



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
NOTICE OF THE TOWN BOARD MEETING
TUESDAY, AUGUST 16, 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 July 19, 2016 Town Board Meeting.
- b). Approval of July 2016 Treasurer Report & Approve Bills.
- c). Operator's Licenses 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:

- a). Fox Cities Chamber of Commerce – Regional Partnership Presentation and 2016 Update, Mr. Manny Vasquez.

7. PUBLIC HEARING (7:00 P.M.):

- a). Public Hearing to discuss a proposed action to commence discontinuance of the following described Town road initiated by introduction of resolution of the Town Board of the Town of Buchanan under s. 66.1003(4), Wisc. Stats. Specifically that a portion of Heartland Court in Creekview Acres Plat and legally described on Exhibit "A" to the public hearing notice.

- i. Town Board Action Following the Public Hearing.

8. PLAN COMMISSION ITEMS FOR DISCUSSION & POSSIBLE ACTION:

- a). Application for CSM (CSM #2016-03); Applicants: Dave Schmalz, McMahon Associates on behalf of Eric Welhouse; Parcel ID 030053001 & 030070501; Certified Survey Map creating 3 lots. – For Approval/Denial.
- b). Application for Conditional Use Permit: Applicants: Devon Englebretson, Cypress Homes on behalf of Abby & Aaron Swaagman; Single Family Home, Fill and Grading within Shoreland Zoning District. Parcel ID: 030248000 Lot 8, God's Goodness Estates. (Jacob Ct) – For Approval/Denial.
- c). Custom Municipal Banners Project Authorization (Van Roy Road) – For Approval/Denial.
- d). Revision to Town Logo – For Approval/Denial.

9. ROUTINE REPORTS:

- a). Law Enforcement – Update/Monthly Report on Town Law Enforcement Activities.
- b). Fire, EMS & Emergency Management – Update/Monthly Report on Fire, EMS & Emergency Management Activities.
- c). Town Administrator – Update/Monthly Report on Administrative Activities.
 - i. Update on 2016 Key Projects.
 - 1. A16 Pay Request #1 & Change Order #1
 - ii. Update on 2017 Fiscal Year Budget & 5-Year CIP Process.
 - iii. Update Emons Road Speed & Safety Study
 - iv. Update Kebe Court Drainage Review
 - v. Master Town Contracts List

10. UNFINISHED BUSINESS FOR DISCUSSION & POSSIBLE ACTION: NONE

11. NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION:

- a). Class B Beer and Reserve “Class B” Liquor Combination License, August 17, 2016-June 30, 2017, William Xiong, Four Seasons Bar & Banquet Hall, N192 Stoney Brook Road (Gregozeski) – For Approval/Denial.
- b). Amendment to CTH ZZ/Haas Road Reconstruction & Jurisdictional Transfer Agreement with Outagamie County (Gregozeski) – For Discussion & Possible Action.
- c). Appointment of Bruce Corning to Darboy Joint Sanitary District No. 1 Commission replacing Maurice Brockman for remainder of term expiring May 2021. – For Approval/Denial.
- d). Website Upgrade Project & Funding Allocation (Gregozeski) – For Approval/Denial.
- e). Legal Services Request for Proposals (Gregozeski) – For Approval/Denial.

12. CLOSED SESSION:

- a). Pursuant to section 19.85(1)(e) of the Wisconsin State Statutes: Deliberating or negotiating the purchase of public property, investment of public funds, or conducting other specified public business when competitive or bargaining reasons require a closed session. Law Enforcement Services Contract.
AND
- b). Pursuant to Wis. Stat. sec. 19.85(1)(g) for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, more specifically concerning the MasterLube, Inc V Town of Buchanan, Outagamie County Case No. 15 CV 67.
AND
- c). Pursuant to section 19.85(1)(c) of the Wisconsin State Statutes: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Annual Review of Performance, Compensation, Benefit and Employment for Specific Town Employees.

Reconvene to Open Session: Possible Town Board Action on Items Discussed in Closed Session.

