **Notice of Applicable Violations to Alexander D. Bricco**
3. **Notice of Applicable Violations to Steven D. Uphold**

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.*

**MAY 2016 – APPLICANTS FOR BARTENDER OPERATOR’S LICENSES:
NAME & ADDRESS OF APPLICANT BUSINESS NAME VIOLATIONS PERTAINING
 TO LICENSE APPLICATION NEW OR
 RENEWAL**

<u>NAME & ADDRESS OF APPLICANT</u>	<u>BUSINESS NAME</u>	<u>VIOLATIONS PERTAINING TO LICENSE APPLICATION</u>	<u>NEW OR RENEWAL</u>
2015-182PV Stacey L. Hill-Foy, 548 Wildwood Dr., Kaukauna, WI 54130	Marcus Theatre	None	New
2015-183PV Lindsey E. Price, 2138 S. Walden Ave., Appleton, WI 54915	Marcus Theatre	None	New
2015-184PV Logan M. Waldrop, 151 Bessie O’Halloran Ln., Menasha, WI 54952	Marcus Theatre	None	New
2015-185PV Emmeline P. Witzke, 1610 Schaefer Cir. #24, Appleton, WI 54915	Marcus Theatre	None	New
2015-186PV Alexander D. Bricco, 4019 Towne Lakes Ave., #4114, Grand Chute, WI 54913	Marcus Theatre	Letter Sent 4/28/16	New
2015-187PV Kris A. Shannon, 549 Frostfield Dr., Kaukauna, WI 54130	Marcus Theatre	None	New
2015-188PV Virginia R. Champeau, 4019 Towne Lake Ave. #4114, Appleton, WI 54913	Marcus Theatre	None	New
2015-189PV Krista M. Jost, 1721 S. Lawe, St., Appleton, WI 54915	Sinful Souls & Spirits	None	New
2015-190PV Steven D. Uphold, 945 Riverlawn St., Neenah, WI 54956	Marcus Theatre	Letter Sent 5/02/2016	New
2015-191PV April M. Fameree, 1505 Meadows Ln., Luxemburg, WI 54217	Marcus Theatre	None	New
2015-192PV Jennifer M. Petit, 2300 Joyce St., Kaukauna, WI 54130	Marcus Theatre	None	New
2015-193PV Megan A. Rosmosen, 1201 E. Gunn St., Apt. #1, Appleton, WI 54915	Marcus Theatre	None	New

April 28, 2016

Alexander D. Bricco
4019 Towne Lake Ave., Apt #4114
Grand Chute, WI 54913

RE: TOWN OF BUCHANAN APPLICATION FOR OPERATORS LICENSE

Dear Mr. Bricco:

The Town of Buchanan adopted the attached policy for granting operator's licenses for the sale of alcohol. Upon review of your application we have found that there is a potential issue relating to our alcohol licensing policy that was not noted on your application. You need to appear at the next Town Board meeting or present other evidence prior to the meeting date to show why our Town Board should approve your application.

The Town Board meeting you need to appear at is scheduled for: Tuesday, May 17, 2016, starting at 7 pm. All Board meetings are held at the Buchanan Town Hall, N178 County Road N, Appleton, WI.

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

Sincerely,

Joel Gregozeski
Administrator/Clerk

(1) Attachment

AL-506 Letter to Applicant

S:\Office-Administrative\Licenses-Permits\Liquor Licenses\2015 - 2016 Licenses\L-Alexander Bricco Regarding Conviction.doc

May 2, 2016

Steven D. Uphold
945 Riverlawn St.
Neenah, WI 54956

RE: TOWN OF BUCHANAN APPLICATION FOR OPERATORS LICENSE

Dear Mr. Uphold:

The Town of Buchanan adopted the attached policy for granting operator's licenses for the sale of alcohol. Upon review of your application we have found that there are potential issues relating to our alcohol licensing policy that were not noted on your application. You need to appear at the next Town Board meeting or present other evidence prior to the meeting date to show why our Town Board should approve your application.

The Town Board meeting you need to appear at is scheduled for: Tuesday, May 17, 2016, starting at 7 pm. All Board meetings are held at the Buchanan Town Hall, N178 County Road N, Appleton, WI.

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

Sincerely,

Joel Gregozeski
Administrator/Clerk

(1) Attachment

AL-506 Letter to Applicant

S:\Office-Administrative\Licenses-Permits\Liquor Licenses\2015 - 2016 Licenses\L-Steven Uphold Regarding Convictions.doc

TOWN BOARD MEETING:

May 17, 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: May 11, 2016
RE: **Monthly Report on Town Law Enforcement Activities**

RECOMMENDED ACTION: This item is for discussion only.

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

POLICY/PLAN REFERENCE(S):

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

FISCAL IMPACT: NONE

JDG

###

Attachments: NONE

TOWN BOARD MEETING:

May 17, 2016

AGENDA ITEM #: 7b

ACTION TYPE:

Routine Report

(For Discussion Only)



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

DATE: May 12, 2016
TO: Town Board
FROM: Interim Fire Chief Cameron
RE: Update on Fire & Rescue Activities

Please find attached activity summary reports for the months of January – April 2016. As previously discussed the reports have been modified to follow standard reporting classifications with regard to call type. In addition, we are beginning to report response time data that will provide a comparison to the agreed upon target of assembling 10 responders within 10 minutes at 80% for fire calls. For EMS calls the comparator is an average of 5:30s for calls where the response mode is emergency. At this time, we can report the fractal measure for the responding units and are still working on the attendance reporting.

Miscellaneous activities:

- Over the past month the department has completed the installation of new cascade cylinders to match the upgraded Self Contained Breathing Apparatus (SCBA) and has placed into service the new SCBA units. Initial training has been conducted with all users and will continue to ensure complete member confidence in new features.
- Ground ladder testing was completed with all ladders passing.
- Pump testing and DOT inspections were completed jointly with the Town of Harrison which reduced overall cost. Unit 2373 requires some minor maintenance to pass the DOT inspection and Engine 2324 has some minor valve/seal leaks to be done but both pumps passed the test.
- Held follow-up meetings with Town of Harrison and Village of Combined Locks to explore opportunities for resource sharing and/or consolidation. The focus at this time is automatic aid, joint training, and evaluating opportunities to maximize fleet purchases.
- The department has been experiencing intermittent issues with battery maintenance and MDC functionality that are being addressed.
- Two candidates have been offered positions with the department and it is hoped that additional applications will be received that will yield more members.

TBFD Fire and Rescue Call Volume and Response Time Summary

Incident Type	Total Calls		Emergency Mode		Average Response Time				80% Response Time			
					All Calls		Emergency Mode		All Calls		Emergency Mode	
	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current
Fire	28	10	15	8	9	9	8	9	13	14	14	14
Average Attendance	6	8										
EMS	55	12	34	7	6:12	5:56	6:00	6:02	8:00	7:34	8:00	7:41

Notes: Response times are in minutes. Emergency mode is red lights and sirens.

Fire Call Classification Summary

Incident Type Report (Summary) From 04/01/16 To 04/30/16 Report Printed On: 05/12/2016

Incident Type	Count	% of Incidents
1 Fire		
Building fire (111)	2	20.00%
Passenger vehicle fire (131)	1	10.00%
	3	30.00%
3 Rescue & Emergency Medical Service Incident		
Extrication of victim(s) from vehicle (352)	1	10.00%
	1	10.00%
4 Hazardous Condition (No Fire)		
Hazardous condition, other (400)	1	10.00%
Electrical wiring/equipment problem, other (440)	1	10.00%
	2	20.00%
7 False Alarm & False Call		
Smoke detector activation due to malfunction (733)	3	30.00%
Alarm system activation, no fire - unintentional (745)	1	10.00%
	4	40.00%
Total Incident Count:	10	

Incident Type Report (Summary) From 01/01/16 To 04/30/16 Report Printed On: 05/12/2016

Incident Type	Count	% of Incidents
1 Fire		
Building fire (111)	2	7.14%
Passenger vehicle fire (131)	2	7.14%
	4	14.28%
3 Rescue & Emergency Medical Service Incident		
Extrication of victim(s) from vehicle (352)	3	10.71%
	3	10.71%
4 Hazardous Condition (No Fire)		
Hazardous condition, other (400)	1	3.57%
Electrical wiring/equipment problem, other (440)	1	3.57%
Vehicle accident, general cleanup (463)	3	10.71%
	5	17.85%
5 Service Call		
Service Call, other (500)	1	3.57%
Unauthorized burning (561)	1	3.57%
	2	7.14%
6 Good Intent Call		
Dispatched and cancelled en route (611)	1	3.57%
Steam, other gas mistaken for smoke, other (650)	1	3.57%
Smoke scare, odor of smoke (651)	2	7.14%
	4	14.28%
7 False Alarm & False Call		
Smoke detector activation due to malfunction (733)	6	21.43%
CO detector activation due to malfunction (736)	2	7.14%
Alarm system activation, no fire - unintentional (745)	1	3.57%
	9	32.14%
9 Special Incident Type		
Special type of incident, other (900)	1	3.57%
	1	3.57%
Total Incident Count:	28	

TOWN BOARD MEETING:

May 17, 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: May 12, 2016
RE: **Monthly Report on Town Administrator Activities**

RECOMMENDED ACTION: This item is for discussion only.

SUMMARY: A 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. **Update on Annual Town Performance Survey:** The spring edition of the Town's newsletter featured an annual Town performance survey. The survey was also available to residents and business owners through our website, e-newsletter and social media accounts. Attached are the summary results of the survey. Staff will review with the Board several key findings. Full results from the survey can be found online at: <https://www.surveymonkey.com/results/SM-DF55SFVR/>
2. **Update on Fire Chief Position/Recruitment:** As of 5/11/2016, the Town has received one application/resume for the open fire chief position. Staff has discussed the position with several potential candidates and members of the Department. The consensus is the minimum qualifications may be deterring individuals from applying. Staff will review the qualifications with the Board and determine if they can be adjusted to encourage additional interest from potential applicants.
3. **2016 Key Project Updates:** Attached is the summary document of key projects for 2016 along with a budget/project status update. Please note, we have included a punch-list of warranty repair items required for work completed through contracts A-15 & B-15.
4. **Update on Security Enhancements to Town Hall / Administrative Offices:** Following the shooting incident at the Town Hall on March 15, 2016, staff have been investigating options to improve access and security for the Town Hall / Administrative offices. Enhancements ranges from access control, security cameras, bullet resistant glass, office relocations and panic buttons. Staff will provide an overview of options reviewed and seek input from the Town Board on a future direction.

5. **Darboy Sanitary District Water Tower Painting Project:** Staff attended the Darboy Sanitary District Commission meeting on Tuesday, May 10th. The meeting featured a discussion on a water tower painting project planned for 2016. The Village of Harrison has requested the Sanitary District consider allowing the name “Village of Harrison” be painted in addition to Darboy, USA on the tower. Staff is requesting direction from the Town Board of their opinion on this matter.

6. **2017 Fiscal Year Budget:** The 2017 Budget Calendar is attached for your review. As part of the budget process for 2017, I will be seeking direction from the Town Board on key targets such as tax rate, tax levy, and general obligation debt.

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 Town Performance Survey Summary Results**
- **Fire & Rescue Chief Job Description – Approved 4/2016**
- **2016 Key Projects Summary**
- **Calendar for 2017 Budget Adoption**

Town of Buchanan Performance Survey 2016

Question Summaries Individual Responses

Share Tweet

All Pages

55 responses

31 days (4/11/2016 - now)

5 views

Need insights?

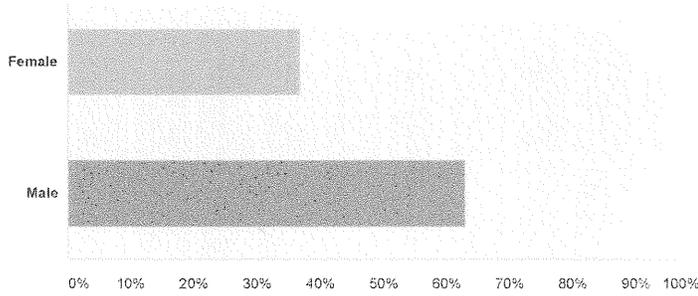
SurveyMonkey has dozens of expertly-designed survey templates.

or [Learn more](#)

Q1

What is your gender?

Answered: 54 Skipped: 1

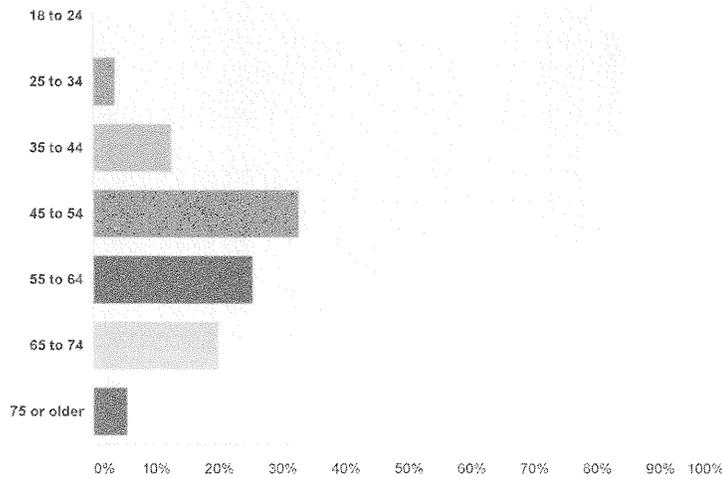


Answer Choices	Responses	Count
Female	37.04%	20
Male	62.96%	34
Total		54

Q2

What is your age?

Answered: 55 Skipped: 0



Answer Choices	Responses	Count
18 to 24	0.00%	0
25 to 34	3.64%	2
35 to 44	12.73%	7
Total		55

Answer Choices	Responses	
45 to 54	32.73%	18
55 to 64	25.45%	14
65 to 74	20.00%	11
75 or older	5.45%	3
Total		55

Q3

How many children under the age of 18 live in your home?

Answered: 53 Skipped: 2

- 0
5/9/2016 8:21 AM

- 0
5/9/2016 8:19 AM

- 0
5/9/2016 8:16 AM

- 0
5/9/2016 8:13 AM

- 2
5/9/2016 6:59 PM

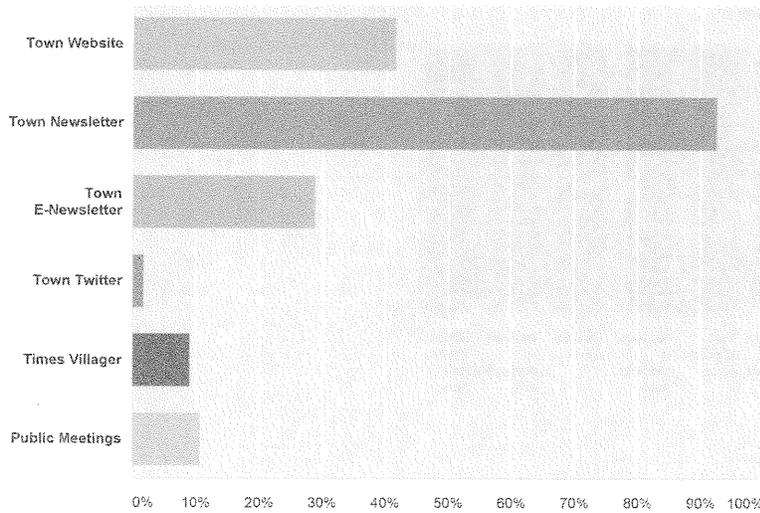
- 2
5/8/2016 9:38 AM

- 0
5/8/2016 8:10 PM

Q4

How do you receive information on Town issues? Please check all that apply:

Answered: 55 Skipped: 0



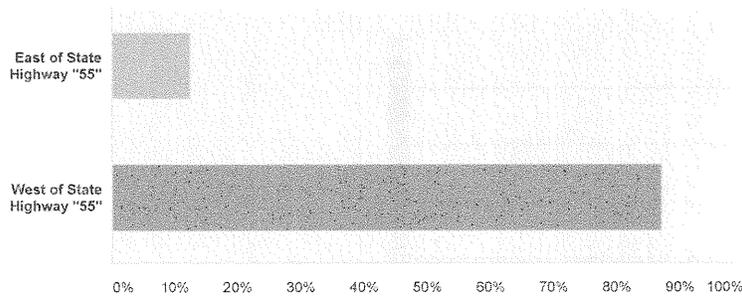
Answer Choices	Responses	
Town Website	41.82%	23
Town Newsletter	92.73%	51
Total Respondents: 55		

Answer Choices	Responses	
Town E-Newsletter	29.09%	16
Town Twitter	1.82%	1
Times Villager	9.09%	5
Public Meetings	10.91%	6
Total Respondents: 55		

Q5

Where in Town do you live?

Answered: 55 Skipped: 0

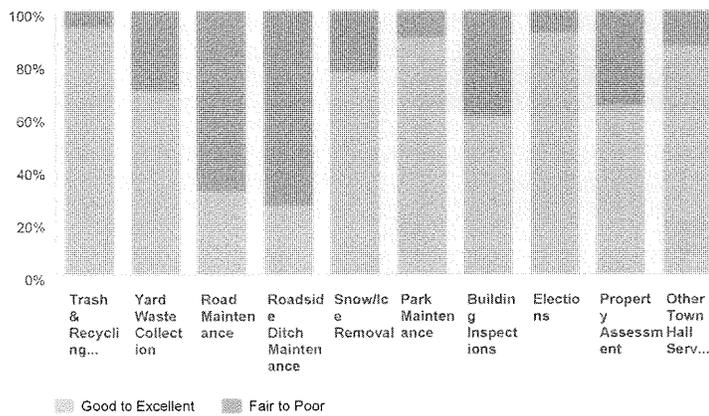


Answer Choices	Responses	
East of State Highway "55"	12.73%	7
West of State Highway "55"	87.27%	48
Total		55

Q6

Services Ranking

Answered: 53 Skipped: 2



	Good to Excellent	Fair to Poor	Total
Trash & Recycling Collection	94.23% 49	5.77% 3	52
Yard Waste Collection	70.00% 35	30.00% 15	50
Road Maintenance	32.08% 17	67.92% 36	53
	26.53%	73.47%	

	Good to Excellent	Fair to Poor	Total
Roadside Ditch Maintenance	13	36	49
Snow/Ice Removal	76.92% 40	23.08% 12	52
Park Maintenance	90.00% 36	10.00% 4	40
Building Inspections	60.00% 12	40.00% 8	20
Elections	92.00% 46	8.00% 4	50
Property Assessment	64.29% 27	35.71% 15	42
Other Town Hall Services	87.10% 27	12.90% 4	31

Basic Statistics

	Minimum	Maximum	Median	Mean	Standard Deviation
Trash & Recycling Collection	1.00	5.00	1.00	1.57	0.77
Yard Waste Collection	1.00	5.00	2.00	2.36	1.29
Road Maintenance	2.00	4.00	3.00	3.00	0.80
Roadside Ditch Maintenance	1.00	5.00	3.00	3.28	0.95
Snow/Ice Removal	1.00	5.00	2.00	2.00	0.55
Park Maintenance	1.00	5.00	2.00	2.73	1.37
Building Inspections	1.00	5.00	5.00	3.92	1.44
Elections	1.00	5.00	2.00	1.79	1.03
Property Assessment	1.00	5.00	2.00	2.81	1.26
Other Town Hall Services	1.00	5.00	2.00	2.93	1.48

Q7

Comment / Service Request:

Answered: 30 Skipped: 25

No follow up on situations. With specific boards, unless you call and ask, very slow to act on issues.
5/9/2016 8:20 AM

Snow removal person always tearing up the lawn. Road repairs could be done more frequently.
5/8/2016 6:01 PM

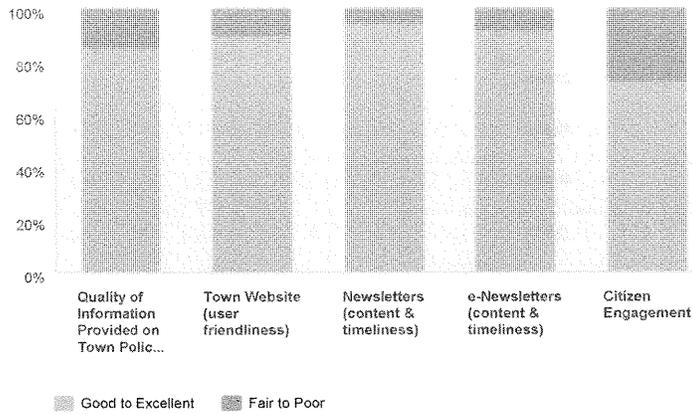
I don't like citizens putting yard waste out starting day after pickup and sitting for weeks and weeks before pickup again. And citizens not picking up dog poop. We still have part of temporary rd. on Holly Lane that has never been finished and it is deteriorating fast. When does the town plan on putting top finished layer on?
5/8/2016 9:48 AM

Road Maintenance - when our cul de sac was redone, the contractor was subpar. They tore up our street, left it that way for weeks, let mud and straw drain right into my pond (which cost me over \$850 to treat and remove), and did a terrible job. They were awful. Snow/Ice Removal - always late, they plow our cul de sac to the center and let a gigantic pile of snow sit in the middle of our cul de sac for days before returning to remove it. In March they never returned at all - just waited for the big pile to melt! Other Town Services - The town board is slow to act. We have been complaining about the "barrier" between the storage sheds and our property on Brookhaven Drive for over a year and a half. The "barrier" still does not meet code, he is not forced to change it and blatantly just ignores that fact that there are rules to be followed. He has received letters, citations, etc. but nothing forces him to actually make "the barrier" meet the code. Ordinances - when will W2731 and W2733 Brookhaven be forced to put in a lawn? They have occupied that house for 1 1/2

Q8

Please rate the Town on the Following:

Answered: 53 Skipped: 2



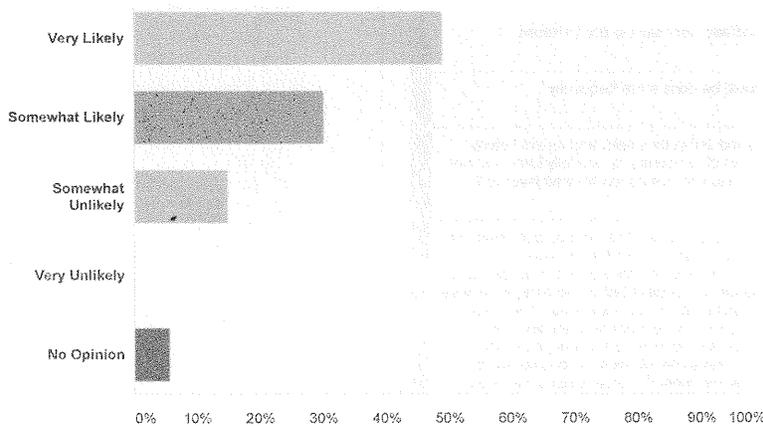
	Good to Excellent	Fair to Poor	Total
Quality of Information Provided on Town Policies & Services	85.71% 42	14.29% 7	49
Town Website (user friendliness)	90.24% 37	9.76% 4	41
Newsletters (content & timeliness)	94.34% 50	5.66% 3	53
e-Newsletters (content & timeliness)	92.00% 23	8.00% 2	25
Citizen Engagement	72.73% 24	27.27% 9	33

Comments (4)

Q9

How likely or unlikely are you to recommend living in the Town of Buchanan to someone else?

