



*"In the Spirit of Town Government"*

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI  
MINUTES OF THE TOWN BOARD MEETING  
TUESDAY, MAY 17, 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, and Plan Commission Chairperson Jerry Wallenfang. Other members of the public were also in attendance.
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.

Kavanaugh questioned the paycheck amounts for Lisa Van Schyndel at \$524 and \$415. Kavanaugh questioned why those two checks were made to Van Schyndel. Gregozeski stated she performed hours worked over four weeks of time. Kavanaugh questioned why she is working that many hours. Gregozeski stated other officers including Van Schyndel are performing work to handle tasks in the Department. Kavanaugh opined that the amount was too high. Interim Chief Cameron stated that Lisa Van Schyndel is assisting him in making sure the reporting functions of the Department are being completed and managed. Treasurer Sieracki indicated the payment to Van Schyndel included three pay periods.

*Motion by Walsh/Reinke to approve all items as provided in the consent agenda withholding approval for the operator's license applicants Alexander Bricco and Steven Uphold. Motion carried 5 to 0 by voice vote.*

5. **PUBLIC COMMENT FORUM: The following individuals spoke during public comment.**
  - a). Bradley Schinke – State Assembly District 3 candidate. He stated he is a long-time resident of the area and a current owner of a local small business. He stated his campaign will be focused on providing local control back to municipalities and resources from the State of Wisconsin.
6. **PRESENTATIONS: NONE**
7. **ROUTINE REPORTS:**
  - a). Law Enforcement – Update/Monthly 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 officer involved in an accident is recovering. Supervisor Lawrence requested a stop sign be placed on Emons Road. Gregozeski noted that stop signs rarely slow traffic, often times if unnecessarily placed causing additional traffic enforcement problems. Gregozeski noted that most Town roads are local traffic and the individuals who complain about speeding are often the individuals speeding themselves. Gregozeski noted that law enforcement has been conducting added speed enforcement along roads like Emons. Gregozeski stated that additional education and engineering is required to effectively calm traffic speeds. Walsh stated that when Emons Road is reconstructed efforts should be made in the design of the street to calm traffic.
  - 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 year-to-date 2016.
  - c). Town Administrator – Update/Monthly Report on Administrative Activities (Gregozeski).
    - i. Update on Annual Town Performance Survey: Gregozeski reviewed the results of the Town's performance survey. Gregozeski stated the majority of respondents were over the age of 45, with no children living at home. He noted a strong interest in the Town securing a yard waste site. He also

noted that low scores for road and roadside ditch maintenance were prevalent. Gregozeski noted residents felt the communication was good through both print and electronic media. Gregozeski stated he has reached out to Combined Locks and Harrison about sharing yard waste facilities.

- ii. Update on Fire Chief Position/Recruitment: Gregozeski stated one application has been received. He noted several potential applicants found the training and certification requirements difficult to acquire. He requested the Board consider making the additional certification requirements a preference rather than a requirement. The Board provided unanimous consensus on changing the requirements to preferences to encourage additional applications.
- iii. Update on 2016 Key Projects: Gregozeski provided a review of the key projects for 2016. He noted the replacement of Rescue Vehicle 2373 has not begun.
- iv. Update on Security Enhancements to Town Hall / Administrative Offices: Gregozeski stated that he has met and discussed installation of security cameras, access control systems and bullet resistant glass. He noted he is discussing other options with Cedar Corporation and whether a full remodel is more appropriate than retrofitting existing office areas.
- v. Darboy Sanitary District Water Tower Painting Project: Gregozeski stated the Village of Harrison has expressed interest in having the Village's name painted on the water tower located on County Road KK. Gregozeski stated the Darboy Sanitary District is planning to repaint the tower this year as part of a routine maintenance project. Gregozeski asked the Town Board if they would like to have the Town of Buchanan painted on the tower as well or what preference the Town Board has. The Board through unanimous consensus agreed to leave the existing lettering, Darboy USA on the tower and not add the two community's names.
- vi. 2017 Fiscal Year Budget – Discussion on budget goals, expectations, and parameters including key targets such as tax rate, tax levy and general obligation debt: Gregozeski reviewed the 2017 budget calendar. He noted several key target dates. Gregozeski requested the Board provide feedback on any key budget targets. The Board did not provide any key targets. Supervisor Reinke requested budget figures for a yard waste site or additional yard waste services.