13. 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.

14. ADJOURNMENT

Joel Gregozeski, Administrator/Clerk
Posted: August 11, 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, JULY 19, 2016 AT 6:30 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 6:30 p.m.
2. **PLEDGE OF ALLEGIANCE**– Pledge recited.
3. **ROLL CALL & VERIFY PUBLIC NOTICE** - Public notice verified. Board members present – McAndrews, Lawrence (6:55 p.m.), Reinke (via telephone), Kavanaugh (7:47 p.m.) and Walsh. Town officials present – Administrator/Clerk Gregozeski, Town Attorney Cornett, Treasurer/Deputy Clerk Sieracki, Fire Chief Mohr, and Plan Commission Chairperson Jerry Wallenfang. Other members of the public were also in attendance.
4. **CLOSED SESSION:** Pursuant to Wis. Stat. sec. 19.85(1)(g) for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, more specifically concerning the MasterLube, Inc V Town of Buchanan, Outagamie County Case No. 15 CV 67.

Motion by Walsh/McAndrews at 6:31 p.m. to enter into closed session pursuant to Wis. Stat. sec. 19.85(1)(g) for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, more specifically concerning the MasterLube, Inc V Town of Buchanan, Outagamie County Case No. 15 CV 67. Roll call vote: Reinke, aye; McAndrews, aye; Walsh, aye. Motion carried.

- i. Reconvene to Open Session: Town Board action following the closed session: *Motion by Walsh/Reinke to reconvene into open session at 6:47 p.m. Roll call vote: Reinke, aye; McAndrews, aye; Walsh, aye. Motion carried. No formal action taken following closed session.*

McAndrews calls for a recess until 7:00 p.m.

5. **CONSENT AGENDA**
 - a). Approval of the Minutes of June 21, 2016 Town Board Meeting.
 - b). Approval of June 2016 Treasurer Report & Approve Bills.
 - c). Operator's Licenses with No Applicable Violations per Town Policy.
 - d). Application for Temporary Class "B"/"Class B" Retailer's License, Holy Spirit Parish Picnic, August 21, 2016.

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

6. **PUBLIC COMMENT FORUM: The following individual spoke during public comment:**

- Eric Schultz, W2673 Ruby Court: Stated he has concerns about fireworks being displayed within the Town of Buchanan. Has concerns about the volume of fireworks being launched for two weeks before and two weeks after the Fourth of July. Stated fireworks were launched during the week as late as 11:00 p.m. Stated he has concerns about veterans who suffer from PTSD. Opined the number of fireworks and the duration can cause issues for PTSD. Stated the Town should invest in public education to inform the public of the rules and PTSD.

7. **PRESENTATIONS: NONE**

8. PUBLIC HEARING (7:00 P.M.):

- a). Application for Rezoning (Z-2016-02): N121 County Road N, Parcel number 030059500, .96 acre. Town of Buchanan, Outagamie County, Wisconsin. Michael R. Wagner, Applicant. Single-Family Residential (RSF) to Local Commercial (CL): Gregozeski read the public hearing notice. Chairperson McAndrews opened the public hearing at 7:33 p.m. McAndrews called for comments from the public. The following individuals spoke on this item:
 - o Michael Wagner spoke in favor of the application. Wagner stated he is looking to develop a small professional office building in the location in the future. Wagner noted the land has a future zoning use of local commercial.

Recognizing no other individuals interested to speak on the issue, McAndrews closed the public hearing at 7:38 p.m.

9. PLAN COMMISSION ITEMS FOR DISCUSSION & POSSIBLE ACTION:

- a). Application for Rezoning (Z-2016-02): N121 County Road N, Parcel number 030059500, .96 acre. Town of Buchanan, Outagamie County, Wisconsin. Michael R. Wagner, Applicant. Single-Family Residential (RSF) to Local Commercial (CL). – For Approval/Denial:

Motion by Walsh/Lawrence to approve rezoning Z-2016-02; N121 County Road N, Parcel number 030059500, .96 acre. Town of Buchanan, Outagamie County, Wisconsin. Michael R. Wagner, Applicant. Single-Family Residential (RSF) to Local Commercial (CL). Motion carried 5 to 0 by voice vote.