Answered: 53 Skipped: 2



Answer Choices	Responses
Very Likely	49.06% 26
Somewhat Likely	30.19% 16
Total	53

Answer Choices	Responses	
Somewhat Unlikely	15.09%	8
Very Unlikely	0.00%	0
No Opinion	5.66%	3
Total		53

Q10

General Comments:

Answered: 28 Skipped: 27

Road / Street maintenance & repair very poor. Buchanan streets & roads should have curb & gutter, storm sewer & sidewalks (at least on one side of street).

5/9/2016 8:22 AM

Moved from Kimberly - not happy with the lack of yard and lawn maintenance of home owners; too lenient.

5/9/2016 8:20 AM

Spend too much on public safety and not enough on roads!

5/9/2016 8:17 AM

Would like to know who answers the phone when I call? Sometimes I get a name right away other times I don't and have to ask ~ unprofessional. I have stopped in at different times over the last couple of years. Sometimes I feel like I am a bother when the staff sits at their desk and shouts to me instead of getting up to see what I need. Does anyone really stop in that doesn't need something?

5/9/2016 8:15 AM

Prefer sidewalks/curbs. Only reason we stay is Kimberly school district.

5/8/2016 8:03 PM

This is a nice area - all things considered. There are improvements that could be made to the neighborhood, but overall a nice place to live.

Powered by  SurveyMonkey

Check out our sample surveys and create your own now!



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: 4/26/2016

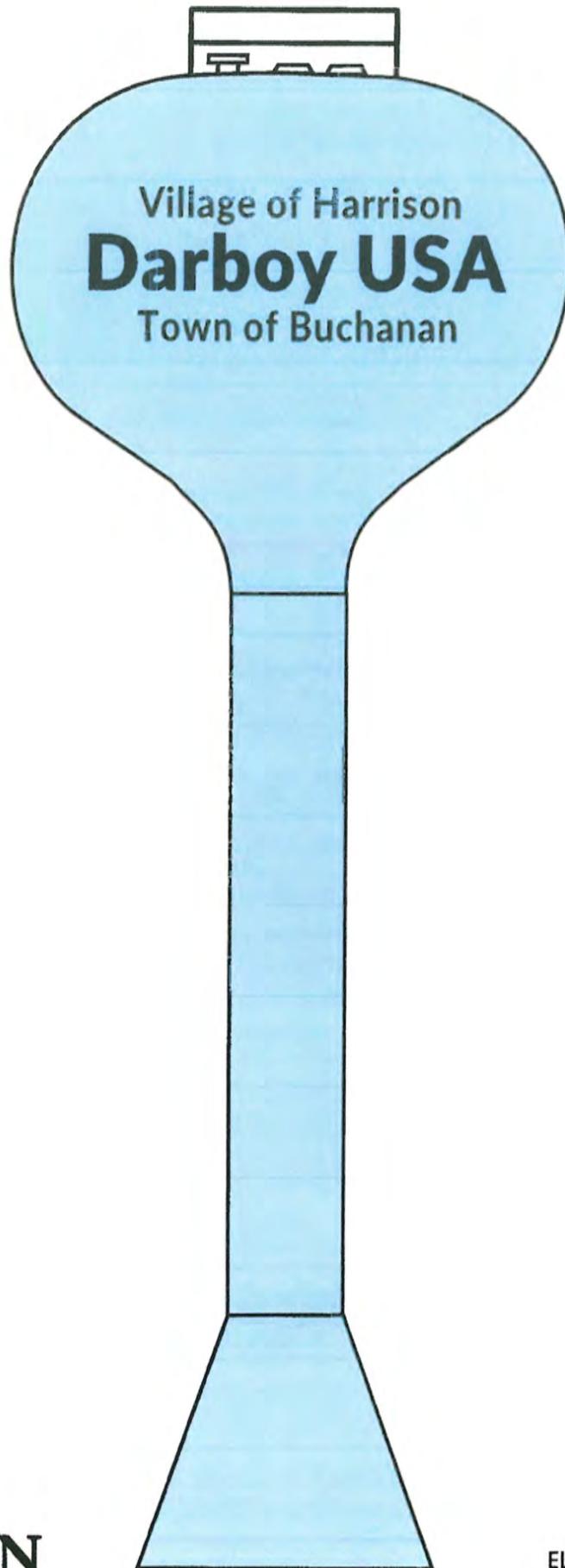
Adopted by Town Board: 4/26/2016

2016 Key Projects - Implementation Status

Last Revised: 5/9/2016

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:



Calendar for 2017 Budget Adoption

(Subject to change as needed)



Tuesday, May 17, 2016 - Town Board Meeting:

- Town Administrator distributes 2017 Budget Adoption Calendar.
- Town Board and Administrator discuss goals, expectations, and parameters for 2017 executive (draft) budget creation.
- Discuss key Town Board targets such as tax rate, levy, and general obligation debt.
- Discuss strategic objectives and action steps to be incorporated.

Monday, June 6, 2016 – Budget Schedule & Memorandum Distributed:

- Budget documents and memorandum distributed to key staff and contractors.
- Communicate key priorities of the Town Board and overall budget outlook.
- Communicate budget priorities and spending parameters of Town Administrator.
- Discuss instructions and procedures for preparing departmental/divisional budgets.
- Discuss internal/department meeting schedule with Administrator to review budget proposals.
- Distribute line-item requisition and capital project forms.

Friday, July 1, 2016 – Capital Improvement Plan (CIP) Requests Due to Town Administrator

Tuesday, July 19, 2016 – Town Board Meeting:

- Town Board reviews draft Capital Improvement Plan (CIP)
- Town Board reviews long range financing plan for CIP

Friday, July 29, 2016 – All 2016 FY Budget Requests are Due to Town Administrator

- Individual budget meetings to review/revise requests scheduled week of August 1 – 5, 2016 with Administrator.

Tuesday, August 16, 2016 – Town Board Meeting:

- Administrator presents recommended compensation plan for all employees; seeks Town Board direction on proposed compensation amounts.
- Administrator presents WRS rates and health insurance premium rate estimates for subsequent year.
- Town Board reviews changes to Town organizational structure.

Monday, October 03, 2016 – Special Town Board Meeting:

- Presentation of comprehensive 2017 executive budget document, including general overview power-point presentation.
- Specific funds/program areas discussed include: general government, public safety, public works, culture, Ed & recreation, conservation & development, capital projects, debt service and long-term borrowing, revenues.

Tuesday, October 18, 2016 – Town Board Meeting:

- Specific funds/program areas discussed include: special charges (garbage/recycling, street lighting, etc.).
- Town Board adopts resolutions establishing an amended fees and charges schedule and special charge rates for 2017.
- Town Board finalizes 2017 draft budget to be presented at November public hearing.

Thursday, November 10, 2016 – Budget Public Hearing & Special Town Meeting:

- A Public Hearing in accordance with State Statute is held; staff provides comprehensive power point presentation of proposed budget.
- Town Electors establish, in accordance with State Statute, compensation of elected Town officials to begin in April 2017.
- Town Electors adopt, in accordance with State Statute, the 2016 town tax levy to be paid in 2017.

Tuesday, November 15, 2016 –Town Board Meeting:

- Town Board Approves Resolution adopting the 2017 Fiscal Year Budget.



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: May 12, 2016
RE: CSM #2016-01

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

Staff recommends conditional approval of the proposed CSM subject to the following conditions:

1. Review and approval by Outagamie County Planning and Zoning departments

SUMMARY: Applicants: Jason Daye, Excel Engineering, Inc. on behalf of Mark Lamers / DBA Lamers Dairy; Parcel IDs 030042700; 030209200; 030042701; 030209100; 030209000; 030208900; 030208800; Certified Survey Map combining 7 lots into one. – For Approval/Denial.

Based on administrative review, it is our interpretation, the proposed application meets the following Town Code requirements for land division and zoning.

- The proposed land division appears compliant with Town Code §460 – Subdivision of Land.
- The proposed land division appears compliant with Wisconsin State Statutes Ch. 236.
- The proposed land division appears compliant with Outagamie County Ordinance.
- The current zoning district for all current parcels is CL – Local Commercial (§525-27).
 - The proposed Lots 1 meets the minimum dimensions CL Local Commercial.
- The proposed land division does appear consistent with the Town’s Comprehensive Plan.

PLAN COMMISSION RECOMMENDATION: The Plan Commission recommended approval of CSM 2016-01 as presented at their May 9, 2016 meeting.

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Municipal Code: Chapter §460 – Subdivision of Land
2. Wisconsin State Statutes: §236 - Platting Lands And Recording And Vacating Plats
3. Town of Buchanan Municipal Code: Chapter §525 – Zoning
4. Town of Buchanan Comprehensive Plan

JDG

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Attachments:

1. Application for Minor Land Division 2016-01

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



"In the Spirit of Town Government"

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

APPLICATION FOR: MINOR LAND DIVISION

Application Date: April 29, 2016

When submitting the required Certified Survey Map for a Minor Land Division, all items required in Article IV of the Town of Buchanan Subdivision of Land Ordinance must be submitted.

An owner's and treasurer's certificate and approval signature of the Town of Buchanan Chairperson and Administrator/Clerk after approval by the Town Board in accordance with Chapter 236.21(3) Wisconsin Statutes, shall be the only approvals required for recording, unless additional approvals are necessary for dedication purposes.

Applicant

Name: Mark Lamers

Mailing Address: N410 Speel School Rd

City/State/Zip: Appleton, WI, 54915

E-Mail Address: mark.lamers@lamersdairyinc.com Phone: (920) 830-0980

Land Owner

Name: Mark Lamers

Mailing Address: N410 Speel School Rd

City/State/Zip: Appleton, WI, 54915

Engineer/Surveyor (if applicable)

Name: Jason Daye

Mailing Address: 100 Camelot Drive

City/State/Zip: Fond du Lac, WI, 54935

E-Mail Address: jason.d@excelengineer.com Phone: (920) 322-1687

Legal Description of Property: part of lot 2 of certified survey map no. 2760, lots 18, 19, 20, 21 and 22 of creekview
(Parcel No. or platted Subdivision Name with Lot No.)

acres plat, part of government lot 8 and vacated heartland court, all being located in a part government lot 7 & 8, section 28,
township 21 north, range 18 east, town of buchanan, outagamie county, wisconsin.

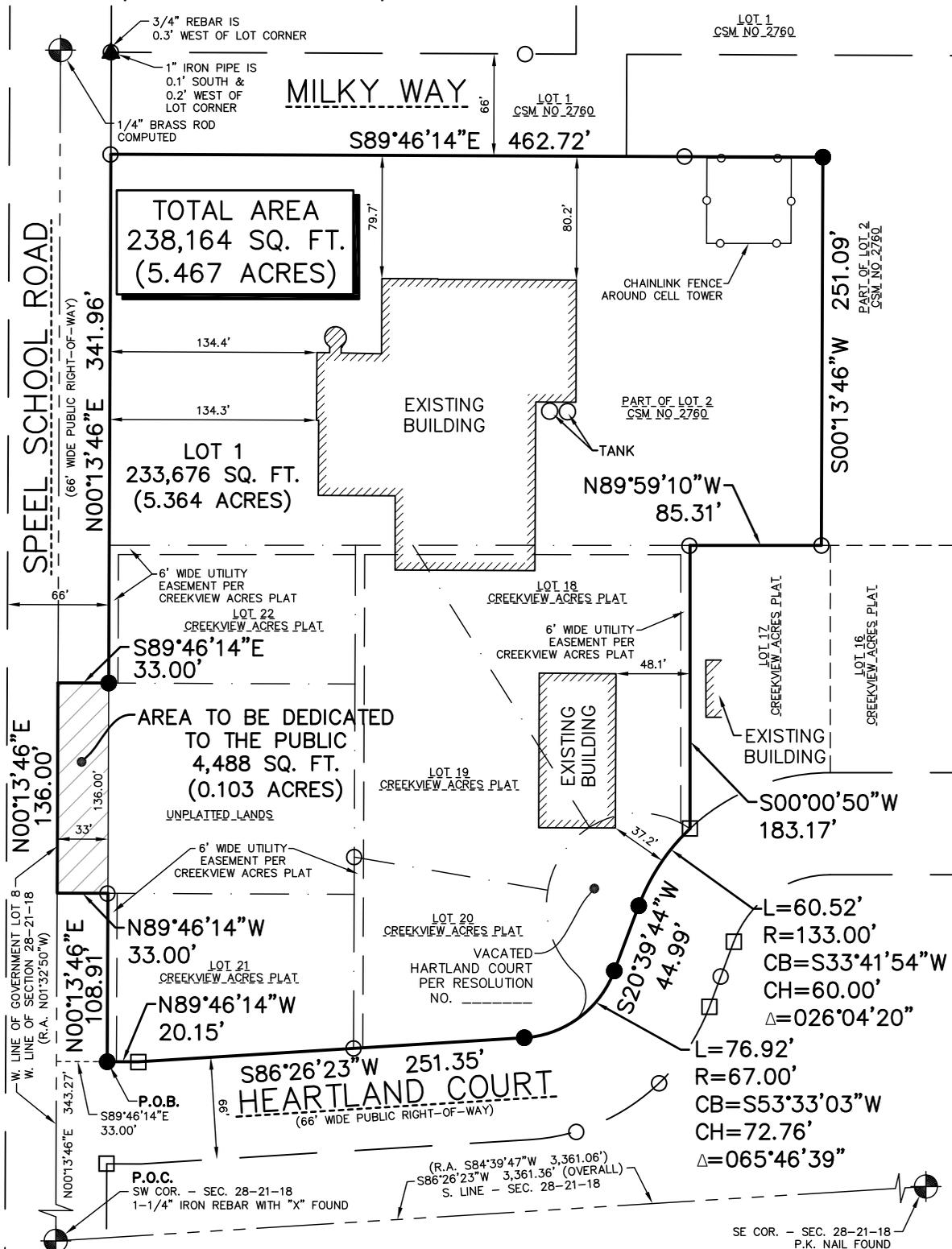
Current Zoning District: C-1 Local Commercial

Conservation CSM: YES NO

CERTIFIED SURVEY MAP

FOR
LAMERS DAIRY INC.

PART OF LOT 2 OF CERTIFIED SURVEY MAP NO. 2760, LOTS 18, 19, 20, 21 AND 22 OF CREEKVIEW ACRES PLAT, PART OF GOVERNMENT LOT 8 AND VACATED HEARTLAND COURT, ALL BEING LOCATED IN A PART GOVERNMENT LOTS 7 & 8, SECTION 28, TOWNSHIP 21 NORTH, RANGE 18 EAST, TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WISCONSIN.



LEGEND

- - 3/4" x 18" REBAR SET WEIGHING 1.50 LBS/FT.
- - 3/4" IRON REBAR FOUND
- - 1 1/4" IRON REBAR FOUND
- ⊙ - SECTION CORNER MON. FOUND

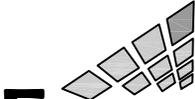
NORTH POINT REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, OUTAGAMIE ZONE. THE SOUTH LINE OF SECTION 28-21-18 HAS A BEARING OF NORTH 86°-26'-23" EAST.



SCALE

FEET

OWNER:
LAMERS DAIRY INC.
N410 SPEEL SCHOOL ROAD
APPLETON, WI 54915
SHEET 1 OF 4 SHEETS



EXCEL
ENGINEERING Inc.
SURVEYING GROUP
PROJECT NO. 1602500

Always a Better Plan
100 CAMELOT DRIVE
FOND DU LAC, WI 54935
PHONE: (920) 926-9800
FAX: (920) 926-9801

1" = 100'

CERTIFIED SURVEY MAP NO. _____

PART OF LOT 2 OF CERTIFIED SURVEY MAP NO. 2760, LOTS 18, 19, 20, 21 AND 22 OF CREEKVIEW ACRES PLAT, PART OF GOVERNMENT LOT 8 AND VACATED HEARTLAND COURT, ALL BEING LOCATED IN A PART GOVERNMENT LOTS 7 & 8, SECTION 28, TOWNSHIP 21 NORTH, RANGE 18 EAST, TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Ryan Wilgreen, Professional Land Surveyor, hereby certify:

That I have surveyed, combined and mapped a parcel of land described below.