#### **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: Plan Commission Chair Wallenfang provided an overview of the proposed CSM. The Town Board reviewed and discussed the application.

*Motion by Kavanaugh/Reinke to approve the application for CSM (#2016-01) as presented. Motion carried unanimously by voice vote.*

- 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: Plan Commission Chair Wallenfang provided an overview of the proposed Site Plan. The Town Board reviewed and discussed the application.

*Motion by Reinke/Walsh to approve the application for Site Plan (#2016-01) as presented. Motion carried unanimously by voice vote.*

- c). Street Vacation Request: Part of Heartland Court – For Approval/Denial: Plan Commission Chair Wallenfang provided overview of the proposed partial street vacation. Gregozeski noted this is tied to the CSM previously approved under 8a.

*Motion by Walsh/Reinke to approve the Street Vacation Request: Part of Heartland Court as presented. Motion carried unanimously by voice vote.*

- 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: Plan Commission Chair Wallenfang provided an introduction to the proposed conditional use permit. Dave Schmalz from McMahon provided an overview of the request to fill within the mapped floodplain stating this application was previously approved by the Town in 2002 but has since expired.

*Motion by Walsh/Reinke to approve the Conditional Use Permit Application for Cheryl Wuyts as presented. Motion carried unanimously by voice vote.*

**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:

*Motion by Kavanaugh/Lawrence to approve the Business Liquor License Renewals for the period July 1, 2016 through June 30, 2017 as presented. Motion carried unanimously by voice vote.*

- b). CTH ZZ/Haas Road Reconstruction & Jurisdictional Transfer (Kavanaugh) – For Discussion & Possible Action:

*Motion by Kavanaugh/Lawrence to suspend the rules and allow the public to speak on this topic. Motion carried unanimously by voice vote.*

Charles Haven, W914 County Road ZZ – Stated several people were opposed to closing the existing ZZ/Z intersection. Does not see the current intersection as a safety issue, stating it was a low speed intersection. Is concerned the proposed intersection at Haas Road and County Road Z.

Mark Andrews, W926 County Road ZZ – Lived at current residence for 25 years. Stated the road on the hill was repaired only once over the past 25 years. Opined the road realignment will make it a speedway; decreasing safety. Concerned about right of way acquisition. Concerned about truck traffic moving closer to existing homes. Concerned about losing several yard trees as part of the project. Requested the Town’s support in reducing the impacts of the full County ZZ project.

Lisa Van Schyndel, N260 Woodly Road – Concerned about safety of the existing roadway. Stating that motorcycle accidents are high along with off road incidents related to steep embankments. Lived near ZZ for 25 years. Is concerned about safety at the existing ZZ/Z intersection.

*Motion by Kavanaugh/Reinke to bring CTH ZZ/Haas Road Reconstruction and Jurisdictional Transfer and Intergovernmental Agreement for review and possible rescind.*

*The Board discussed the motion including what items should be considered in the review and why or why not to rescind. Gregozeski stated the review could be based on the terms of the agreement or the project as a whole.*

*Motion passed 4 to 1 by voice vote. McAndrews dissenting.*

- c). Re-Appointment of Mary Van Wychen & Jon Lamers (3-year terms) to Plan Commission (McAndrews) – For Approval/Denial.

*Motion by Walsh/Reinke Re-Appointment of Mary Van Wychen & Jon Lamers (3-year terms) to Plan Commission. Motion carried unanimously by voice vote.*

- d). Re-Appointment of Jerry Wallenfang and Al Lamers (1-year term) to the Board of Review (McAndrews) – For Approval/Denial.