- b). Application for CSM (CSM #2016-02): Applicants: Steve Paalman on behalf of Robert & Audra Schuessler; Parcel ID 030016001; Certified Survey Map creating 1 lot. – For Approval/Denial: Wallenfang introduced the item and stated the Plan Commission recommended approval of CSM #2016-02 at their July 11, 2016 meeting. The Board reviewed and discussed the proposed CSM.

Motion by Lawrence/Kavanaugh to approve CSM 2016-02 as presented. Motion carried 5 to 0 by voice vote.

10. ROUTINE REPORTS:

- a). Law Enforcement – Update/Quarterly Report on Town Law Enforcement Activities: Gregozeski presented the quarterly report for law enforcement activities. He noted increased speed/traffic patrol and crime prevention activities by Deputy Van Handel.
- b). Fire, EMS & Emergency Management – Update/Monthly Report on Fire, EMS & Emergency Management Activities: Chief Mohr provided a brief report of Department activities.
- c). Town Engineer – Update/Quarterly Report on Town Engineer Activities.
 - i. Update on Contract A15/B15 – Springfield Drive: Majkowski noted warranty repairs for B15 were complete. He noted warranty repairs for A15 are still progressing. He noted a landscape company will be subcontracted by McKeefry to finalize the flowline and ditch repairs. He stated a temporary drain pipe will be installed to help dry the area to allow for the installation of sod and seed and mulch.
 - ii. Update on Contract A16 – Paving & Drainage Improvements: Majkowski stated the A16 contract will begin on July 11th along Mapleridge Drive. Work will continue within the project areas through August.
 - iii. Drainage Concern #2016-07 – Kebe Court: Majkowski provided an overview of drainage concern 2016-07. Gregozeski stated this item was previously presented to the Town in 2008 and 2010; according to the survey work performed in 2016, little has changed or improved. Majkowski presented a report drafted for Town Board consideration in 2010. He stated several alternatives were presented and are still relevant today. He noted the cost estimates would need to be revised and reflect today's costs. Gregozeski requested Board direction on whether the Town become involved in the project or do the adjacent property owners take responsibility for the repairs.

Motion by Walsh/Kavanaugh to suspend the rules of order and allow the public to speak on Drainage Concern #2016-07. Motion carried 5 to 0 by voice vote.

- Scott Boreson, W2828 Kebe Court: Stated the area has never drained from the time of construction.
- Chuck Ruys, W2835 Kebe Court: Stated his property does not have drainage issues, however has noticed how other neighbors have made alterations which have caused problems. Opined

the drainage easement needs to be regraded and a more direct path to the adjacent detention pond.

- Sandy Rutherford Steffens, Stated nothing was wrong with the drainage until development in the area occurred. Stated her ditch is always wet and got stuck mowing the lawn. Also stated her culvert is a speed bump in the driveway apron.
- Sherry Boreson, W2828 Kebe Court: The area within the drainage easement has been built up and does not allow proper drainage. Stated she does not support special assessments.
- George Mongin, W2805 Kebe Court: Stated he has water in his basement and would like something done to improve the drainage.

Reinke stated he supported cleaning the ditches and drainage easement. Lawrence supported cleaning the ditches. Walsh stated he supports putting a culvert in the drainage easement. Walsh stated he would like to see a culvert within the easement along Trumpet Lane. He stated he also supported a trail connecting to the pond trail. Walsh stated he would support the Town covering the cost of the improvement if a trail can be installed.

The Board reviewed a scope of repairs needed; through unanimous consent directed the Engineer to develop a scope of services and letter of authorization to further review and estimate the repairs needed along Kebe Court.