That I have made such Certified Survey under the direction of Lamers Dairy, Inc. bounded and described as follows:

Part of Lot 2 of Certified Survey Map No. 2760 recorded in Volume 15 in the Outagamie County Register of Deeds office as Document No. 1219145, Lots 18, 19, 20, 21 and 22 of Creekview Acres Plat recorded in Cabinet F on Page 123 as Document No. 1139117 in the Outagamie County Register of Deeds office, that portion of Heartland Court vacated per Resolution _____ recorded in Vol. _____ on Page _____ as Document No. _____ in the Outagamie County Register of Deeds office, and part of Government Lot 8, all being a part of Government Lots 7 & 8, Section 28, Township 21 North, Range 18 East, Town of Buchanan, Outagamie County, Wisconsin and being more particularly described as follows:

Commencing at the Southwest corner of said Section 28; thence North 00°-13'-46" East along the West line of said Lot 8, a distance of 343.27 feet; thence South 89°-46'-14" East, distance of 33.00 feet to the Southwest corner of said Lot 21, said point also being the point of beginning; thence North 00°-13'-46" East along the West line of said Lot 21, a distance of 108.91 feet to the Northwest corner of said Lot 21; thence North 89°-46'-14" West, a distance of 33.00 feet to the West line of said Lot 8; thence North 00°-13'-46" East along the West line of said Lot 8, a distance of 136.00 feet; thence South 89°-46'-14" East, a distance of 33.00 feet to the Southwest corner of said Lot 22; thence North 00°-13'-46" East along the West line of said Lot 22 and said Lot 2, a distance of 341.96 feet to the Northwest corner of said Lot 2; thence South 89°-46'-14" East along the North line of said Lot 2, a distance of 462.72 feet; thence South 00°-13'-46" West, a distance of 251.09 feet to the South line of said Lot 2; thence North 89°-59'-10" West along said South line, a distance of 85.31 feet to the Northeast corner of said Lot 18; thence South 00°-00'-50" West along the East line of said Lot 18, a distance of 183.17 feet to the Southeast corner of said Lot 18; thence Southwesterly, along the Southeasterly line of a portion Heartland Court vacated per Resolution No. _____, 60.52 feet on a curve to the left having a radius of 133.00 feet, the chord of said curve bears South 33°-41'-54" West, a chord distance of 60.00 feet; thence South 20°-39'-44" West along the Southeasterly line of said vacated portion of Heartland Court, a distance of 44.99 feet; thence Southwesterly 76.92 feet on a curve to the right having a radius of 67.00 feet, the chord of said curve bears South 53°-33'-03" West, a chord distance of 72.76 feet to a South corner of said Lot 20; thence South 86°-26'-23" West along the South line of said Lot 20 and a South line of said Lot 21, a distance of 251.35 feet to a South corner of said Lot 21; thence North 89°-46'-14" West along a South line of said Lot 21 a distance of 20.15 feet to the point of beginning and containing 5.467 acres (238,164 sq. ft.) of land more or less.

That such is a correct representation of all the exterior boundaries of the land surveyed and the subdivision thereof made.

That I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes and the Subdivision Ordinance of the Town of Buchanan and Outagamie County in surveying, combining, and mapping the same.

Ryan Wilgreen, P.L.S. No. S-2647
ryan.w@excelengineer.com
Excel Engineering, Inc.
Fond du Lac, Wisconsin 54935
Project Number: 1602500

CERTIFIED SURVEY MAP NO. _____

PART OF LOT 2 OF CERTIFIED SURVEY MAP NO. 2760, LOTS 18, 19, 20, 21 AND 22 OF CREEKVIEW ACRES PLAT, PART OF GOVERNMENT LOT 8 AND VACATED HEARTLAND COURT, ALL BEING LOCATED IN A PART GOVERNMENT LOTS 7 & 8, SECTION 28, TOWNSHIP 21 NORTH, RANGE 18 EAST, TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

Lamers Dairy, Inc., a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as Owner does hereby certify that said corporation caused the land described on this plat to be surveyed, combined, mapped, and dedicated as represented on this plat.

Lamers Dairy, Inc. does further certify that this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

- 1. Town of Buchanan
- 2. Outagamie County

IN WITNESS WHEREOF, the said Lamers Dairy, Inc., has caused these presents to be signed by _____, its' _____ at _____, Wisconsin, and its corporate seal to be hereunto affixed on this _____ day of _____, 2016.

IN PRESENCE OF:

Lamers Dairy, Inc.

_____, Witness

_____, _____

STATE OF WISCONSIN)
_____ COUNTY)SS

Personally came before me this _____ day of _____, 2016, the above named _____ of the above named corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such _____ of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation by its authority.

Notary Public, _____ County, WI
My Commission Expires: _____

CERTIFIED SURVEY MAP NO. _____

PART OF LOT 2 OF CERTIFIED SURVEY MAP NO. 2760, LOTS 18, 19, 20, 21 AND 22 OF CREEKVIEW ACRES PLAT, PART OF GOVERNMENT LOT 8 AND VACATED HEARTLAND COURT, ALL BEING LOCATED IN A PART GOVERNMENT LOTS 7 & 8, SECTION 28, TOWNSHIP 21 NORTH, RANGE 18 EAST, TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WISCONSIN.

TOWN BOARD APPROVAL CERTIFICATE

Resolved that this Certified Survey Map, in the Town of Buchanan, is hereby approved by the Town Board.

Town Chair

Date

Town Clerk

Date

OUTAGAMIE COUNTY TREASURER'S CERTIFICATE

I do hereby certify that in accordance with the records in our office, there are no unpaid taxes or special assessments for the land included in this Certified Survey Map on this _____ day of _____, 2016.

County Treasurer

Date

OUTAGAMIE COUNTY PLANNING DEPARTMENT APPROVAL

This Certified Survey Map is hereby approved by the Planning Department of Outagamie County on this _____ day of _____, 2016.

Dave Johnson

Date



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: May 11, 2016
RE: **Site Plan 2016-01; "Lamers Dairy, Inc."**

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

SUMMARY: Applicant: Jason Daye, Excel Engineering, Inc. on behalf of Mark Lamers / DBA Lamers Dairy; Site plan application for addition to milk processing & retail sales; Parcel Number 030042700 - For Town Approval/Denial.

Staff has reviewed the application and have come to the following interpretations:

- The Site Plan Application form was submitted; meeting requirements per §525-80 of the Municipal Code.
- The proposed use is consistent with the current land use zoning designation: §525-27 (B & D(6)) CL Local Commercial.
- The Lot dimensional requirements and building setbacks for §525-27 (E)(1 & 2) CL Local Commercial have been met.
- No new signage locations are shown (Please note, sign detail not provided with application, must comply with code at time of permit application).
- The landscaped buffer requirements under §525-38 are shown on the site plan and have been met.
- Off-street loading requirements per §525-52 (Gross building area = 36,822 sq ft. requires 2 loading spaces; nine off-street loading locations provided).
- Off-street parking requirements per §525-56. Plan provides 60 stalls. (Retail area requires 1 per 200 square feet of floor area; warehouse/production area requires 1 stall per employee) Detailed break-down of retail vs. production space are not included in the plan.
- Building and Construction Design Standards & Requirements – Landscape Requirements (§525-110), Dumpster Requirements (§525-109), & Outdoor Lighting Requirements (§525-111) have not been adequately shown or described in the plan.
- Building Material and Architectural Requirements per §525-112 have been satisfied.

PLAN COMMISSION RECOMMENDATION: The Plan Commission recommended approval of Site Plan 2016-01 as presented at their May 9, 2016 meeting.

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Municipal Code: Chapter §525 - Zoning

FISCAL IMPACT: NONE

JDG

###

Attachments:

1. Site Plan Application 2016-01 – “Lamers Dairy, Inc.”



"In the Spirit of Town Government"

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

APPLICATION FOR: SITE PLAN

Application Date: April 29, 2016

Site plans for all new commercial and industrial buildings and for all additions to commercial and industrial buildings in excess of 2,000 square feet shall be reviewed by the Plan Commission and approved by the Town Board prior to issuance of a building permit. A preliminary review of a site plan can be provided by the Town Zoning Administrator prior to final submittal if requested.

Applicant

Name: Mark Lamers

Mailing Address: N410 Speel School Rd

City/State/Zip: Appleton, WI, 54935

E-Mail Address: mark.lamers@lamersdairyinc.com (920) 830-0980

Owner

Name: Mark Lamers

Mailing Address: N410 Speel School Rd

City/State/Zip: Appleton, WI, 54935

Engineer/Surveyor (if applicable)

Name: Jason Daye

Mailing Address: 100 Camelot Drive

City/State/Zip: Fond du Lac, WI, 54935

Legal Description of Property: part of lot 2 of certified survey map no. 2760, lots 18, 19, 20, 21 and 22 of creekview
(Parcel No. or platted Subdivision Name with Lot No.)

acres plat, part of government lot 8 and vacated heartland court, all being located in a part government lot 7 & 8, section 28,
township 21 north, range 18 east, town of buchanan, outagamie county, wisconsin.

Current Zoning District: C-L Local Comercial

Current Use of Property: Milk processing and sales

Proposed Use of Property: Milk processing and sales

Submittal Requirements:

- Statements of ownership and control of the proposed development.
- Statement described in detail the character and intended use of the development.
- A site plan based on an exact survey of the property drawn to scale of sufficient size to show the following:
 - Title of the project
 - Date
 - Names of the project planner and developer
 - Boundaries of the project
 - North arrow
 - Existing streets
 - Existing buildings
 - Water courses
 - Easements
 - Section lines
 - Exact location of all buildings and structures
 - Access and traffic flow
 - Off-street parking
 - Off-street loading areas
 - Recreation facilities locations
 - Access of utilities
 - Points of utility hookups
- Tabulations of total gross acreage in the project and the percentages thereof proposed to be devoted to the various uses.
- Tabulations showing the derivation of numbers of off-street parking and loading spaces and total project density in dwelling units per gross acre.
- Architectural definitions for buildings in the development; exact number of dwelling units, sizes, and types, together with typical floor plans of each type.
- Storm drainage and sanitary sewage plans.
- If common facilities (such as recreation areas or structures, common open space, etc.) are to be provided for the development, statements as to how such common facilities are to be provided and permanently maintained. Such statements may take the form of proposed deed restrictions, deeds of trust, home owners associations, surety arrangements, or other legal instruments providing adequate guarantee to the Town such common facilities will not become a future liability for the Town.
- Plans for signs, if any.
- For Commercial/Industrial projects, plans for dumpster/dumpster enclosures, landscaping, outdoor lighting, building materials pertinent to conformance with building and construction design standards and requirements in Town ordinances.
- In the Industrial Districts, plans for exterior walls of all buildings, lighting, outside storage and industrial processes and materials pertinent to conformance with the industrial performance standards in Town ordinances.
- Such additional data, maps, plans or statements as may be required for the particular use or activity involved or as the applicant, Zoning Administrator or Plan Commission my believe is important.
- Non-refundable fee paid per Buchanan Fees & Licenses Schedule.
- Completed application form and attachments.
- Total of eight (8) copies of application and attachments.

This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT and the under signed is authorized to make this application. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

<i>Muel Lammers</i>	4-28-16
Signature of Applicant	Date
<i>Muel Lammers</i>	4-28-16
Signature of Owner	Date

OFFICE USE ONLY	File No.: <u>2016-01</u>	Plan Commission Meeting: <u>5-9-16</u>
	Date Filed: <u>4-29-16</u>	Town Board Meeting: <u>5-17-16</u>
	Fee Paid: <u>\$350</u> <u>#1722551</u>	

PROJECT INFORMATION

PROJECT NUMBER Project Number

PROPOSED ADDITION FOR:
LAMERS DAIRY INC
N410 SPEEL SCHOOL ROAD • APPLETON, WI 54915

PROFESSIONAL SEAL

PRELIMINARY DATES

April 29, 2016

NOT FOR CONSTRUCTION

SHEET INFORMATION

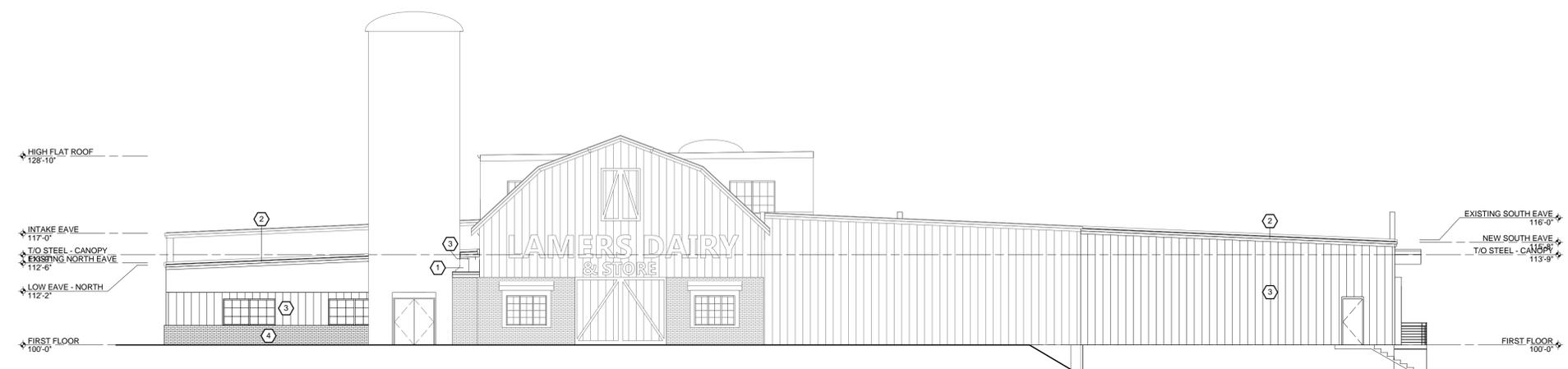
EXTERIOR ELEVATIONS

SHEET NUMBER

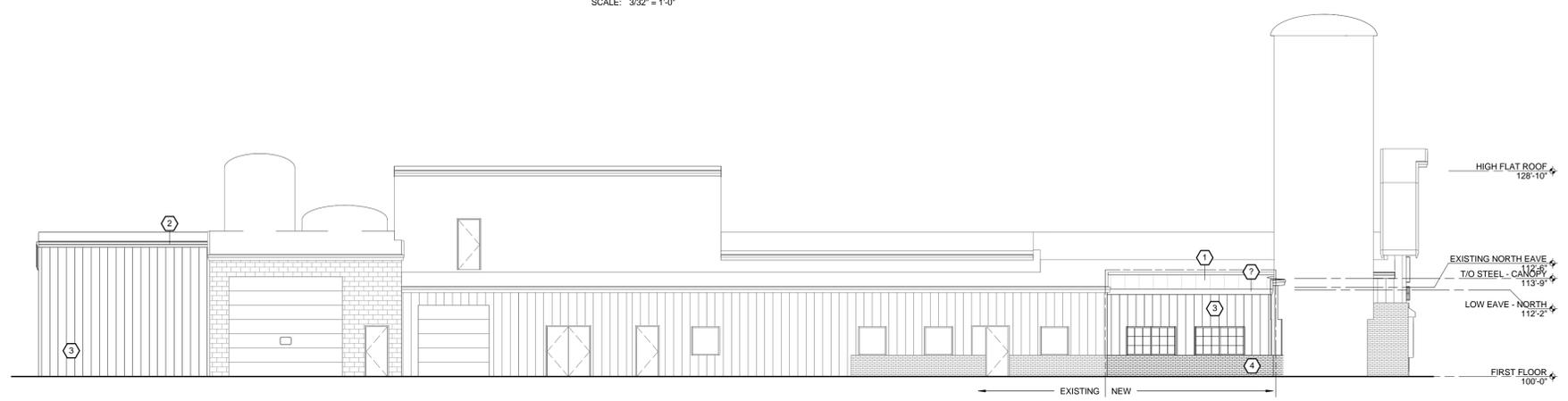
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EXTERIOR FINISH KEY

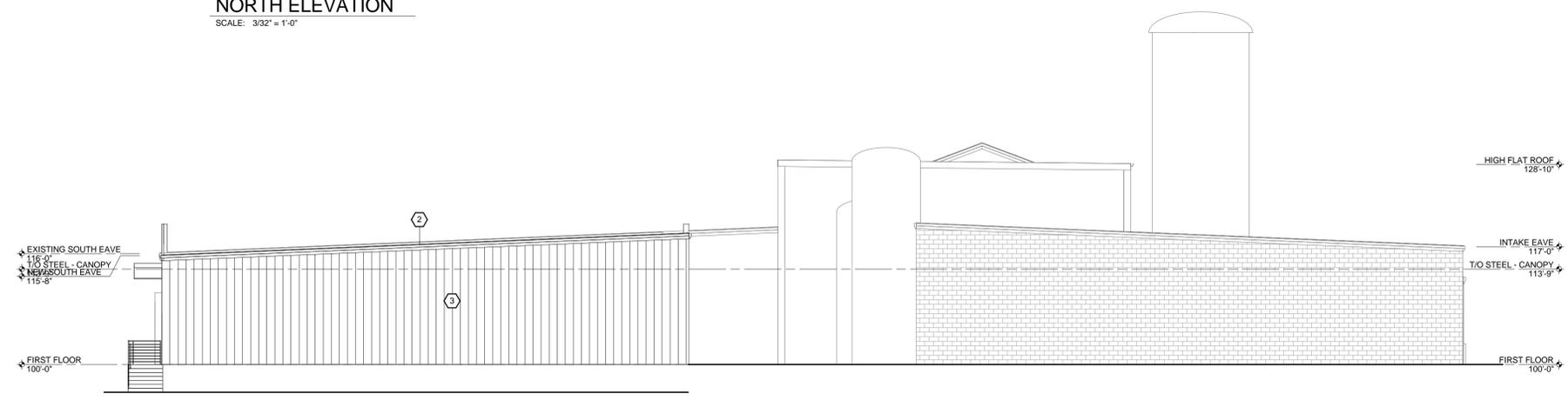
4	BRICK VENEER WAINSCOTING COLOR: TO MATCH EXISTING
3	METAL BUILDING WALL PANEL MFR: BY MTL BLDG SUPPLIER COLOR: TO MATCH EXISTING
2	METAL BUILDING TRIM MFR: BY MTL BLDG SUPPLIER COLOR: TO MATCH EXISTING
1	STANDING SEAM METAL ROOF MFR: BY MTL BLDG SUPPLIER COLOR: TO MATCH EXISTING



WEST ELEVATION
SCALE: 3/32" = 1'-0"



NORTH ELEVATION
SCALE: 3/32" = 1'-0"



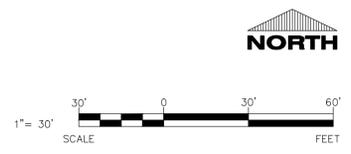
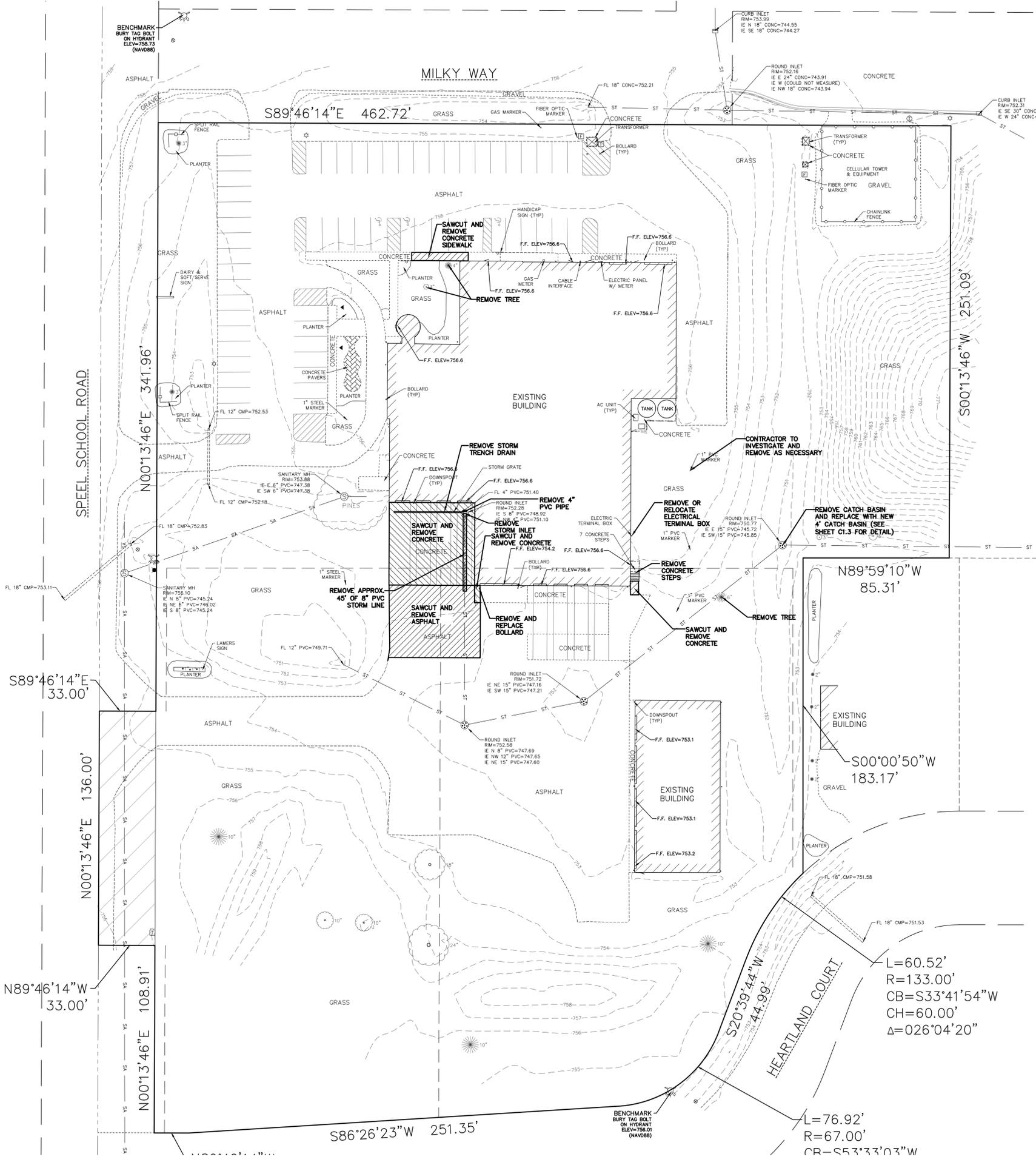
EAST ELEVATION
SCALE: 3/32" = 1'-0"