*Motion by Walsh/Lawrence Re-Appointment of Jerry Wallenfang and Al Lamers (1-year term) to the Board of Review. Motion carried unanimously by voice vote.*

- e). Re-Appointment of Town Administrator Joel Gregozeski (1-year term) to the Fox Cities Transit Commission (McAndrews) – For Approval/Denial.

*Motion by Kavanaugh/Lawrence to appoint Town Administrator Joel Gregozeski to the Fox Cities Transit Commission. Motion carried unanimously by voice vote.*

- f). Appointments to Town Public Safety Ad-Hoc Committee (Gregozeski) – For Discussion and Possible Action.

*Motion by Walsh/Reinke to appoint Mark McAndrews, Karen Lawrence, Dennis Berg, Lisa Van Schyndel and Jeff Hooyman to the Town Public Safety Ad-Hoc Committee. Motion carried unanimously by voice vote.*

- g). Request for Street Light along Eisenhower Drive, Approximately 525 Feet North of County Road KK (Calumet Street) – For Approval/Denial: Gregozeski reviewed the request and cost proposal to install a street light approximately 525 feet north of County Road KK along Eisenhower Drive. The Town Board reviewed and discussed the proposal.

*Motion by Walsh/Lawrence to approve the proposal from WE Energies to install a street light along Eisenhower Drive as presented. Motion carried unanimously by voice vote.*

- h). Resolution 2016-02: Resolution Creating the Heart of the Valley Prevention Partnership Board (Gregozeski) – For Discussion and Possible Action: Gregozeski noted the Town Board approved funding the Heart of the Valley Prevention Partnership for 2016 valued at \$694. Gregozeski noted as a funding partner, the Town may adopt a resolution creating the Heart of the Valley Prevention Partnership Board and appointing a Town representative to the Board. The Town Board discussed and reviewed the resolution. McAndrews stated he does not believe this to be a function of Town government. Walsh agreed with McAndrews.

*Motion by Lawrence/Reinke to approve Resolution 2016-02: Creating the Heart of the Valley Prevention Partnership Board. Motion passed 3 to 2 by voice vote. McAndrews and Walsh dissenting.*

- i). Resolution 2016-03: Resolution Transferring Funds from Fire/EMS Communication Fund to Contingency Fund (Gregozeski) – For Discussion and Possible Action:

*Motion by Kavanaugh/Lawrence to approve Resolution 2016-03: Resolution Transferring Funds from Fire/EMS Communication Fund to Contingency Fund. Motion passed unanimously by voice vote.*

- 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: The Board reviewed and discussed the application for fireworks sales. Interim Chief Cameron stated the seller would only be able to sell fireworks allowed under State Statutes.

*Motion by Kavanaugh/Reinke to approve the Fireworks Sellers Permit, Applicant: William F. Baker, DBA Lamb Enterprises LLC, Location: Festival Foods Parking Lot; For June 23 to July 5, 2016. Motion passed unanimously by voice vote.*

- k). Recognition of Town Staff for Town Hall Incident occurring on March 15, 2016 (Lawrence) – For Discussion and Possible Action: Supervisor Lawrence wanted to recognize and show her appreciation to the Town Hall staff for the shooting incident occurring on March 15, 2016. She stated she wanted the Town to provide some form of monetary recognition.

*Motion by Lawrence/Kavanaugh to provide \$100 toward the Town Hall staff who were present on the day of March 15, 2016. Motion passed unanimously by voice vote.*

**11. CLOSED SESSION: NONE**

**12. FUTURE AGENDA ITEMS: CTH ZZ/Haas Road Reconstruction & Jurisdictional Transfer.**

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

Joel Gregozeski, Administrator/Clerk  
Posted: July 15, 2016

Motion to approve by: Walsh/Kavanaugh      Date: 6/21/2016      Carried 5 to 0.