- iv. Town Administrator – Gregozeski provided an overview of the 2017 Fiscal Year Budget & 5-Year CIP Process, Legal Services Contract & RFP, Open Burning Permit Process and a change of Town Hall Office Hours to M-Th 7:00 a.m. to 4:00 p.m. and Fridays from 7:00 a.m. to 12:00 p.m. Gregozeski noted staff will develop a transition plan to the new office hours. The Board agreed through unanimous consent to the office hours proposed.

11. UNFINISHED BUSINESS FOR DISCUSSION & POSSIBLE ACTION:

- a). Auto-Aid Agreement with Village of Combined Locks – For Discussion & Possible Action: Gregozeski provided an overview of the draft agreement. The Town Board reviewed and discussed the draft agreement.

Motion by Walsh/Reinke to approve the Auto-Aid Agreement with Village of Combined Locks as presented. Motion carried 5 to 0 by voice vote.

- b). Emons Road Safety & Speed Control – For Discussion & Possible Action: Gregozeski reviewed a few options for traffic calming on main roads through rural communities. The information was provided through a Tech Brief produced by the U.S. Department of Transportation. Gregozeski also noted Outagamie County Highway can perform a formal speed study. The Town would be responsible for the time and materials used to conduct the speed study. Walsh stated he'd like more information on speeding. Kavanaugh agreed a speed study should be conducted. McAndrews agreed. Reinke asked about the speed signs. Gregozeski stated the speed signs can be powered by solar. Reinke indicated he was not in favor of speed humps or bumps. McAndrews stated the board is in agreement to conduct a speed study with Outagamie County Highway.

12. NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION:

- a). 2016 Crack Sealing Contract B-16, Bid Award (Majkowski) – For Approval/Denial: Majkowski reviewed the bid analysis with the Town Board.

Motion to approve the 2016 Crack Sealing Contract B-16 to American Pavement Solutions, Inc. for the amount of \$10,290.24. Motion carried 5 to 0 by voice vote.

- b). Class B Beer License, July 20, 2016-June 30, 2017, Jennifer Steinacker, Simple Sparrow N474 Eisenhower Drive Suite E (Sieracki) – For Approval/Denial: Sieracki reviewed the application. The applicant is looking to serve beer only.

Motion to approve by Lawrence/Reinke the Class B Beer License for Jennifer Steinacker, Simple Sparrow N474 Eisenhower Drive Suite E for the period July 20, 2016 to June 30, 2017. Motion carried 5 to 0 by voice vote.

- c). Noise Ordinance Variance Permit: Applicant: Holy Spirit Parish, W2796 County Road KK; For August 21, 2016 (Gregozeski) – For Approval/Denial: The Board reviewed the application. Gregozeski noted this will be for only one day in 2016.

Motion by Walsh/Lawrence to approve the Noise Ordinance Variance Permit for Holy Spirit Parish at W2796 County Road KK for August 21, 2016. Motion carried 5 to 0 by voice vote.

- d). Noise Ordinance Variance Permit: Applicant: Outagamie County Highway Department, County Road CE/HH & Debruin Road; for period July 11, 2016 thru September 9, 2016 (Gregozeski) – For Approval/Denial: Gregozeski reviewed the application with the Board.

Motion by Reinke/Kavanaugh to approve the noise ordinance variance permit for Outagamie County Highway Department for County Road CE/HH & Debruin Road for the period of July 11, 2016 thru September 9, 2016. Motion carried 5 to 0 by voice vote.

13. CLOSED SESSION:

- a). Performance, Compensation, Benefit and Employment for Specific Town Employees - Pursuant to section 19.85(1)(c) of the Wisconsin State Statutes: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- b). Motion by Lawrence/Walsh to go into closed session at 8:48 p.m. pursuant to section 19.85(1)(c) of the Wisconsin State Statutes: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Roll Call Vote: Lawrence, aye; Reinke, aye; McAndrews, aye; Kavanaugh, aye; Walsh, aye. Motion carried.