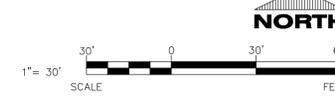
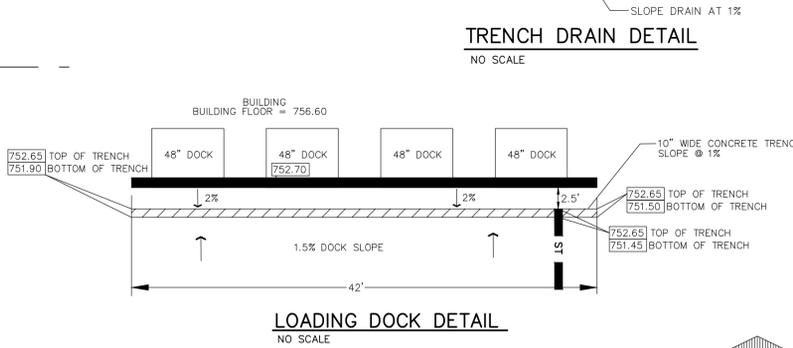
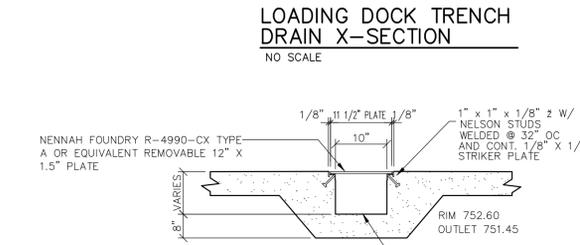
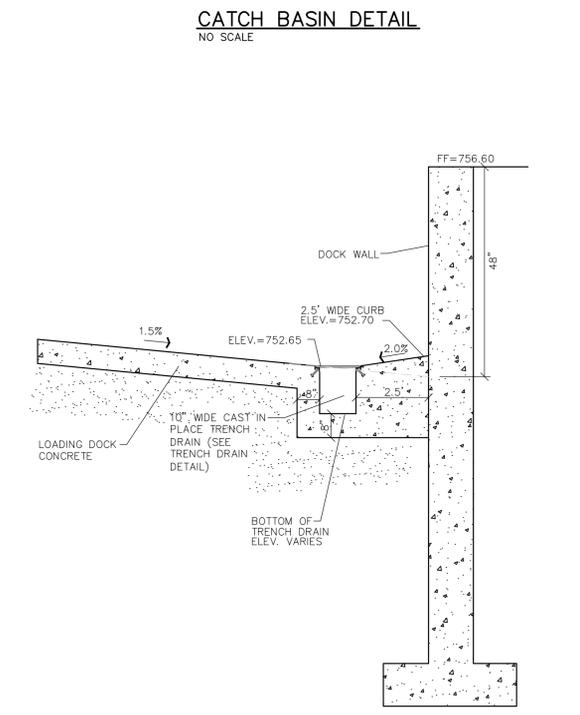
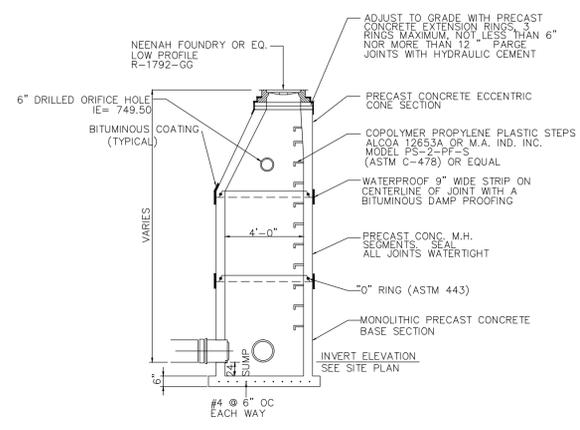
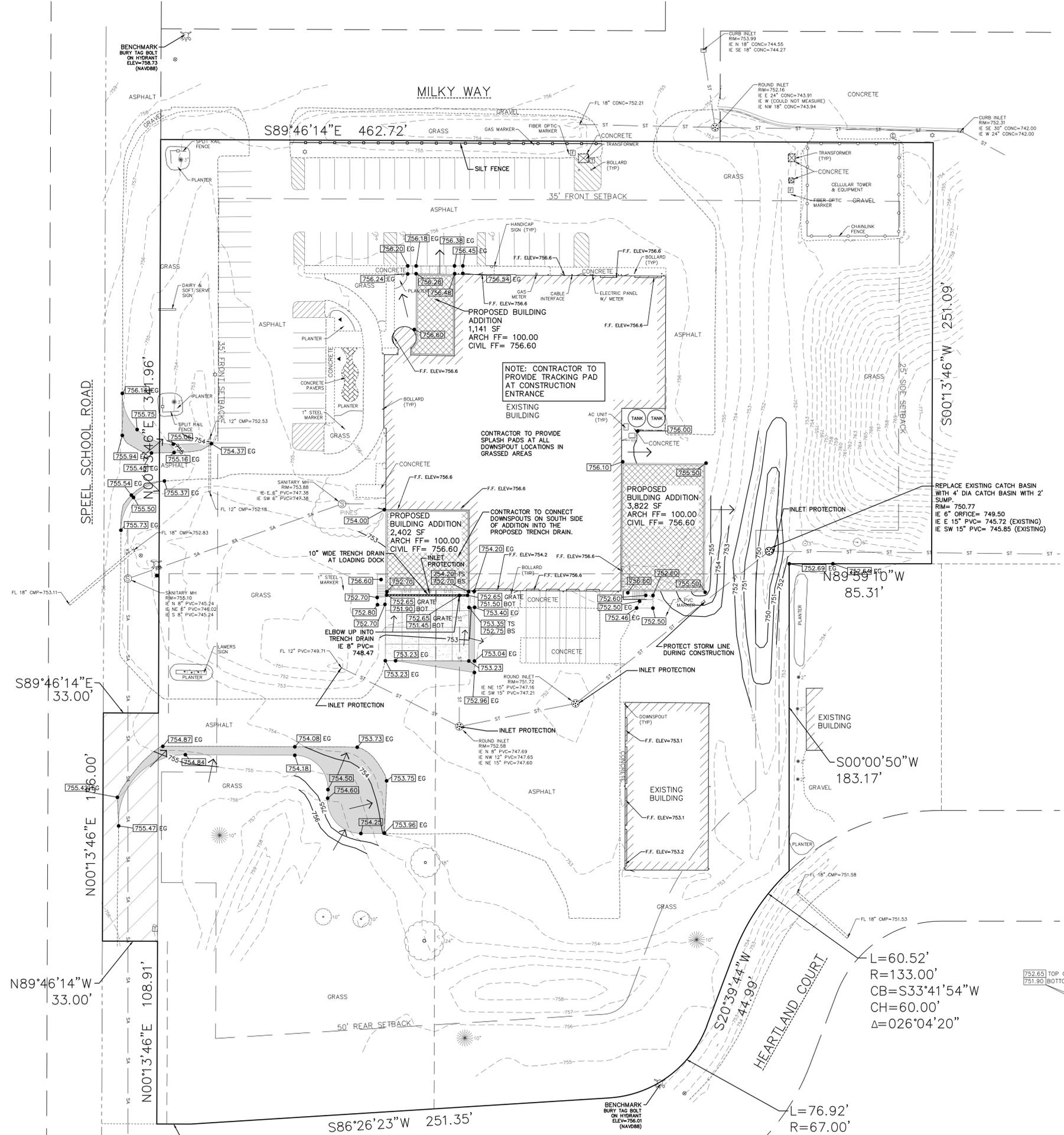


SOUTH ELEVATION
SCALE: 3/32" = 1'-0"



NOT FOR CONSTRUCTION





NOTE: CONTRACTOR TO DETERMINE LOCATION OF DOWNSPOUTS



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: May 11, 2016
RE: **Street Vacation Request – Part of Heartland Court**

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

SUMMARY: In concert with the proposed Certified Survey Map #2016-01, a part of Heartland Court, as described area and shown on the attached exhibit, is no longer needed to provide frontage to lots 18, 19, and 20 in the Creekview Acres Plat.

PLAN COMMISSION RECOMMENDATION: The Plan Commission recommended approval of the proposed partial street vacation at their May 9, 2016 meeting.

POLICY/PLAN REFERENCE(S):

1. Wisconsin State Statutes: §236 - Platting Lands And Recording And Vacating Plats
2. Wisconsin State Statutes: § 66.1003 - Discontinuance of a public way.

FISCAL IMPACT: NONE

JDG

###

Attachments:

1. **Heartland Court Street Vacation Legal Description**
2. **Heartland Court Street Vacation Exhibit**

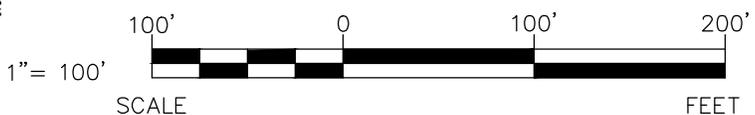
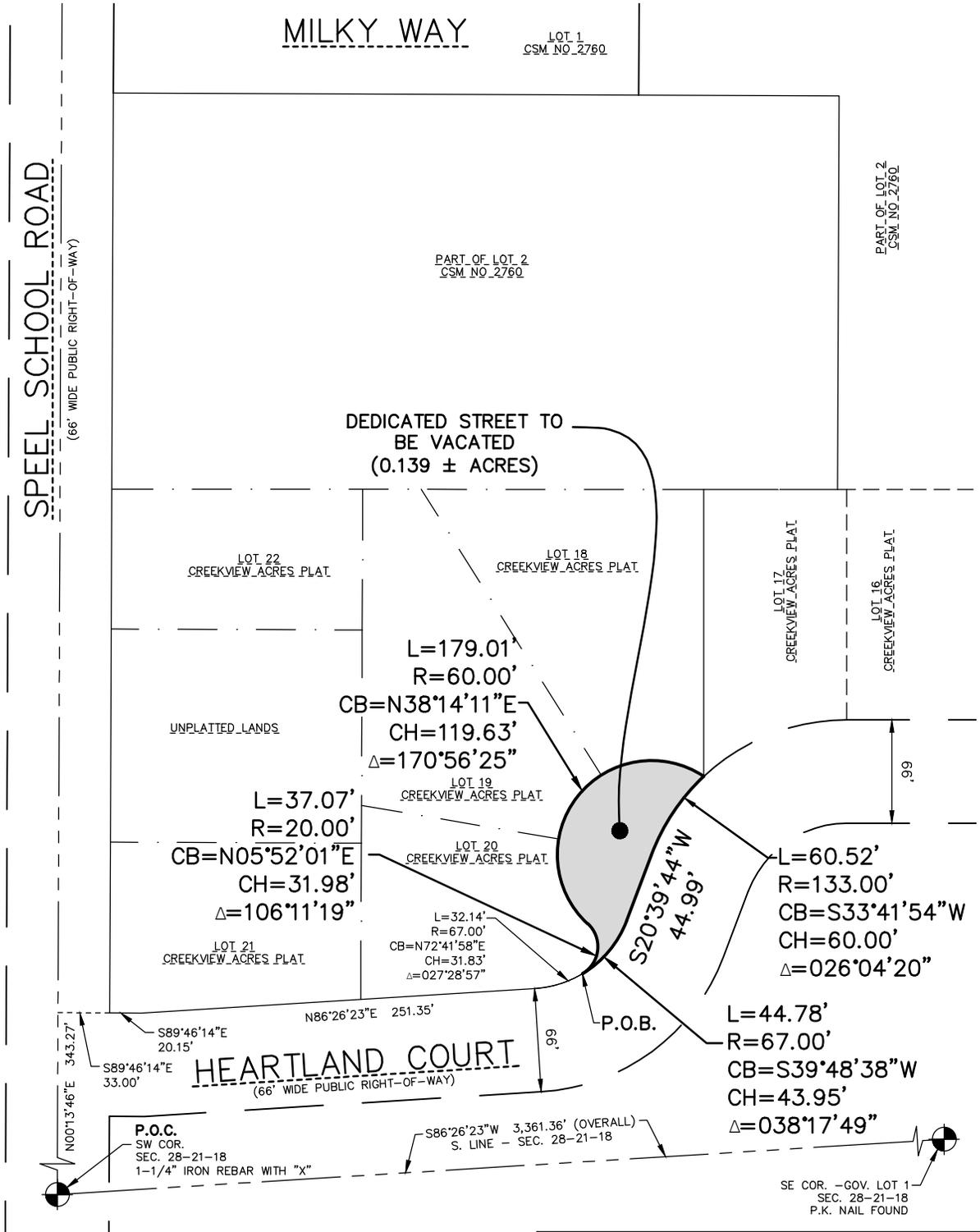
¹ Legislative actions are those which result in policy making. They affect the community as a whole rather than a small area or specific individuals. The adoption, amendment and implementation of plans, budgets, policies, and ordinances are considered legislative actions. Legislative action allows for 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.

Heartland Court Street Vacation Legal Description

Part of Heartland Court in Creekview Acres Plat, being a part of Government Lot 8, Section 28, Township 21 North, Range 18 East, Town of Buchanan, Outagamie County, Wisconsin and being more particularly described as follows:

Commencing at the Southwest corner of said Section 28; thence North $00^{\circ}-13'-46''$ East along the West line of said Lot 8, a distance of 343.27 feet; thence South $89^{\circ}-46'-14''$ East, distance of 33.00 feet to the Southwest corner of Lot 21 of said Creekview Acres Plat; thence continuing South $89^{\circ}-46'-14''$ East along the Northerly right-of-way line of said Heartland Court, a distance of 20.15 feet; thence North $86^{\circ}-26'-23''$ East along said Northerly right-of-way line, a distance of 251.35 feet; thence Northeasterly along said Northerly right-of-way line 32.14 feet on a curve to the left having a radius of 67.00 feet, the chord of said curve bears North $72^{\circ}-41'-58''$ East, a chord distance of 31.83 feet to the point of beginning; thence Northeasterly along said Northerly right-of-way line 37.07 feet on a curve to the left having a radius of 20.00 feet, the chord of said curve bears North $05^{\circ}-52'-01''$ East, a chord distance of 31.98 feet; thence Northeasterly along said right-of-way line 179.01 feet on a curve to the right having a radius of 60.00 feet, the chord of said curve bears North $38^{\circ}-14'-11''$ East, a chord distance of 119.63 feet; thence Southwesterly 60.52 feet on a curve to the left having a radius of 133.00 feet, the chord of said curve bears South $33^{\circ}-41'-54''$ West, a chord distance of 60.00 feet; thence South $20^{\circ}-39'-44''$ West, a distance of 44.99 feet; thence Southwesterly 44.78 feet on a curve to the right having a radius of 67.00 feet, the chord of said curve bears South $39^{\circ}-48'-38''$ West, a chord distance of 43.95 feet to the point of beginning and containing 0.139 acres of land more or less.

HEARTLAND COURT STREET VACATION EXHIBIT





EXCEL

ENGINEERING Inc.

SURVEYING GROUP

PROJECT NO. 1602500

Always a Better Plan

100 CAMELOT DRIVE
FOND DU LAC, WI 54935
PHONE: (920) 926-9800
FAX: (920) 926-9801



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: May 11, 2016
RE: **Conditional Use Permit – Cheryl Wuyts**

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

SUMMARY: Applicant Cheryl Wuyts is requesting an Outagamie County Conditional Use Permit. As required under County Code, the Town is required to provide consent of application prior to County Zoning approval.

PLAN COMMISSION RECOMMENDATION: The Plan Commission recommended approval of the conditional use permit at their May 9, 2016 meeting.

POLICY/PLAN REFERENCE(S): NONE

FISCAL IMPACT: NONE

JDG

###

Attachments:

- 1. Conditional Use Application – Cheryl Wuyts**

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.

**OUTAGAMIE COUNTY, WISCONSIN
APPLICATION FOR CONDITIONAL USE PERMIT**

OFFICE USE ONLY

FILE NO. _____

Fee Paid \$450

Town of Buchanan

Tax Parcel # 03-0-0273-03

The undersigned hereby makes application for a Conditional Use Permit for the work described and located herein. The undersigned agrees that all such work shall be done in accordance with all the regulations of the Zoning Ordinance and all other applicable laws and regulations of Outagamie County, and the State of Wisconsin.

Work consists of:

New Building
Addition _____
Repairs _____
Alteration _____
Moving _____
Wrecking _____
Fill
Grading
Pond _____
Alter a Stream _____

Underlying Zoning District GEN. AG.
Shoreland Zoning District YES
Use of Structure SINGLE FAMILY HOME
Type of Construction WOOD FRAME CONCRETE BASEMENT
Lot Area 1.992 ACRES 75,931
Building Size 67' feet wide by 58' feet deep
Height 25' feet Number of stories 1
Approximate distance between Normal Highwater Mark and
first inhabitable floor ABOUT 160'
Setback from fronting highway 30.5'
Setback from other abutting highway NONE
Regional Flood Elevation 789.06 PER 2001
Flood Study By McMAHON ASSOC

Dated: _____

Owner: CHERYL WUYTS

Address: W 7137 INDIAN MOUNDS Circle
WATSONA, WI 54982

Phone No. 920-858-4543

Signature of Applicant (owner or agent) _____
Builder/Contractor (name and address) _____
KEN MADER CONSTRUCTION
N8838 S. COOP ROAD
Menasha, WI 54952
Phone 920-3928 CELL 585-9670

RECORDS

Permit Issued _____

Signed _____

Zoning Administrator

Work Started _____

Work Completed _____

Certificate of Compliance Issued _____

Permit Denied _____

For the following reasons: _____

Appealed to the Board of Adjustment _____

Appealed Heard _____

Decision: _____

INSPECTION

Inspected by _____

Date: _____

Remarks _____

Documents Required:

1. A copy of the development site plan (include legal description of the property).
2. A written recommendation from the town board (signed and dated).
3. Submit ten (10) copies of the attachments.

Submit to: Zoning Department * 410 S. Walnut Street * Appleton, WI 54911

TOWN OF _____
OUTAGAMIE COUNTY

I hereby certify that the Town Board of _____, at a legally convened Meeting of the Town Board held on the _____ day of _____, 20____, voted to **approve** or **deny** (please circle one) the following request:

- () Rezoning Request
- () Special Exception
- () Conditional Use
- () Variance
- () Appeal
- () Other

Petitioner: _____

File Number: _____

Dated

Town Clerk

Return to: ZONING ADMINISTRATION
3RD FLOOR OUTAGAMIE CO ADMINISTRATION BLDG
410 S WALNUT ST
APPLETON WI 54911

Retain a copy for Town's file.

Note: This form must accompany your application and must be filled out by the Town, and signed.

Return to search results

Property Summary

Owner (s): WUYTS, CHERYL L		Location: SE-NE, Sect. 33, T21N, R19E	
Mailing Address: CHERYL L WUYTS W7137 INDIAN MOUNDS CIRCLE WAUTOMA, WI 54982		School District: 2758 - SCH D OF KAUKAUNA AREA	
Tax Parcel ID Number: 030027303	Tax District: 006-TOWN OF BUCHANAN	Status: Active	Acres: 1.9930
Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document.): CSM 2849 LOT 2 (PLATTED OUT OF PRT SE NE SEC33-21-19)			
Site Address (es): <i>Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description.</i>			

Select Detail --> Documents

Make Default Detail

Printer Friendly Page

View Interactive Map

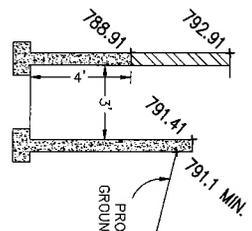
Description	Doc. #	Vol./Pg.	Type	LID #	Recorded	Geom.	Exception	Imaging
WARRANTY DEED	2064272	NA	ROD Document		01/25/2016	No	No	Purchase
IMAGE AVAIL ONLY RECORDS	677655	938/495	ROD Document		01/01/1935	No	No	Purchase

You may purchase copies of the documents listed above online.

