



*"In the Spirit of Town Government"*

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**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  
Posted May 19, 2016

Motion to approve by: Walsh/Kavanaugh

Vote: 5 to 0

Dated: 5/17/2016