- i. Reconvene to Open Session: Town Board action following the closed session: *Motion by Walsh/Reinke to reconvene into open session at 9:08 p.m. Roll call vote: Roll call vote: Reinke, aye; McAndrews, aye; Walsh, aye. Motion carried. No formal action taken following closed session.*

14. FUTURE AGENDA ITEMS: Speed Study Proposal for Emons Road, Kebe Court and review of service contracts with the Town.

15. ADJOURNMENT: *Motion by Kavanaugh/Reinke to adjourn at 9:21 p.m. Motion carried 5 to 0 by voice vote.*

Joel Gregozeski, Administrator/Clerk
Drafted: July 26, 2016

Motion to approve by: _____ Date: _____ Carried ___ to ___

TOWN BOARD MEETING:

August 16, 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: August 9, 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 July 31, 2016. Also attached is a list which includes all bills and deposits for the period July 17, 2016 through August 6, 2016. Included is the Administrator/Clerk's working budget summary for the period ending July 31, 2016.

If you have specific questions regarding the bills including payroll, please contact my office prior to the meeting to discuss. Questions for an individual employee's salary and wages should be discussed with me directly as these are wages for direct hours worked. Specific employee performance should not be discussed in open session. If you'd like to discuss performance of a specific employee, please contact my office to schedule a meeting or a 'closed session' agenda item.

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. July 2016 Treasurer's Report
2. July 17, 2016 through August 6, 2016 Bills & Deposits List
3. Town Budget Summary for period ending July 31, 2016

¹ Administrative actions involve the routine application of adopted rules, policies and standards. Examples include the approval of bills, the awarding of contracts/agreements and the issuance of permits and licenses for permitted uses. Discretion associated with these types of decisions is very limited and is based solely on state statutes, local ordinances and/or policy.



Monthly Report

July 2016

<p align="center">Operating Account Investors Community Bank</p>	Previous Balance	\$ 1,086,836.39
	Deposits	\$ 84,923.81
	Checks	\$ 79,018.67
	Interest Credited on 7/31/16	\$ 226.09
	Balance as of 7/31/16	\$ 1,092,967.62
	<i>(Interest Year to Date: \$2,861.70)</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	\$ 883.02	
Trail Development Fund	\$ 15,042.00	
<p align="center">Contingency Account Investors Community Bank</p>	Previous Balance	\$ 247,730.30
	Deposits	\$ 3,058.16
	Withdrawals	\$ -
	Interest Credited on 7/31/16	\$ 53.12
	Balance as of 7/31/16	\$ 250,841.58
	<i>(Interest Year to Date: \$886.68)</i>	
<p align="center">Park Impact Fees Investors Community Bank</p>	Previous Balance	\$ 18,153.15
	Deposits	\$ 2,400.00
	Withdrawals	\$ -
	Interest Credited on 7/31/16	\$ 4.01
	Balance as of 7/31/16	\$ 20,557.16
	<i>(Interest Year to Date: \$34.56)</i>	
<p align="center">Fire Department Fundraising Investors Community Bank</p>	Previous Balance	\$ 28,356.67
	Deposit	\$ -
	Withdrawals	\$ -
	Interest Credited on 7/31/16	\$ 6.02
	Balance as of 7/31/16	\$ 28,362.69
	<i>(Interest Year to Date: \$94.04)</i>	
<p align="center">Road Improvements Investors Community Bank</p>	Previous Balance	\$ 1,402,884.44
	Deposit	\$ -
	Withdrawals	\$ -
	Interest Credited on 7/31/16	\$ 297.87
	Balance as of 7/31/16	\$ 1,403,182.31
	<i>(Interest Year to Date: \$2005.43)</i>	

Loan Balances

<p align="center">Citizens Bank (Van Roy Road/Other Projects) <i>(Original Loan Amount - \$1,410,000.00)</i></p>	Balance as of 7/31/16	\$ 175,000.00
	<i>(Int. Paid Year to Date:)</i>	
	<i>(Int. Paid Inception to Date: \$245,922.55)</i>	
<p align="center">State Trust Fund (Road Projects) <i>(Original Loan Amount - \$2,000,000.00)</i></p>	Balance as of 7/31/16	\$ 2,000,000.00
	<i>(Int. Paid Year to Date:)</i>	
	<i>(Int. Paid Inception to Date: 0)</i>	