NOTE: There may be other documents related to this parcel that are not shown here. For more information regarding document history, please contact the Register of Deeds office at 920-832-5095.

PROPERTY DESCRIPTION
 LOT 2 OF CERTIFIED SURVEY MAP No. 2849,
 LOCATED IN THE SOUTHEAST 1/4 OF THE
 NORTHEAST 1/4 OF SECTION 33, TOWNSHIP
 21 NORTH, RANGE 19 EAST, TOWN OF
 BUCHANAN, OUTAGAMIE COUNTY, WISCONSIN.
 TAX PARCEL No. 03-0-0273-03

WINDOW WELL DETAIL



- LEGEND**
- PROPOSED GROUND ELEVATION
 - PROPOSED GARAGE FLOOR ELEVATION
 - EXISTING CONTOURS
 - PROPOSED CONTOURS
 - SILT SOCK AND/OR STRAW BALES
 - PROPOSED DOWNSPOUT
 - LIMITS OF DISTURBANCE



FOR:
 -CHERYL WLYTS
 -W7137 INDIAN MOUNDS CIRCLE
 -WAUTOMA, WI 54982
 -PHONE: (920) 858-4543

PROPOSED ELEVATIONS:
 GARAGE FLOOR = 792.58
 TOP OF WALL = 792.91
 BOTTOM OF EXPOSED BASEMENT
 WINDOW = 788.91
 FIRST FLOOR = 794.08

AREA CALCULATIONS:
 IMPERVIOUS SURFACES = 3,270 S.F.
 DISTURBED AREA = 16,000 S.F.

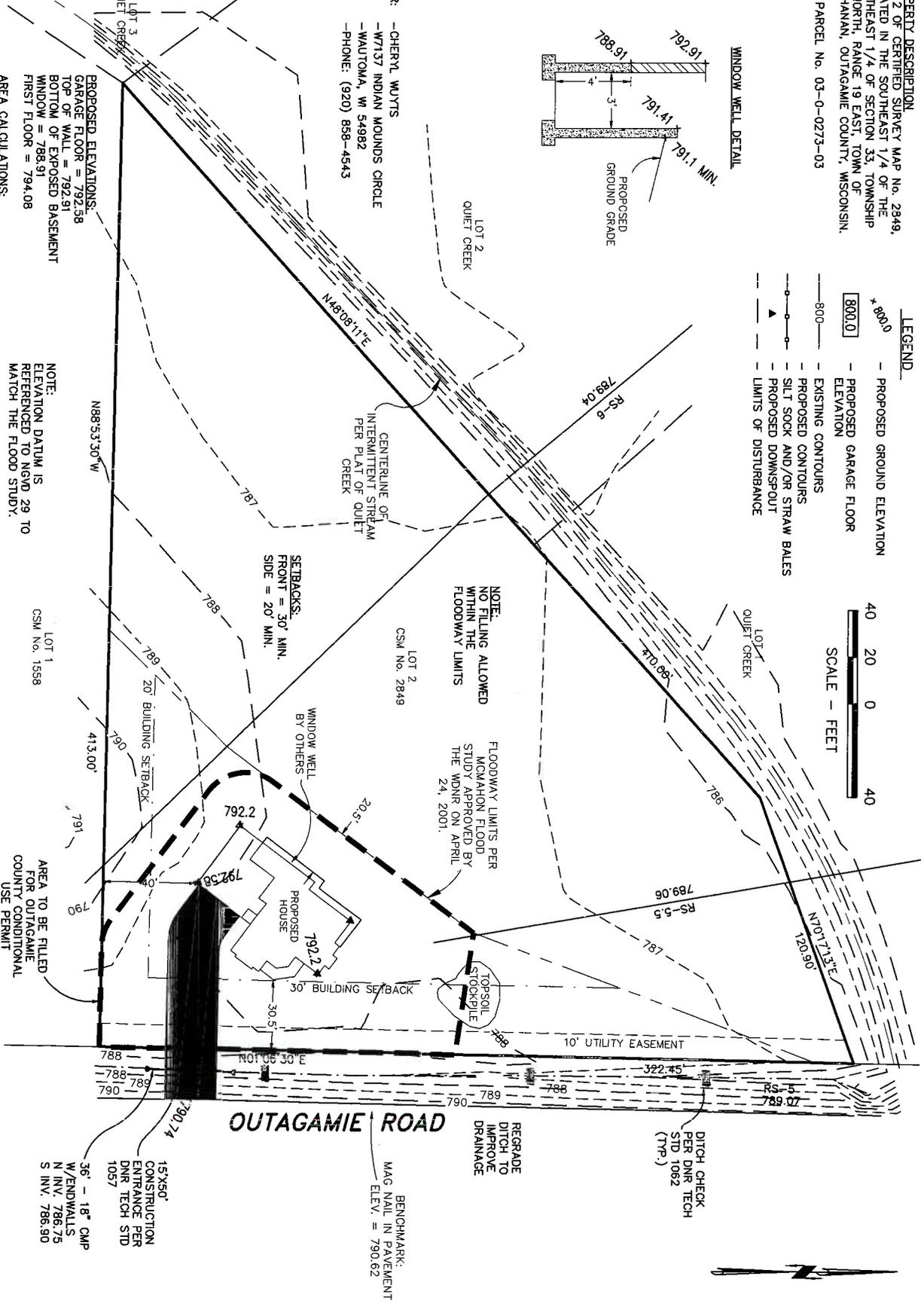
NOTE:
 ELEVATION DATUM IS
 REFERENCED TO NGVD 29 TO
 MATCH THE FLOOD STUDY.

NOTE:
 NO FILLING ALLOWED
 WITHIN THE
 FLOODWAY LIMITS

FLOODWAY LIMITS PER
 McMAHON FLOOD
 STUDY APPROVED BY
 THE WDNR ON APRIL
 24, 2001.

SETBACKS:
 FRONT = 30' MIN.
 SIDE = 20' MIN.

AREA TO BE FILLED
 FOR OUTAGAMIE
 COUNTY CONDITIONAL
 USE PERMIT



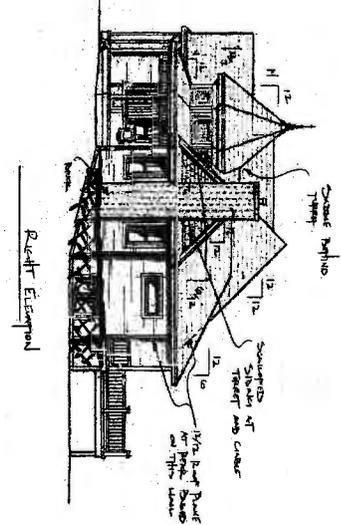
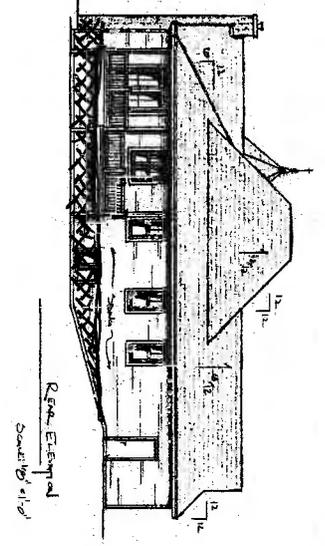
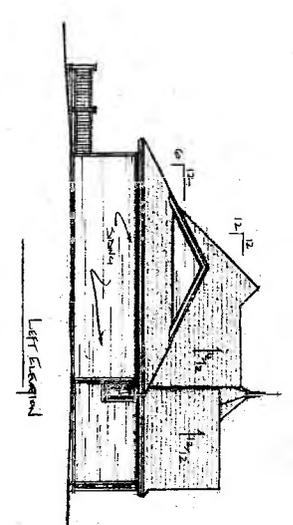
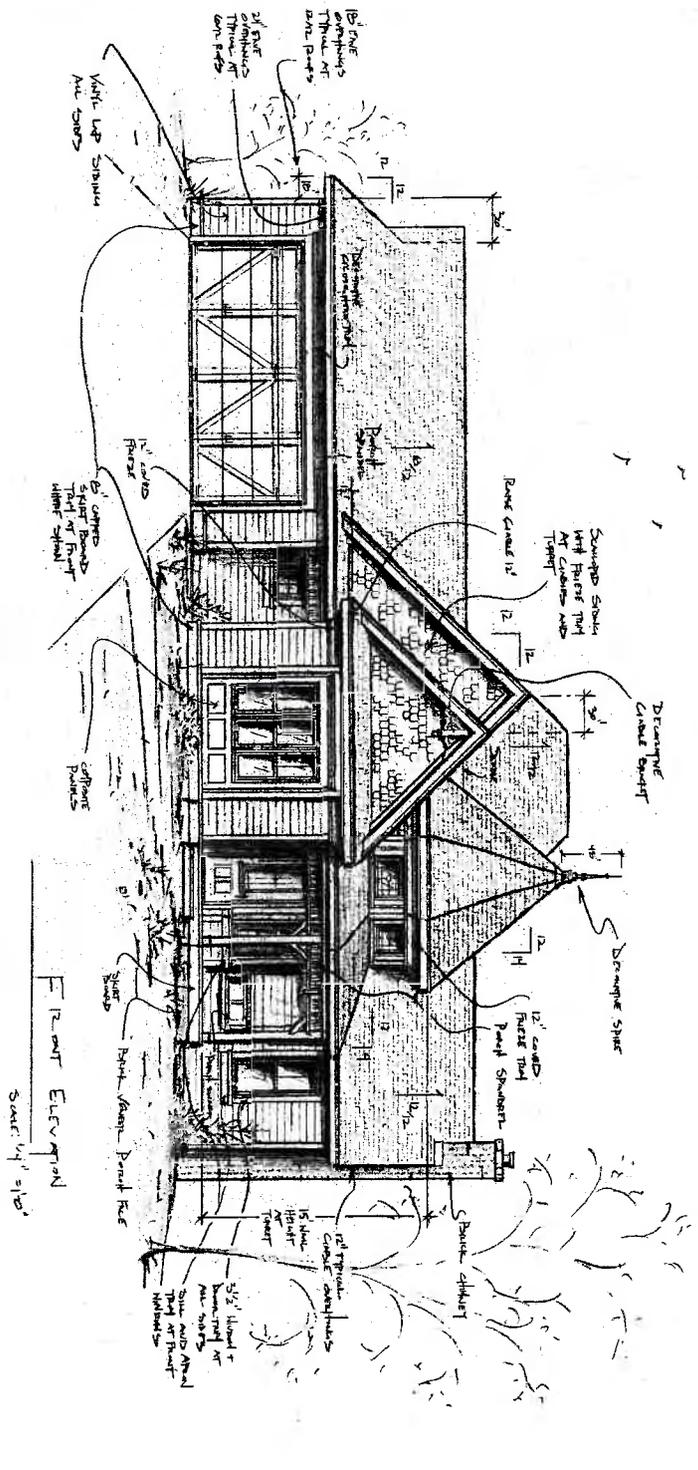
skalkolen, W:\PROJECTS\W1036\91500613\00\LOT 2 CSM 2849-CONDITIONAL USE.dwg, model, Plot Date: 4/29/2016 9:28 AM, xref: (quiet creek, nettkow, 100-y, x-pts)

CONDITIONAL USE SITE PLAN
LOT 2, CS No. 2849,
T. OF BUCHANAN, OUTAGAMIE COUNTY, WI

DESIGNED	DRAWN
CMK	CMK
PROJECT NO.	
W1036 91500613.100	
DATE	
MAR. 2016	
SHEET NO.	
1 of 2	

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 1445 McMAHON DRIVE NEENAH, WI 54956
 Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
 Tel: (920) 751-4200 Fax: (920) 751-4284
 www.mcmgrp.com



Revisions
 3-17-18
 Drawn by
 DLA, LMS
 Date
 FEB. 28,
 2018
 Sheet No.
 1 OF 3

WUYTS RESIDENCE
 BY: MADER CONSTRUCTION

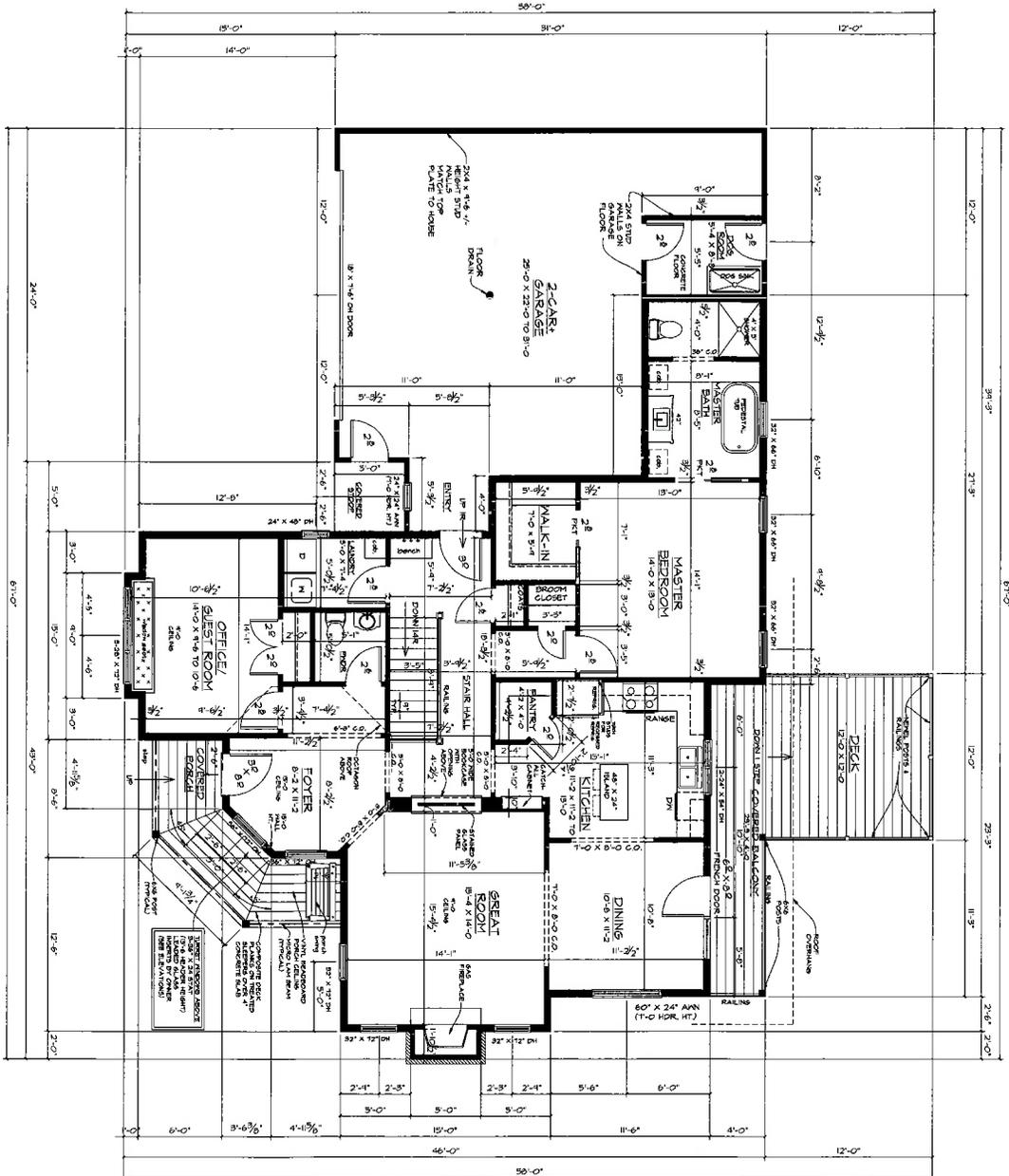
DAYTON DESIGNS INC.
 1004 S. OLDE ONEIDA ST APPLETON, WI 54915
 (920)-380-0900 web: daytonhomedesigns.com

FINAL
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PRELIMINARY
 FINAL CONTRACT ONLY

This plan was designed and created by Dayton Designs and Mader Construction. The design is based on the information provided by the client and is subject to change. The design is based on the information provided by the client and is subject to change. The design is based on the information provided by the client and is subject to change.



- FIRST FLOOR NOTES:**
- 1. FINISH FLOOR: 1488 SQ. FT.
 - 2. GARAGE: 478 SQ. FT.
 - 3. 14'-0" HALLWAY
 - 4. WINDOW EJECTOR: 8'-0" x 7'-0" (SEE NOTES)
 - 5. OPERATING PANEL TO STAIRS
 - 6. STAIRS: 11'-0" x 11'-0" (SEE NOTES)
 - 7. STAIRWAY: 11'-0" x 11'-0" (SEE NOTES)
 - 8. STAIRWAY: 11'-0" x 11'-0" (SEE NOTES)
 - 9. STAIRWAY: 11'-0" x 11'-0" (SEE NOTES)
 - 10. STAIRWAY: 11'-0" x 11'-0" (SEE NOTES)

FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"

Revisions	3-17-16
Drawn by	DLA/LAS
Date	FEB. 26, 2016
Sheet No.	2 OF 3

WUYTS RESIDENCE
BY: MADER CONSTRUCTION

DAYTON DESIGNS INC.
1004 S. OLDE ONEIDA ST APPLETON, WI 54915
(920)-380-0900 web: daytonhomedesigns.com

PRELIMINARY
DESIGN CONCEPT ONLY

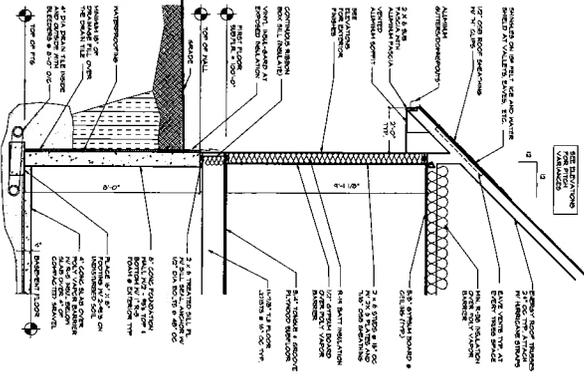
PRICING
THIS PLAN IS NOT FOR BIDDING. PRICING IS TO BE DEVELOPED BY THE CLIENT OR THEIR ARCHITECT.

FINAL
THIS PLAN IS NOT FOR BIDDING. PRICING IS TO BE DEVELOPED BY THE CLIENT OR THEIR ARCHITECT.

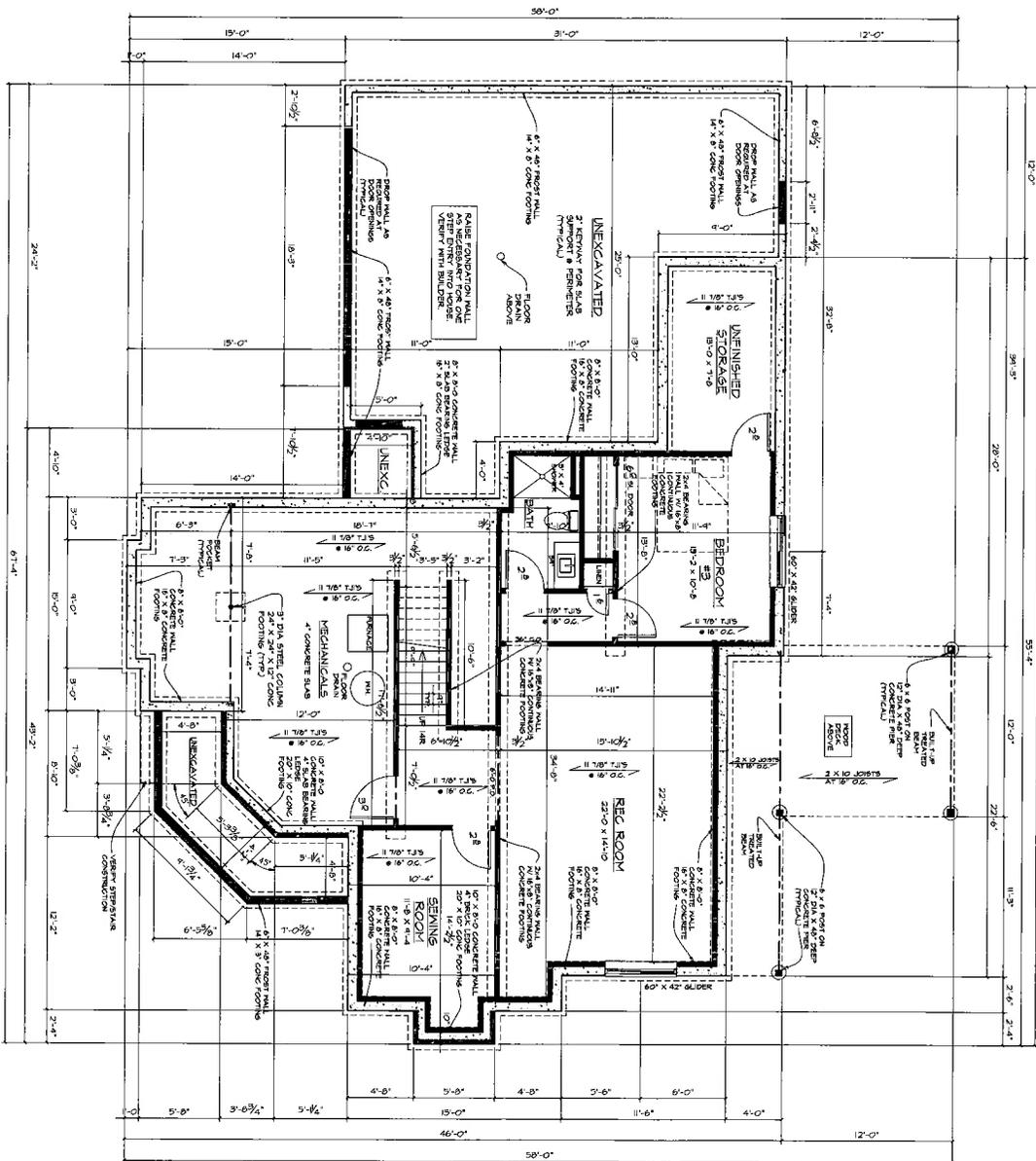
20%
THIS PLAN IS NOT FOR BIDDING. PRICING IS TO BE DEVELOPED BY THE CLIENT OR THEIR ARCHITECT.

TYPICAL ONE STORY WALL SECTION

SCALE 3/8" = 1'-0"



- BASEMENT AND FOUNDATION NOTES:**
1. FINISHED AREAS = 742 SQ. FT.
 2. 8" X 8" WALL, EXCEPT EXPOSED AS NOTED OTHERWISE OR INDICATED OTHERWISE, TO BE CONSTRUCTED WITH CHAIRS IN SLABS, REINFORCING AND REBAR.
 3. ALL STRUCTURAL, INCLUDING TO BE SIZED BY THE DESIGNER, INCLUDING, BUT NOT LIMITED TO, WALLS, SLABS AND FLOORING, SHALL BE CONSTRUCTED WITH 4000 PSI CONCRETE.
 4. 2" X 4" TRIMMER WALLS, TO BE CONSTRUCTED WITH 4000 PSI CONCRETE, REBAR AND CHAIRS, TO BE SIZED BY THE DESIGNER.
 5. ALL OTHER WALLS, INCLUDING TO BE SIZED BY THE DESIGNER, INCLUDING, BUT NOT LIMITED TO, WALLS, SLABS AND FLOORING, SHALL BE CONSTRUCTED WITH 4000 PSI CONCRETE, REBAR AND CHAIRS, TO BE SIZED BY THE DESIGNER.
 6. REBAR TO BE LOCATED BY BARBERS AND CONTRACTORS AS NOTED OTHERWISE, INCLUDING, BUT NOT LIMITED TO, WALLS, SLABS AND FLOORING, SHALL BE CONSTRUCTED WITH 4000 PSI CONCRETE, REBAR AND CHAIRS, TO BE SIZED BY THE DESIGNER.



BASEMENT / FOUNDATION PLAN

SCALE 1/4" = 1'-0"

Revisions	3-17-16
Drawn by	D.A. LUS
Date	FEB 26, 2016
Sheet No.	3 OF 3

WUYTS RESIDENCE
BY: MADER CONSTRUCTION

DAYTON HOMES DESIGNS INC.
1004 S. OLDE ONEIDA ST APPLETON, WI 54915
(920)-380-0900 web: daytonhomedesigns.com

PRELIMINARY DESIGN CONCEPT ONLY

PRICING
THIS PLAN IS NOT TO BE USED FOR BIDDING OR CONSTRUCTION UNLESS THE BOX HAS BEEN CHECKED OFF.

FINAL
THE CONTRACTOR IS NOT AN ARCHITECT. THIS BOX HAS BEEN CHECKED OFF.

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CERTIFIED SURVEY MAP NO. 2849

PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 33, TOWNSHIP 21 NORTH,
RANGE 19 EAST, TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WISCONSIN

I David M. Schmalz, Wisconsin Registered Land Surveyor S-1284, certify that I have surveyed, divided and mapped part of the Southwest 1/4 of the Northeast 1/4 of Section 33, Township 21 North, Range 19 East, Town of Buchanan, Outagamie County, Wisconsin, containing 6.042 acres of land and described as follows:

Commencing at the East 1/4 corner of said Section 33; Thence N00°03'00"E, 257.00 feet along the East line of said Northeast 1/4 to the North line of lands described in Volume 958 of records on page 538 and the Point of Beginning; Thence N89°36'07"W (recorded as N89°42'W), 660.00 feet along the North line of said described lands; Thence N11°17'08"E, 282.22 feet to the Southwest corner of Lot 1 of Certified Survey Map No. 1558; Thence S89°56'59"E (recorded as S90°00'00"E), 605.00 feet along the South line of said Lot 1 to the East line of said Northeast 1/4 and a point hereafter referred to as Point A; Thence S00°03'00"W, 280.82 feet along said East line to the Point of Beginning; and Commencing at the above described Point A; Thence N00°03'00"E, 245.00 feet along the East line of said Northeast 1/4 to the Point of Beginning; Thence N89°56'59"W (recorded as N90°00'00"W), 446.00 feet along the North line of Lot 1 of said Certified Survey Map No. 1558 to the Northwest corner thereof; Thence N47°04'41"E, 410.00 feet; Thence N69°13'43"E, 156.21 feet to the East line of said Northeast 1/4; Thence S00°03'00"W, 335.00 feet along said East line to the Point of Beginning. Subject to all easements and restrictions of record. Reserving that part presently used for road purposes.

I further certify that this map is a correct representation of the exterior boundary lines of the land surveyed and the division of that land, and that I have complied with Section 236.34 of the Wisconsin Statutes and Outagamie County Subdivision Ordinance in surveying, dividing and mapping the same.

Given under my hand and seal this 13th day of MAY, 1997.


David M. Schmalz, Reg. WI Land Surveyor S-1284

NOTES:

- 1) This Certified Survey Map is a portion of Tax Parcel Number: 03-0-0273-00
- 2) The property owners of record are: Ervin G. Nettekoven and Janice Nettekoven.
- 3) This Certified Survey Map is contained wholly within the property described in Volume 938 of Records on page 495

CERTIFICATE OF PLANNING DEPARTMENT

This Certified Survey Map has been reviewed by the Outagamie County Planning Department on the 25th day of May, 1997.


Authorized Signature
Outagamie County Planning Department

CERTIFIED SURVEY MAP NO. 2849

PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 33, TOWNSHIP 21 NORTH,
RANGE 19 EAST, TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WISCONSIN

UTILITY EASEMENT PROVISIONS

An easement for electrical and communications service is hereby granted by Ervin G. Nettekoven and Janice Nettekoven, Grantor to: KAUKAUNA ELECTRIC & WATER, AMERITECH, TIME WARNER CABLE AND WISCONSIN GAS COMPANY

Grantees to their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity, and electric energy for such purposes as the same is now or may hereafter be used and for sounds and signals, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "Utility Easement Areas and the property designated on the plat for streets and alleys, whether public or private, together with the rights to install service connections upon, across, within and beneath the surface of each lot to serve improvements thereon, or on adjacent lots, also the right to trim or cut down trees, brush and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantees agree to restore or caused to have restored, the property, as nearly as is reasonably possible, to the conditions existing prior to such entry by the Grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities or communications facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Buildings shall not be placed over grantees' facilities or in, upon or over the property within the lines marked "Utility Easement Areas" without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivider property shall not be altered by more than four inches without the written consent of Grantees.

The Grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

No Utility Poles, Pedestals, Transformers or Buried Cables are to be placed within 2 feet of a survey stake or obstruct vision along any lot line or street line.

The disturbance of a survey stake by anyone is a violation of Section 236.32 of the Wisconsin Statutes. Utility easements as herein set forth are for the use of Public Bodies and Private Public Utilities having the right to serve the area.

DOC. # 1227698

RECEIVED FOR FILING THIS 21st
DAY OF MAY 1997 AT 9:00 A.M.
AND FILED IN VOLUME 15 OF
CERTIFIED SURVEY MAPS ON PAGE
2849 AS NUMBER 2849.



David M. Schmalz
05-13-1997

Grace Herb
Register of Deeds

*pd
1400*

OUTAGAMIE COUNTY ZONING DEPARTMENT FEE SCHEDULE

TO: Surveyors, Certified Soil Testers, Plumbers, Town Clerks
 FROM: Timothy P. Roach, Zoning Administrator
 DATE: August 12, 2014

The following is the new fee schedule, which will be in effect on January 1, 2015:

<u>Description</u>	<u>DEPT OF SAFETY & PROFESSIONAL SERV GROUNDWATER</u>			<u>Total</u>
	<u>County Fee</u>	<u>Fee</u>	<u>Fee</u>	
Alternative/Experimental	\$500	\$ 75	\$ 25	\$600
- Gravity	\$575	\$ 75	\$ 25	\$675
- At Grade	\$725	\$ 75	\$ 25	\$825
- Mound	\$725	\$ 75	\$ 25	\$825
- In Ground Pressure	\$700	\$ 75	\$ 25	\$800
- Holding Tank	\$1025	\$ 75	\$ 25	\$1125
Reconnect Permit	\$200	N/A	N/A	\$200
Replace Septic Tank	\$100	\$ 75	\$ 25	\$200
Replace Drain Field	\$100	\$ 75	\$ 25	\$200
WI Fund Grant App.	\$ 50	N/A	N/A	\$ 50

Other Fees Related to Sanitary Permits:

1. Transfer Fee: the fee for transfer of a sanitary permit from one owner to another or from one plumber to another shall be \$25.
2. Subsequent Inspections: each inspection after the first that is necessary to enforce ordered corrections shall be \$25 which will be billed to and payable by the licensed plumber installing the system.
3. Renewal Fee: permit renewal fee shall be \$25
4. Copies: copies of surveys and tie sheets shall not charge, prints of maps and zoning maps shall be \$5 per sheet
5. A double fee shall be charged for all permits and applications when excavation is started before the permit is issued
6. The County portion of sanitary permit fees shall not be charged to local municipalities. (Adopted July 27, 1993).
7. When a sewage holding tank is replaced by a soil absorption system within 2 years of the installation inspection of the holding tank, the fee for the replacement system shall be \$100 (County fee) plus (state fee) \$75 = \$175. (Adopted March 22, 1994).
8. Holding tank plan approval shall be \$150.
9. Private On-site Waste Treatment System (POWTS) plan approval shall be \$225
10. Private On-site Waste Treatment System (POWTS) plan revision shall be \$100.
11. Private On-site Waste Treatment System (POWTS) special assessment shall be \$12 per septic system.

Zoning Fees:

Rezoning	\$575
Rezoning (Town Rezoning Fee)	\$ 50
Special Exception Permit	\$450
X Shoreland Conditional Use Permit	\$450
Shoreland Zoning Permit	\$275
Erosion Control Permit	\$300
Utility / County Annual Erosion Permit	\$300
Municipality Annual Erosion Permit	\$100
Erosion Permit Transfer Fee	\$200
Storm Water Permit	\$300
Airport Zoning Permit	\$ 0
Variance	\$475
Appeal	\$350

Subdivision Fees:

Preliminary Plat	\$500
Final Plat	\$500
Certified Survey Map Review	\$300



TOWN BOARD MEETING:

May 17, 2016

AGENDA ITEM #: 10a

ACTION TYPE:

Quasi-Judicial

(For Approval/Denial)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: May 12, 2016
RE: **Business Liquor License Renewals (2016-2017)**

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

SUMMARY: The Town must grant, issue or deny all liquor licenses by no later than June 15 for the upcoming licensing year. The June Town Board meeting will not be held until the 21st, therefore the Board is required to complete this process in May or hold a special Town Board meeting before June 15.

The liquor licensing and operator's approval process for the Town is a team project which involves the Treasurer/Deputy Clerk, Administrative Assistant. If there are questions on the process, regulations or applicants please let us know prior to the meeting as it may be too late for us to answer any questions properly at the meeting.

CRIMINAL BACKGROUND CHECKS: Background checks were completed on all agents of each establishment. No applicable violations (as listed in our Town policy) were found.

PREMISES DESCRIPTIONS: Licenses are supposed to particularly describe the area where beverages will be sold, consumed and stored onsite. The Wisconsin Towns Association recommends that licenses have specific descriptions of premises. For any existing license holder, there are only two options for modification to a premises description: 1) Use process in §125.12 to modify a license which requires notice and opportunity for a hearing, and 2) The Town may pass a regulatory ordinance on licensing (ex. a point system code, requirement on months to be in operation).

Therefore, during this license renewal period premises descriptions as provided by applicants on their renewal forms should conform to the premises description as originally approved by the Town Board and not include any new areas that were not previously approved. While some descriptions have changed, they all generally conform to previous licenses or were found to be more restrictive.

DELINQUENT ALCOHOL ACCOUNTS: Alcohol licenses may not be issued if the establishment is delinquent beyond 15 days for fermented malt beverages and 30 days for intoxicating liquors. Wholesalers should notify the Town of any delinquent accounts and may request the license not be issued until such bills are paid. Wholesales may not have licenses withheld for such things as bank fees,

soda or food bills, NSF bills or other outstanding debts. To date, the Town has not been contacted by any wholesaler regarding a Town establishment.

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

POLICY/PLAN REFERENCE(S):

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

JDG

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Attachments:

1. **Business Liquor License Renewals for July 1, 2016-June 30, 2017**

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

**Town of Buchanan
Outagamie County
Notice of Application for License 2016-2017**

NOTICE IS HEREBY GIVEN that the following applications have been received from the following named persons for licenses to sell intoxicating liquor, fermented malt beverages or wine in their respective business located in the Town of Buchanan for the licensing year July 1, 2016 through June 30, 2017:

Name of Applicant

Business & Location

Class "A" Beer and "Class A" Liquor Combination License:

Mark Skogen
Sydfest, Inc.
237 Second Avenue South
Onalaska, WI 54650

Festival Foods
W3195 Van Roy Road
Appleton, WI 54915

Robert Forsyth
FKG Oil Company
721 W Main St
Belleville, IL 62220

Buchanan Motomart
W3140 Van Roy Road
Appleton, WI 54915

Michael Turzenski
Ultra Mart Foods LLC
875 E Wisconsin Ave
Milwaukee, WI 53202-5404

Ultra Mart Foods LLC
D/B/A Pick N Save #6403
N135 Stoney Brook Road
Appleton, WI 54915

Peter Vandenhouten
Shopko Holding Company, Inc
PO Box 19060
Green Bay, WI 54307

Shopko Express #504
W3208 Van Roy Road
Appleton, WI 54915

"Class A" Liquor License:

Mark Lamers
Lamers Dairy, Inc.
N162 Crooked Pine Court
Appleton, WI 54915

Lamers Dairy Inc.
N410 Speel School Road
Appleton, WI 54915

Class "B" Beer License:

Thomas Hester III
TRH Restaurants II, Inc.
1027 Shakerville Rd
Oconomowoc, WI 53066

Rocky Rococo Pizza & Pasta
W3178 Van Roy Road, Ste. F
Appleton, WI 54915

Class "B" Beer License, "Class C" License:

Roger Van Daalwyk
Wisconsin International Raceway Inc.
W4671 Creekview Road
Kaukauna, WI 54130

Wisconsin International Raceway
W1460 County Road KK
Kaukauna, WI 54130

Jason Porter
Ballyhoo LLC
1800 N. Eugene St.
Appleton, WI 54914

Island Sushi Buffet
N162 Eisenhower Dr Ste 300
Appleton, WI 54915

Douglas A. Neis
Family Entertainment LLC
100 E Wisconsin Ave Ste 1900
Milwaukee, WI 53202

Appleton East Cinema
W3091 Van Roy Road
Appleton, WI 54915

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

Marco & Fe Montalvo
El Azteca Restaurants, Inc.
1808 Vandenberg Lane
Kaukauna, WI 54130

El Azteca Restaurant
N474 Eisenhower Drive, Ste. F
Appleton, WI 54915

Stuart B. Brown
Red Robin International, Inc.
6312 S. Fiddlers Green Circle, 200N
Greenwood Village, CO 80111

Red Robin America's Gourmet Burgers
N109 Stoney Brook Road
Appleton, WI 54915

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

Sinful Souls N Spirits
N162 Eisenhower Drive, Ste. 400
Appleton, WI 54915

Lawrence Zunker
College Group Inc.
1610 Valley Drive
Wisconsin Dells, WI 53965

Uno Chicago Grill
W3254 Van Roy Road
Appleton, WI 54915

Kevin LaPointe
Chipotle Mexican Grill #2439
4315 Windermere Lane
Oneida, WI 54155

Chipotle Mexican Grill #2439
W3198 County Rd KK, Suite A
Appleton, WI 54915

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

Thomas Schmidt
Countryside Golf Club, Inc.
W713 Weiler Road
Kaukauna, WI 54130

Countryside Golf Club, Inc.
W726 Weiler Road
Kaukauna, WI 54130

Christopher Paulson
GameDay Sports Bar Inc
1531 Whitetail Dr
Neenah, WI 54956

GameDay Sports Bar
N225 Stoney Brook Road
Appleton, WI 54915

Mark Miller-President
Darboy Ventures LLC
2119 W Capitol Dr
Appleton, WI 54914

The StoneYard
N140 Eisenhower Dr
Appleton, WI 54915

Edward Schmitt
E & L Schmitt LLC.
913 Boyd Ave
Kaukauna, WI 54130

The Pit Stop Bar and Grill
W1560 County Road KK
Kaukauna, WI 54130

Said applications will be presented for license approval to the Town Board at their regular Town Board meeting scheduled for 7:00 p.m. on Tuesday, May 17, 2016.

Publish: Wednesday, May 11, 2016

Posted: May 5, 2016

TOWN MEETING:

May 17, 2016

AGENDA ITEM #: 10b

ACTION TYPE:

Legislative Action

(For Discussion Only)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: May 12, 2016
RE: **County Highway ZZ and Haas Road Reconstruction/Jurisdictional Transfer**

RECOMMENDED ACTION: This item is for discussion only with potential follow-up action at a future meeting.

SUMMARY: Supervisor Kavanaugh is requesting the Town Board review and possibly reconsider the prior decision for the County Highway ZZ/Haas Road reconstruction and jurisdictional transfer.

The Town and County have been planning for several years the reconstruction of County Road ZZ and Haas Road. The project includes the realignment of CTH ZZ. Haas Road between County Highway ZZ and County Highway Z is planned to be upgraded to County Highway standards in 2017. Afterwards, that particular section of Haas Road will be transferred to the County. The portion of County ZZ from the current Haas Road, west to County Z will be terminated and a cul-de-sac created. This section will be transferred to Town jurisdiction. Reconstruction for this segment of the multi-year project is planned for 2017 and is included in the five-year Capital Improvement Plan.

As of November 2015, total project costs are estimated at \$899,000. The Town would be responsible for \$216,000 of the total costs. The Town's responsibility is to bring Haas Road to Town standards. Additional costs associated with bringing Haas Road to County highway standards will be borne by the County. Additionally, the Town is responsible for the removal of old CTH ZZ and the construction of a cul-de-sac.

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Capital Improvement Plan 2016-2020.