08/05/16

TOWN OF BUCHANAN
Bills for 8/16/16 Meeting
 July 17 through August 6, 2016

Type	Date	Num	Name	Memo	Paid Amount
11010.0 - Investors Bank-Checking					
Deposit	07/18/2016			Deposit	3,000.00
Deposit	07/18/2016			Deposit	5,927.36
Deposit	07/19/2016			Deposit	25.00
Deposit	07/26/2016			Deposit	5,931.10
Deposit	07/21/2016			Deposit	0.00
Deposit	07/25/2016			Deposit	10,959.39
Deposit	07/25/2016			Deposit	2,753.00
Deposit	08/05/2016			Deposit	10,418.05
Deposit	07/31/2016			Interest	226.09
Liability C...	07/20/2016	ACH	Internal Revenue Service	39-1316254	-575.12
Paycheck	07/20/2016	ACH	FRANZKE, RICK A		-440.67
Paycheck	07/20/2016	ACH	GIRARD, CHRIS L		-375.88
Paycheck	07/20/2016	ACH	HENNESSEY, PATRICIA A		-767.85
Paycheck	07/20/2016	ACH	SIERACKI, CYNTHIA R		-1,151.08
Paycheck	07/20/2016	ACH	CAMERON, NEAL A		-693.78
Paycheck	07/20/2016	ACH	GREGOZESKI, JOEL D		-2,248.90
Paycheck	07/20/2016	ACH	BERG, DENNIS G		-39.70
Paycheck	07/20/2016	ACH	CORNING, BRUCE D		-35.19
Paycheck	07/20/2016	ACH	KUMROW, DEREK A		-24.82
Paycheck	07/20/2016	ACH	LOCKHART, SCOTT G		-44.60
Paycheck	07/20/2016	ACH	MENCEL, JR, WILLIAM L		-63.85
Paycheck	07/20/2016	ACH	MOHR, RAY A		-634.77
Paycheck	07/20/2016	ACH	MUSICH, SCOTT M		-45.64
Paycheck	07/20/2016	ACH	REECE III, EUGENE R		-36.69
Paycheck	07/20/2016	ACH	REGAL, BRIAN J		-60.80
Paycheck	07/20/2016	ACH	VAN SCHYNDEL, LISA M		-168.24
Paycheck	07/20/2016	ACH	VANDERMOSSE, TAYLOR L		-26.26
Paycheck	07/20/2016	ACH	WALSH, JOHN T		-44.68
Paycheck	07/20/2016	ACH	WIEDENBAUER, KENNETH S		0.00
Paycheck	07/20/2016	ACH	JAHN, DANIEL W		-116.69
Paycheck	07/20/2016	ACH	MADER, MATTHEW J		-124.47
Paycheck	07/20/2016	ACH	MOUA, ALEXANDER		-104.93
Paycheck	07/20/2016	ACH	NEWHOUSE, JAMIE J		-166.45
Paycheck	07/20/2016	ACH	HOMOLA, MICHAEL G		-24.24
Paycheck	07/20/2016	ACH	KRUEGER, SAMUEL A		-40.81
Liability C...	07/29/2016	ACH	Wisconsin Dept. of Revenue	036-0000195431-02	-723.80
Liability C...	07/26/2016	ACH	Internal Revenue Service	39-1316254	-2,130.36
Liability C...	07/29/2016	ACH	Department of Employee Trust Funds	69-036-0120-000	-1,374.54
Paycheck	08/03/2016	ACH	GIRARD, CHRIS L		-420.39
Paycheck	08/03/2016	ACH	HENNESSEY, PATRICIA A		-579.40
Paycheck	08/03/2016	ACH	SIERACKI, CYNTHIA R		-923.60
Paycheck	08/03/2016	ACH	FRANZKE, RICK A		-440.67
Paycheck	08/03/2016	ACH	GREGOZESKI, JOEL D		-2,248.90
Bill Pmt -...	08/01/2016	ACH	Delta Dental of Wisconsin		-179.46
Paycheck	08/03/2016	ACH	BERG, DENNIS G		-103.25
Paycheck	08/03/2016	ACH	CORNING, BRUCE D		-73.31
Paycheck	08/03/2016	ACH	JAHN, DANIEL W		-137.32
Paycheck	08/03/2016	ACH	KARNER, BENJAMIN D		-57.76