FISCAL IMPACT:

Is there a fiscal impact? Yes; \$216,000 (estimated)

Is it currently budgeted or planned? Yes, 2017 (CIP)

Amount: \$156,000 GL 57331 (Capital Projects) – Roads & Public Works

JDG

###

Attachments:

1. Intergovernmental Agreement CTH ZZ – Haas Road Reconstruction
2. Concept Map Overview

OUTAGAMIE COUNTY HIGHWAY DEPARTMENT

COUNTY / MUNICIPAL / STATE AGREEMENT

CTH ZZ-Haas Road Reconstruction

DATE:	11/17/2015
PROJECT:	See Below
HIGHWAY:	CTH "ZZ"
LIMITS:	Haas Road from CTH "Z" to CTH "ZZ"
MUNICIPALITY:	Town of Buchanan

The signatory **Town of Buchanan** hereinafter called the Municipality, 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 engineering, right-of-way, and reconstruction of Haas Road, between County Z to County ZZ, to County Highway standards. Haas Road will become the through highway, and existing County ZZ between County Z and Haas Road would become a dead-end. **Haas Road will be jurisdictionally transferred to Outagamie County, and the remaining segment of County ZZ between County Z and old Haas Road would be jurisdictionally transferred to the Town of Buchanan when construction is completed. This project is planned for year 2017.**

COST ESTIMATE AND PARTICIPATION

PHASE	Total Estimated Cost	***** ESTIMATED COST *****					
		WISDOT	%	Outagamie County	%	Town of Buchanan	%
Haas Road Reconstruction from CTH "Z" to CTH "ZZ"							
<u>DESIGN ENGINEERING:</u>							
Haas Road to Town Standards	\$37,000			\$18,500	50%	\$18,500	50%
Upgrade to County Standards and realign County ZZ	\$41,000			\$41,000	100%	\$0	0%
Cul-de-sac and obliteration of Old County ZZ	\$5,000			\$0	0%	\$5,000	100%
TOTAL ENGINEERING COSTS:	\$83,000			\$59,500		\$23,500	
RIGHT OF WAY:	\$126,000			\$126,000	100%	\$0	0%
<u>CONSTRUCTION:</u>							
Haas Road to Town Standards	\$301,000			\$150,500	50%	\$150,500	50%
Upgrade to County Standards and realign County ZZ	\$347,000			\$347,000	100%	\$0	0%
Cul-de-sac and obliteration of Old County ZZ	\$42,000			\$0	0%	\$42,000	100%
TOTAL CONSTRUCTION COSTS:	\$690,000			\$497,500		\$192,500	
TOTAL PROJECT COST	\$899,000			\$683,000		\$216,000	

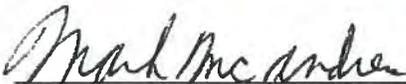
This request for the programming and construction is subject to the terms and conditions that follow and is made by the undersigned under proper authority to make such request for the designated Municipality and upon acceptance by the Highway Commissioner shall constitute an agreement between the County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

Terms and Conditions

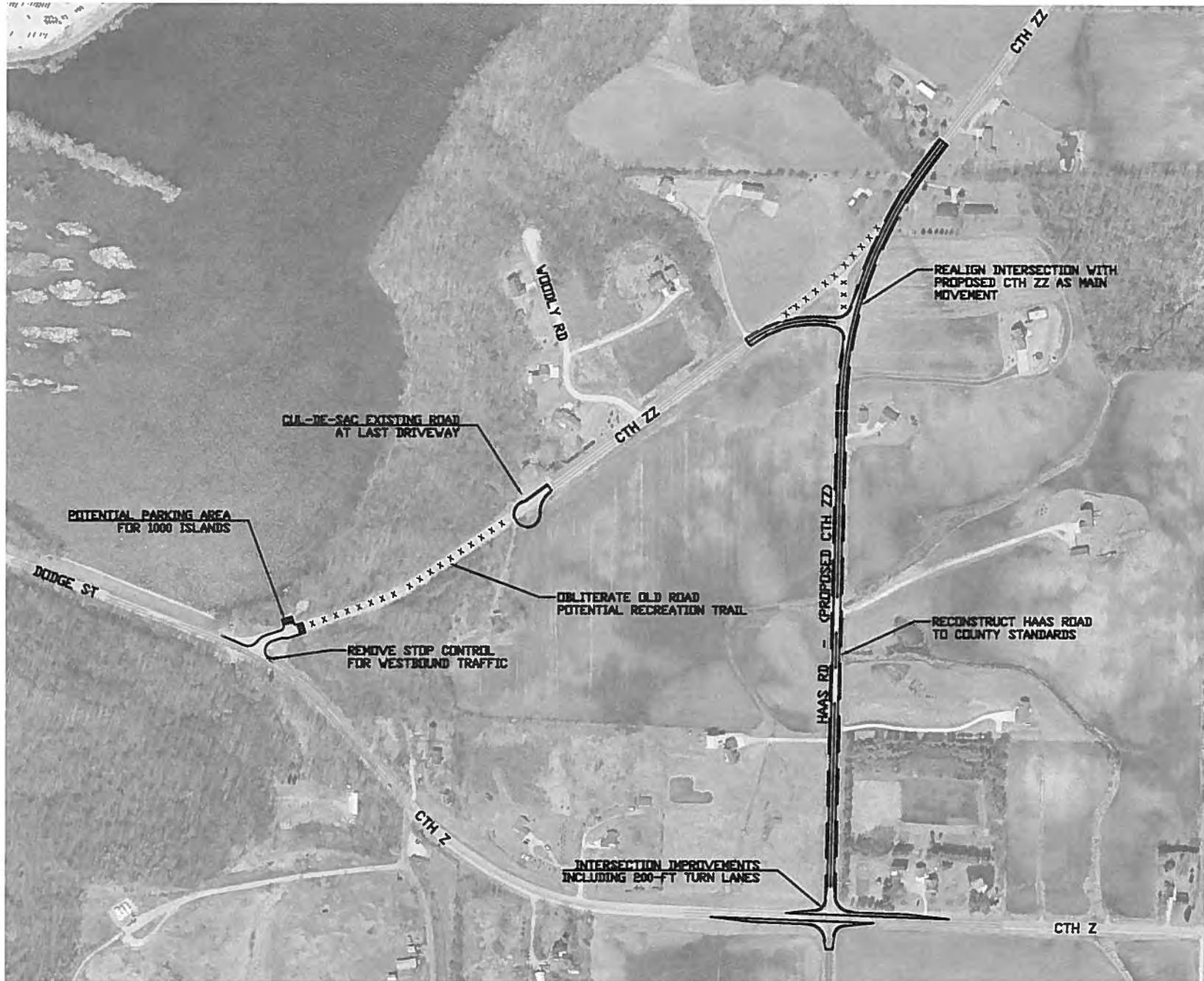
1. When Federal Funds are involved, the improvement will be subject to the applicable Federal Aid Highway Acts and Regulations of the Federal Highway Administration, U.S. Department of Transportation.

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, except as agreed to otherwise.
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:	 <hr/> Paula Vandehey Interim Highway Commissioner	<u>12-4-15</u> Date
BY:	 <hr/> Signed for and in behalf of: Town of Buchanan	<u>12-02-15</u> Date
BY:	<hr/>	<hr/> Date
BY:	<hr/>	<hr/> Date

CONCEPT OVERVIEW REALIGNMENT OF CTH ZZ ALONG HAAS ROAD



TOWN MEETING:

May 17, 2016

AGENDA ITEM #: 10c/d/e/f

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: May 12, 2016
RE: **Appointments to Plan Commission / Board of Review / Fox Cities Transit Commission & Public Safety Committee**

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

SUMMARY: The following appointments are for consideration:

Agenda Item 10c – **Town of Buchanan Plan Commission:**

- Mary Van Wychen & Jon Lamers, 3-year term July 1, 2016 to June 30, 2019.

Agenda Item 10d – **Town of Buchanan Board of Review:**

- Jerry Wallenfang & Al Lamers, 1-year term May 17, 2016 to May 15, 2017.

Agenda Item 10e – **Fox Cities Transit Commission:**

- Joel Gregozeski, 1-year term June 1, 2016 to May 31, 2017.

Agenda Item 10f – **Town of Buchanan ad-hoc Public Safety Committee:**

- Town Board Representatives: Mark Mc Andrews & Karen Lawrence, 1-year term June 1, 2016 to May 31, 2017.
- Fire Department Representatives: Dennis Berg & Lisa Van Schyndel, 1-year term June 1, 2016 to May 31, 2017.

POLICY/PLAN REFERENCE(S):

- Town of Buchanan Municipal Code: Chapter §114 – Plan Commission
- Town of Buchanan Municipal Code: Chapter §133 – Board of Review

FISCAL IMPACT: NONE

JDG

###

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.



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: May 11, 2016
RE: Request for Street Light along Eisenhower Drive

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

SUMMARY: The Town received a request for a street light to be placed along the west side of Eisenhower Drive, approximately 525 feet north of County Road KK (Calumet Street). The request came from riders of Valley Transit services. The request noted concerns with visibility during dark hours for transit riders who frequent the area retail and BioLife Plasma Services facility. Valley Transit supports the request as it will make it easier for transit operators to see individuals waiting for bus pickup within public right-of-way.

Staff has reviewed the location and has requested a cost proposal from WE Energies. Several site constraints exist including the availability of power in the immediate area. The proposed work is attached.

Installation of the lighting at this location is in conformance to Town Policy. Private egress/ingress to retail centers do exist on both east and west Eisenhower, thus creating an intersection of sorts. Staff could not identify any crash data for this area however.

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan - Street Lighting Policy – Approved January 2014.

FISCAL IMPACT:

Is there a fiscal impact? Yes; \$7,003.47 Installation (one-time) & \$36.59 Monthly Charge
 Is it currently budgeted or planned? No
 Amount: \$0 GL #53420.1 (Street Lighting) – Public Works

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.

JDG

###

Attachments:

- 1. Work Request #3923047 – Non Standard Street Lighting**
- 2. Exhibit #3923047 Non Standard Street Lighting**



P.O. Box 1699
 Appleton, WI 54912
 Phone 800-972-8856
 920-380-3490
 www.we-energies.com

May 11, 2016

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

RE: Work Request number: 3923047 Non-Standard Street Lighting
Town of Buchanan located at N161 Eisenhower Drive, Appleton, WI 54915

Dear Mr. Gregozeski:

We require your authorization for the NIGHT AURA® lighting service for the above project at the indicated location. The cost for the work (based on the attached sketch) is \$7,003.47 which does include restoration of the site. This price estimate expires 90 days from the date of this letter. If unusual conditions are encountered in the installation, there may be additional charges.

Light Fixtures

Quantity	Fixture	Color	Type	Wattage
1	Cobra-full cut-off	Gray	High Pressure Sodium	150 watt

Poles

Quantity	Type	Mounting Height	Color
1	Wood	25 Foot	Natural

CONTINGENCIES:

- o Sign all of the enclosed documents (including the sketch) and return them in the enclosed envelope.
 - o If Option A is selected on the Agreement, you are responsible for the supplemental payment of \$1,172.19.
 - o If Option B is selected on the Agreement, you are responsible for the installation payment of \$7,003.47.
- o In the area where we are placing our cables or equipment, it is necessary that the properties involved be within four (4) inches of final grade. If not, you may be required to pay the cost of relocating or reburying our facilities.
- o Locate and mark all privately owned underground facilities (septic systems, waterlines, etc.)
- o Right-of-way and/or easement(s) may also be required from you and/or adjacent property owners.

Please note that We Energies has designed this to the Illuminating Engineering Society's minimum standard for continuous roadway lighting levels.

When all of the contingencies have been met, this order will be released to construction for scheduling. If you have any questions, please call me at 920-380-3413.

Sincerely,

Kathy Meyer

The listed contingencies are accepted and authorization is given for the above project. Date: _____

By: _____ Print Name: _____

NON-STANDARD LIGHTING SERVICE AGREEMENT

Contract Number: 3923047

This Agreement dated May 11, 2016 between Wisconsin Electric Power Company (doing business as We Energies) and the Town of Buchanan applies to the installation and maintenance of the non-standard lighting described below under the terms and conditions of Rate Schedule MS-4 (WI), *Non-Standard Street & Area Lighting, Company Owned*, as approved by the state Public Service Commission.

Street Lighting for Town of Buchanan

Located at N161 Eisenhower Drive, Appleton, WI 54915

Fixture Quantity	Fixture Style	Fixture Color	Fixture Source	Fixture Wattage
1	Cobra-full cut-off	Gray	High Pressure Sodium	150 watt

Pole Quantity	Pole Type	Mounting Height	Pole Color
1	Wood	25 Foot	Natural

Additional Information:

Installation Charge:

- Total estimated installation charge of \$7,003.47
- Supplemental charges (permit, easement, seasonal, restoration, etc.) of \$1,172.19, which does include restoration.

Monthly Facilities Charge: (select one option)

Option A - Payment of supplemental charges prior to installation.
Ongoing monthly facilities charge of 1.9% x (total estimated installation charge less supplemental charges)

Option B - Payment of total installation charge prior to installation.
Ongoing monthly facilities charge of 0.5% x (total estimated installation charge less supplemental charges)

Monthly Energy Charge:

1 (150 watt) fixtures * \$7.44 = \$7.44

Total = \$7.44

Total Monthly Charges for this installation:

	<u>Option A</u>	<u>Option B</u>
Monthly facilities charge	\$110.79	\$29.15
Monthly energy charge	<u>\$7.44</u>	<u>\$7.44</u>
Total monthly charge	\$118.23	\$36.59

Please note that We Energies has designed this installation to the Illuminating Engineering Society's minimum standard for continuous roadway lighting levels.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the Appendix date above.

Wisconsin Electric Power Company

the Town of Buchanan

By Kathy Meyer

By _____

Print Name Kathy Meyer

Print Name _____

Title Energy Services Consultant

Title _____



ELEC WR **WI 3923047**

GAS WR

CITY / TOWN / VILLAGE: T/ BUCHANAN

CUST/PROJ NAME: TOWN OF BUCHANAN

PROJECT LOCATION: N161 EISENHOWER DR.

WORK DESCRIPTION: INSTALL NON STANDARD STREET LIGHT

PREPARED BY: RUSS GOSSEN

E-MAIL:

OFFICE #: 920-380-3478 CELL #:

PAGER #: IO #: 26057

PROJECT ID: CGS #:

DATE PREPARED: 5/2/2016 DATE REVISED:

COMMON INFORMATION

STAKING REQUIREMENTS:		MAIN / SERVICE IN EASEMENT:	
<input checked="" type="checkbox"/> SURVEYOR	<input type="checkbox"/> STAKED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> DESIGNER	<input type="checkbox"/> NOT NEEDED		
RESTORE PRIVATE PROPERTY: <input checked="" type="checkbox"/> WE ENERGIES <input type="checkbox"/> CUSTOMER			
WORK IS APPROX <u>170</u> FT, DIRECTION <u>NORTH</u> OF CL OF <u>CTH KK (CALUMET ST.)</u> NEAREST CROSS STREET <small>(ALSO FOR GAS SERVICE TEE)</small>			

ELECTRIC INFORMATION

OPER MAP #: 3924-8984-04 FEEDER/LINE #: F LPK54
 CATV JOINT USE #: _____ TEL JOINT USE #: _____

PROPOSED GAS SERVICE INFORMATION

MTR SIZE: _____ MTR TYPE: _____ EFV
 SERV PIPE SIZE: _____ MATERIAL: _____ RELIGHT
 MTR LOC: _____ FT. _____ OF _____ CORNER CURB VLV
 CONSTRUCTION TYPE: _____ TIE IN PIPING

CRITICAL SAFETY RULES - EO:

1. Enclosed space procedures
2. Excavation and shoring
3. Rubber gloves and sleeves
4. Fall protection
5. Lock out - Tag out
6. Seat belts
7. Securing parked vehicles



JOB INFO:

SECTION / TOWN / RANGE: SW1/4 SEC32, T21N, R18E

SITE VISIT COMPLETED BY: RUSS GOSSEN

JOB OWNER: KATHY MEYER

MAIN CONTACTS

- CONTRACTOR/BUILDER:
 PLUMBER/ HVAC:
 ELECTRICIAN:
 CUSTOMER: JOEL GREGOZESKI 920-734-8599

CONTINGENCIES & COMMENTS:

DIGGERS HOTLINE REQUIRED

WE ENERGIES WILL RESTORE

WE ENERGIES WILL NOT HAUL SPOIL

CUSTOMER IS REQUIRED TO LOCATE ALL PRIVATE UNDERGROUND FACILITIES PRIOR TO INSTALLATION

WE ENERGIES IS NOT RESPONSIBLE FOR ROOT DAMAGE

CUSTOMER AWARE TRENCHING MAY SETTLE, RESTORATION IS REQUIRED

CUSTOMER HAS REVIEWED AND APPROVES SKETCH

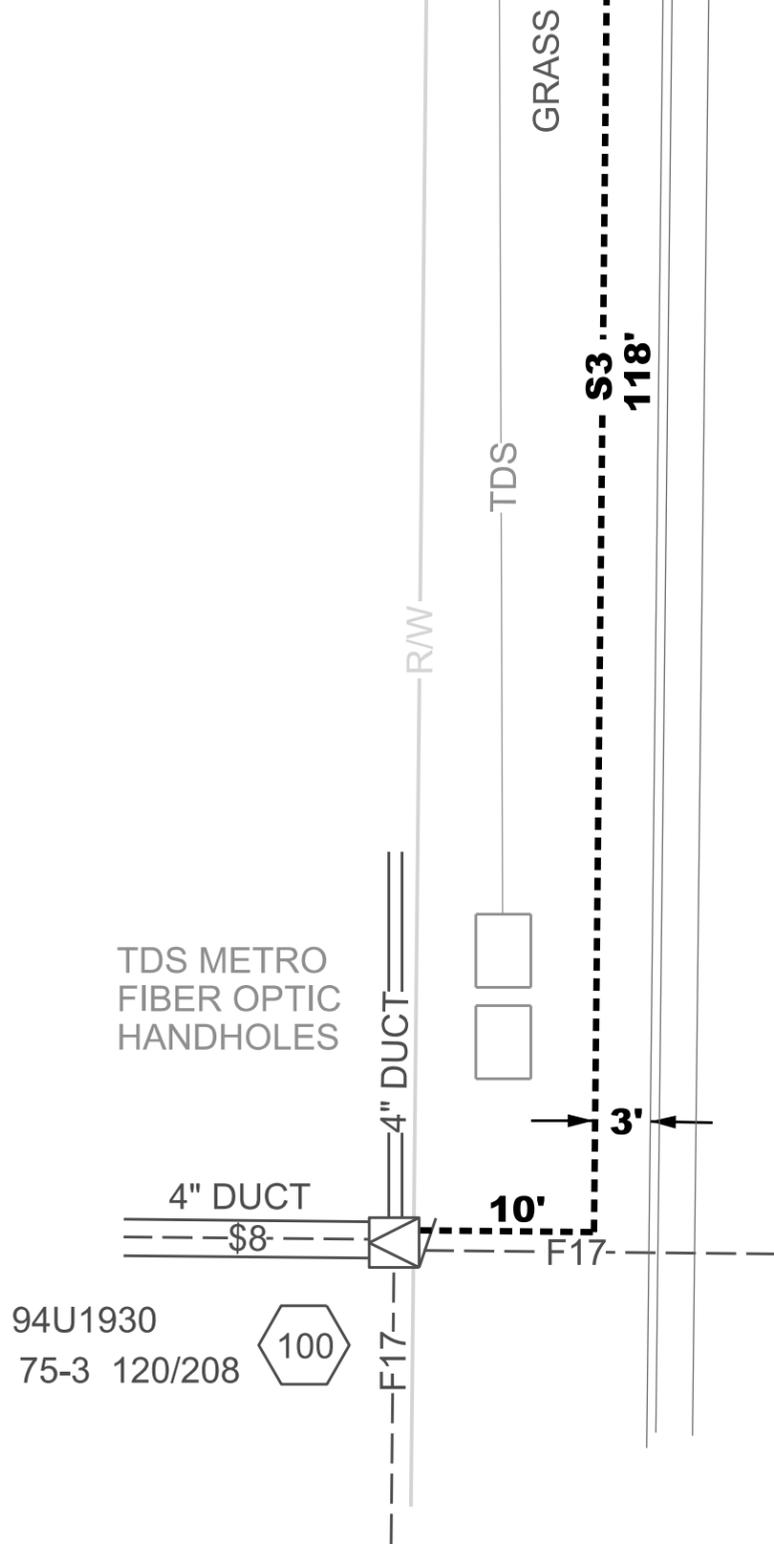
CUSTOMER'S SIGNATURE OF APPROVAL _____ *DATE* _____

EROSION CONTROL LEGEND

	APPROXIMATE BORE PIT LOCATION (WITH & WITHOUT PERIMETER CONTROL)
	INLET PROTECTION, TYPE A/B/C/D
	12" WATTLE or 12"/20" SEDIMENT LOG or 9.5"/20" EROSION EEL
	STONE DITCH CHECK
	SAND or ROCK BAG
	MULCH
	SOIL STABILIZER, TYPE B
	EROSION MAT CLASS I, TYPE A
	EROSION MAT CLASS I, TYPE B
	EROSION MAT CLASS I, TYPE A URBAN
	EROSION MAT CLASS I, TYPE B URBAN
	EROSION MAT CLASS II
	EROSION MAT CLASS III
	VEGETATIVE BUFFER
	TRACKING PAD
	TIMBER MAT
	SILT FENCE
	TEMPORARY SEDIMENT BASIN
	SURFACE WATER FLOW



WIRE KEY:
F17: 3 #2 AL 15 KV
\$8: 350 TXR
S3: #1/0 TXR
S: #6 DX



ELEC WR **WI 3923047**

GAS WR



SHEET 4

SHEET NO.
3 OF 5

WIRE KEY:
F17: 3 #2 AL 15 KV
\$8: 350 TXR
S3: #1/0 TXR
S: #6 DX

AT&T
HANDHOLE

AT&T

TWC

RAW

TDS

BORE
129' - S3

DELINEATED
WETLANDS
PER DAVEL
ENGINEERING

TOTAL SPAN S3 - 381'

130 **START BORE**

ENV 8, 27 * * *
BORE PIT

12' UTILITY
EASEMENT

5'

18'

GRASS

3'

120 **END BORE**

ENV 8, 27
BORE PIT

BANK
DRIVEWAY
(ASPHALT)

RAW

BORE
31 L.F. - S3

EISENHOWER DR.

29'

GRASS

3'

110 **START BORE**

ENV 8, 27
BORE PIT

SHEET 4

WI 3923047

ELEC WR

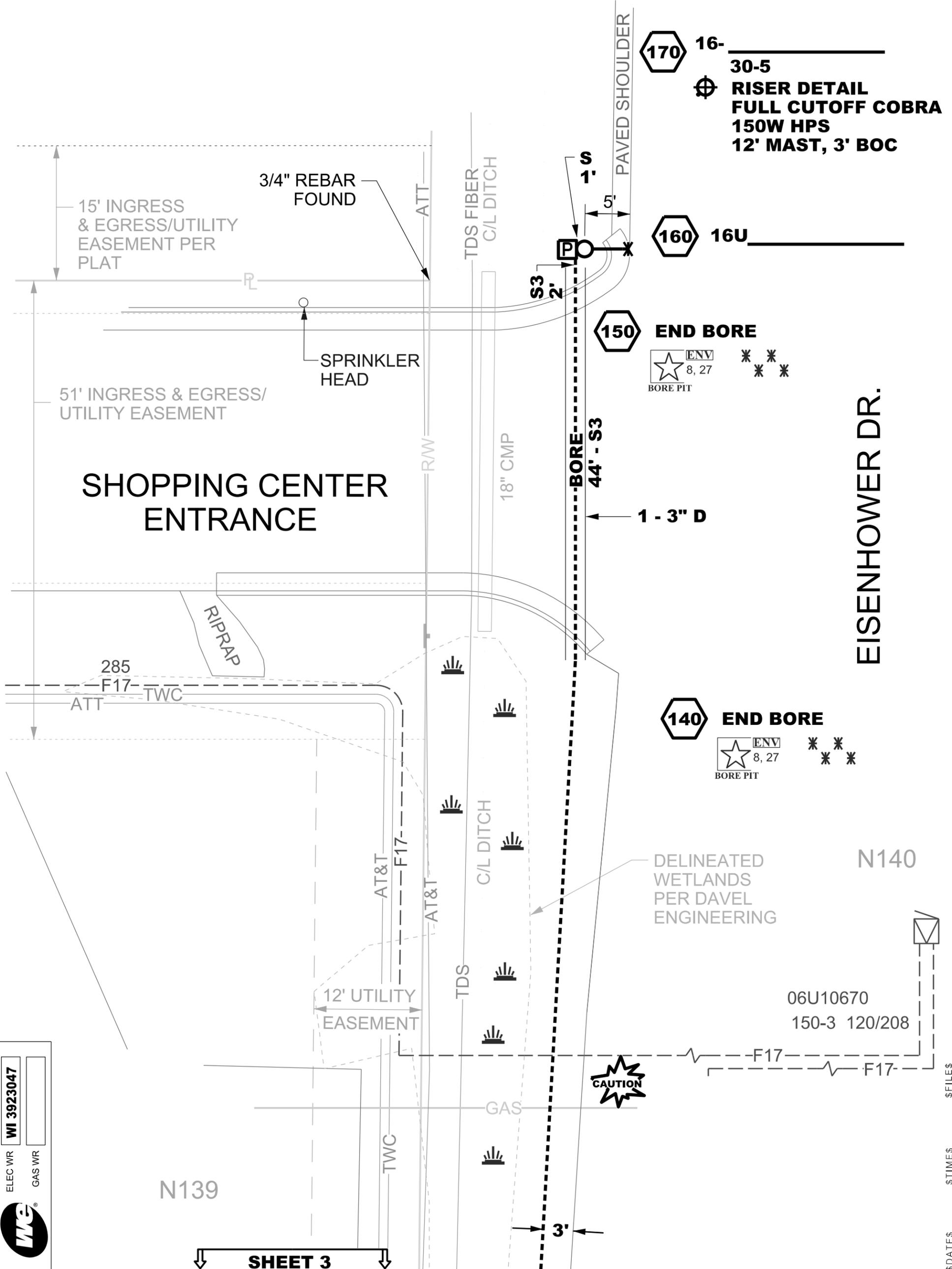
GAS WR



\$DATES \$TIMES \$FILES



WIRE KEY:
 F17: 3 #2 AL 15 KV
 \$8: 350 TXR
 S3: #1/0 TXR
 S: #6 DX



170 16- _____
 30-5
 RISER DETAIL
 FULL CUTOFF COBRA
 150W HPS
 12' MAST, 3' BOC

160 16U _____

150 END BORE
 ENV 8, 27
 BORE PIT * * *

140 END BORE
 ENV 8, 27
 BORE PIT * * *

EISENHOWER DR.

N140

06U10670
 150-3 120/208

ELEC WR WI 3923047
 GAS WR

SHEET 3



WE ENERGIES WORK REQUEST ENVIRONMENTAL NOTES

Notes #1 - #7 apply to ALL work requests:

General

1. If WDNR and/or USACE permits were obtained for the project, all permit conditions shall be met during construction of the project.

Erosion Control

2. If soil disturbance occurs on slopes or channels/ditches leading to wetlands or waterways, or within wetlands, the disturbed areas shall be stabilized and appropriate erosion control Best Management Practices (BMPs) shall be implemented.
3. Erosion control BMPs shall meet or exceed the approved WDNR Storm Water Management Technical Standards (http://dnr.wi.gov/topic/stormwater/standards/const_standards.html). Refer to We Energies' Construction Site Sediment and Erosion Control Standards.
4. Inspect installed erosion control BMPs at least one time per week and after ½-inch rain events; repair as necessary.
5. When temporary stabilization is required (e.g. for winter or short-term construction) prior to final restoration, soil stabilizer shall be installed wherever possible. Erosion mat shall be used temporarily only where appropriate, in accordance with state standards, and when approved by the Operations Supervisor.

Contaminated Soils

6. Whenever soil exhibiting obvious signs of contamination (e.g., discoloration, petroleum or solvent odor, free liquids other than water, buried containers or tanks, or other obvious signs of environmental impacts) is encountered during excavation or installation, cease work immediately, take appropriate immediate precautions to ensure worker health and safety, and contact the Operations Supervisor or Inspector.

Spills

7. If an oil spill occurs on during construction, call the Environmental Incident Response Team (EIRT) at (414) 430-3478:
 - a. Any quantity of oil is spilled into surface water;
 - b. Any oil spill greater than 50 ppm PCB into a sewer, vegetable garden, or grazing land;
 - c. Any oil spill containing greater than 500 ppm PCB;
 - d. Five gallons or more of oil spilled to the ground;
 - e. Any oil spill involving a police department, fire department, DNR, or concerned property owner.

Notes #8 - #27 apply as noted at specific points within each work request:

Dewatering

8. Dewatering of pits or trenches shall be done in accordance with state standards. Use an approved sediment bag, a straw bale dewatering basin, a combination of both, or equivalent.

Wetlands

9. As much as practicable, the majority of the work shall be staged from the public roadways and road shoulders, keeping equipment out of adjacent wetlands.
10. All work shall be conducted to minimize soil disturbance. No rutting will be allowed within the wetlands.
11. If soils are not frozen or stable to a point that avoids rutting, timber mats, mud tracks, or equivalent shall be utilized to access pole locations.
12. Excavated soils cannot be stockpiled in wetlands.

13. All excess spoils shall be removed from wetlands and placed in a suitable upland location.
14. Trenching and pit excavations within wetlands shall include soil segregation to facilitate restoration of pre-construction soil stratification, and restoration to pre-construction elevations.
15. Poles scheduled to be removed, and that occur within wetland, shall be cut at the ground surface.

Waterways

16. No work can be performed within the banks or below the ordinary high watermark of any navigable waterways/streams.
17. No crossing of navigable waterways with equipment can occur. Foot traffic is allowed.
18. Any disturbed soil within 75-feet of the ordinary high water mark of any navigable waterways/streams shall be stabilized within 24 hours of construction completion.

Threatened and Endangered Species

19. Threatened or endangered species are known to occur in the work area. It is illegal to harass, harm, or kill a protected species under state and federal regulations. Proper precautions shall be taken to ensure harm to individuals is avoided.
20. In order to protect the threatened or endangered species, work must be conducted between November 5 and March 15.
21. Exclusion fencing must be installed at the work area prior to March 15.
22. A qualified biologist must be present when conducting work at this location.

Invasive Species

23. State regulated invasive species are known to occur in the work area. Reasonable precautions are legally required to prevent the spread of these species. The Wisconsin Council on Forestry Transportation and Utility Rights-of Way Best Management Practices should be followed: (<http://council.wisconsinforestry.org/invasives/transportation/>).

Cultural and Historical Resources, cont.

24. The project is within or adjacent to an area that is identified by the State of Wisconsin as potentially having Native American artifacts, burial mounds or burial sites, which could be encountered during construction.
25. If human bone or any artifacts are discovered during construction, work must cease immediately. Contact the Environmental Department who will contact the State Burial Sites Preservation Office and determine the next steps that must be taken in order to comply with state law. Work at that site MAY NOT PROCEED until the Environmental Department authorizes it.
26. A "qualified archaeologist," as specified under Wis. Stats 157.70 (1) (i) and Wis. Admin. Code HS 2.04 (6), must be present to monitor all ground disturbing activities.

Frac-out Contingency Plan

27. A frac-out contingency plan shall be on-site and implemented accordingly. The contingency plan shall incorporate the following components.
 - a. Continuously inspect the bore paths for frac-outs in order to respond quickly and appropriately.
 - b. Containment materials (e.g. silt fence, straw bales, sand bags, etc.) shall be on site and available should a frac-out occur.
 - c. A vac truck shall be accessible on short notice in order to respond quickly to a frac-out.

TOWN BOARD MEETING:

May 17, 2016

AGENDA ITEM #: 10h

ACTION TYPE:

Legislative 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: May 11, 2016
RE: **Resolution 2016-02 – Creating Heart of the Valley Prevention Partnership**

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

SUMMARY: The Town Board approved an allocation of \$694 toward the Heart of the Valley Prevention Partnership in March 2016. As a funding partner, the Town of Buchanan is eligible to be represented on the Prevention Partnership Board. Resolution 2016-02 provides the formal framework to create and establish Town eligibility in the Heart of the Valley Prevention Partnership. If the resolution is approved, the Town should appoint a member of the community to represent the Town of Buchanan.

POLICY/PLAN REFERENCE(S): NONE

FISCAL IMPACT: NONE

JDG

###

Attachments:

- 1. Resolution 2016-02 Creating the Heart of the Valley Prevention Partnership Board**

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.*

RESOLUTION NO. 2016-02

RESOLUTION CREATING HEART OF THE VALLEY PREVENTION PARTNERSHIP BOARD

WHEREAS, the Villages of Kimberly, Combined Locks, Harrison and Towns of Buchanan and Harrison have been requested to consider establishing a joint alcohol, drug and other abuse prevention board, to be known as the Heart of the Valley Prevention Partnership (HOVPP), to provide community awareness and education in all areas of alcohol & drug abuse and other risky behaviors; and

WHEREAS, alcohol and drug abuse, and other risky behaviors are a serious health issue requiring community interest and action so that all residents may develop an informed attitude toward potentially devastating results of substance abuse and addictions; and

WHEREAS, each respective community may have previously created a similar Board, but the HOVPP will be superseding and replacing any such Board.

NOW THEREFORE, BE IT RESOLVED, the Village Boards of Kimberly, Combined Locks, Harrison and Town Boards of Buchanan and Harrison hereby establish the Heart of the Valley Prevention Partnership Board:

- a) Organization. The HOVPP Board will consist of up to eleven (11) members serving one (1) year terms as follows: two (2) student members from the Kimberly Area School District, one (1) faculty member of the Kimberly Area School District, one (1) member from each of the other member organizations, and up to four (4) members at large depending on level of interest, knowledge, experience, etc.
- b) Officers.
 1. Chair. The Chair creates and sends out the agenda, reviews the minutes, runs meetings, and coordinates the overall organizational effort to meet the established goals.
 2. Vice-Chair. The Vice-Chair assists the Chair in their duties as assigned, fulfills all of the duties of Chair in their absence, and does follow up to ensure previously assigned tasks are carried out.
 3. Secretary. The Secretary takes and formally prepares minutes and disseminates minutes, treasurer's reports, and other information.
- c) Elections. Elections for Officers will occur at the HOVPP Board's annual meeting each August, nominations for Chair, Vice-Chair, and Secretary will be taken and voted on by the HOVPP Board. Officer positions will be for one (1) year terms.
- d) Powers and Duties.

1. The HOVPP Board may establish such rules for the conduct of its affairs as it deems necessary for determining the time and location of HOVPP Board meetings, the transaction of business at such meetings, providing notice of meetings as required by Wisconsin open meeting laws, formation of subcommittees and any other appropriate matters.
 2. The HOVPP Board may take such action as it deems appropriate to educate the public, and disseminate information, relating to the problems created as the result of the substance and other abuse, and to develop such public information programs as may be deemed necessary in relation thereto.
 3. The HOVPP Board shall make recommendations to the municipal boards in matters involving legislation and policy relating to the prevention of substance and other abuse.
- e) Budget. The municipal boards may appropriate such funds as it deems available and necessary to permit the HOVPP Board to carry out its duties. The HOVPP Board shall annually, at the time of general municipal budget preparations, submit its budget requests to the various municipal boards for consideration. Any funds which are appropriated hereunder by the municipal boards shall be administered by the HOVPP Board which shall annually report expenditures to the municipal boards. In the event the HOVPP Board received funding from any other source, such funds may be managed and expended under the direction of the HOVPP Board.
- f) Finance. The Town of Buchanan has volunteered and will be the fiscal manager of HOVPP funds. Such funds will be audited on an annual basis as part of the Town of Buchanan's financial process. The Town of Buchanan will provide financial reports at each HOVPP meeting plus an annual report for municipal boards.
- g) Compensation. The members of the HOVPP Board shall serve without compensation. Reimbursement for expenses of the HOVPP Board members shall be at the discretion of the HOVPP Board and shall not exceed the total amount budgeted.

This Resolution shall take effect the day after passage and publication according to law.

Adopted this the _____ day of _____, ____.

Mark McAndrews, Town Chairperson

ATTEST:

Joel Gregozeski, Administrator/Clerk

Motion to Approve/Deny Resolution 2016-02 made by: _____ / _____

Votes:

Title	Name	Aye	Nay	Other
Supervisor I	Lawrence			
Supervisor II	Reinke			
Supervisor III	Kavanaugh			
Supervisor IV	Walsh			
Chairperson	McAndrews			

Posted: _____, 2016



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: May 11, 2016
RE: **Resolution 2016-03 – Transferring Funds from Fire/EMS Communication Fund to Contingency Fund**

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

SUMMARY: Public safety agencies throughout Outagamie County upgraded their radio systems in 2013. The Town of Buchanan established a special segregated fund for purchases required as part of the radio project. All necessary capital purchases are complete and the final balance of the Fire/EMS Communications Fund can be reallocated. Passage of Resolution 2016-03 will transfer the remaining balance to the Town's Contingency Fund and close the Fire/EMS Communications Fund.

POLICY/PLAN REFERENCE(S): NONE

FISCAL IMPACT: NONE

JDG

###

Attachments:

- 1. Resolution 2016-03 Transferring Funds from Fire/EMS Communication Fund to Contingency Fund**

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.

RESOLUTION NO. 2016-03

**RESOLUTION TRANSFERRING FUNDS FROM FIRE/EMS
COMMUNICATION FUND TO CONTINGENCY FUND**

BE IT HEREBY RESOLVED, by at least a two-thirds majority vote of the entire membership of the Town Board of the Town of Buchanan that:

The entire remaining balance of the Fire/EMS Communication Fund, a sum in excess of \$3,057.41, is hereby uncommitted for such purposes and transferred from the Fire/EMS Communications Fund to the Contingency Fund.

This Resolution shall take effect the day after passage and publication according to law.

Adopted this the _____ day of _____, ____.

Mark McAndrews, Town Chairperson

ATTEST:

Joel Gregozeski, Administrator/Clerk

Motion to Approve/Deny Resolution 2016-03 made by: _____ / _____

Votes:

Title	Name	Aye	Nay	Other
Supervisor I	Lawrence			
Supervisor II	Reinke			
Supervisor III	Kavanaugh			
Supervisor IV	Walsh			
Chairperson	McAndrews			

Posted: _____, 2016

TOWN BOARD MEETING:

May 17, 2016

AGENDA ITEM #: 10j

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: May 12, 2016
RE: **Fireworks Sales Permit – Festival Foods Parking Lot**

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 sale permits for special community events and other public occasions.

William F. Baker, on behalf of Lamb Enterprises, LLC is seeking a fireworks sales permit at Festival Foods Parking Lot for June 23 to July 5, 2016.

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Municipal Code: Chapter §294-2 – Fireworks Sale and Discharge.

FISCAL IMPACT: NONE

JDG

###

Attachments:

1. **Fireworks User Permit Application – William F. Baker, DBA Lamb Enterprises, LLC**

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 User Permit



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

All fireworks user permits are regulated per Wis. Stat. Chapter 167 and the Town of Buchanan Municipal Code, Chapter 294. This application must be received by the Town not less than 30 days prior to the requested date of use of fireworks.

Permit Applicant: William F. BAKER
LAMB ENTERPRISES LLC Phone Number: 920 360 7098

Applicant Address: 714 S. MELCORN CIRCLE De PERE WI 54115

Time of day at which display is to be held: BUSINESS HOURS
8AM TO 9PM DAILY (No later than Midnight)

The exact address/ location planned for display: Festival Foods W3195 VAN ROY RD APPLETON WI
JUNE 23 TO JULY 5th 2016 54915

Date fireworks may be purchased: _____ Date of actual display: _____

Describe applicant experience and precautions to be exercised for protection of lives and property :

CLASS C FIREWORKS SALES
20x40 TENT WITH 8x16 METAL POOL FESTIVAL FOODS PARKING LOT
LAMB ENTERPRISES HAVE BEEN SELLING FIREWORKS SINCE 1987.
WE ALWAYS HAVE ON PREMISE, NO SMOKING SIGNS & FIRE EXTINGUISHERS.
WE ALSO HAVE A 2 MILLION DOLLAR INSURANCE POLICY.
FESTIVAL FOODS CONTACT DEAN BRACKMAN 920 968 2200

Address and location fireworks will be stored at: Festival Foods
W3195 VAN ROY RD APPLETON WI 54915

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.

William F. Baker
Signature of Permit Applicant

MAY 11 2016
Date Signed

Witness

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.
- License Fee paid.
- Approved insurance policy of \$1,000,000 posted with Town Administrator/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 code. 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 and the Outagamie County Sheriff's Department/Buchanan Deputies at least 2 days before the date of authorized use.