08/05/16

TOWN OF BUCHANAN
Bills for 8/16/16 Meeting
 July 17 through August 6, 2016

Type	Date	Num	Name	Memo	Paid Amount
Paycheck	08/03/2016	ACH	MENGEL, JR, WILLIAM L		-131.99
Paycheck	08/03/2016	ACH	MOHR, RAY A		-663.85
Paycheck	08/03/2016	ACH	MUSICH, SCOTT M		-78.23
Paycheck	08/03/2016	ACH	NEWHOUSE, JAMIE J		-133.17
Paycheck	08/03/2016	ACH	REGAL, BRIAN J		-9.36
Paycheck	08/03/2016	ACH	RUSCH, TYLER R		-43.57
Paycheck	08/03/2016	ACH	VAN SCHYNDEL, LISA M		-140.19
Paycheck	08/03/2016	ACH	WALSH, JOHN T		-92.32
Paycheck	08/03/2016	ACH	WIEDENBAUER, KENNETH S		-80.92
Paycheck	08/03/2016	ACH	BIRKNER, ZACHARY G		-104.24
Paycheck	08/03/2016	ACH	HOOYMAN, JEFFREY J		-216.11
Paycheck	08/03/2016	ACH	LOCKHART, SCOTT G		-167.28
Paycheck	08/03/2016	ACH	VANDERMOSS, TAYLOR L		-42.00
Paycheck	08/03/2016	ACH	HERTER, BILL J		-10.51
Check	08/04/2016	ACH	STAMPS.COM	Monthly Stamps.Com fee Aug 2016	-15.99
General J...	07/27/2016	488		Move to correct account	-3,058.16
Bill Pmt -...	07/18/2016	34832	Accurate Appraisal LLC		-1,880.00
Bill Pmt -...	07/18/2016	34833	Cedar Corporation		-6,811.90
Bill Pmt -...	07/18/2016	34834	Quick Print Center Inc.		-55.00
Bill Pmt -...	07/18/2016	34835	Staples Advantage		-94.37
Check	07/25/2016	34836	Outagamie County Treasurer		-12.98
Check	07/25/2016	34837	WMCA	2016 WMCA New Clerks Class	-75.00
Bill Pmt -...	07/25/2016	34838	C & R Pumpers, Inc.		-140.00
Bill Pmt -...	07/25/2016	34839	Central Temperature Equipment Servi...		-395.00
Bill Pmt -...	07/25/2016	34840	Darboy Corner Store		-312.30
Bill Pmt -...	07/25/2016	34841	Kaukauna Utilities		-108.18
Bill Pmt -...	07/25/2016	34842	News Publishing Company Inc.		-170.85
Bill Pmt -...	07/25/2016	34843	Schmalz Custom Landscaping & Gar...		-61.98
Bill Pmt -...	07/25/2016	34844	TDS Metrocom		-745.49
Bill Pmt -...	07/25/2016	34845	Van Hoof, Van Hoof & Cornett		-4,727.50
Bill Pmt -...	07/25/2016	34846	Verizon		-120.03
Bill Pmt -...	07/25/2016	34847	Wisconsin Dept. of Justice	G3203	-441.00
Check	08/01/2016	34848	Outagamie County Zoning	Rezoning Request 030 059500	-50.00
Bill Pmt -...	08/01/2016	34849	Accent Business Solutions, Inc.		-108.93
Bill Pmt -...	08/01/2016	34850	Advance Disposal-Green Bay-B8		-32,710.44
Bill Pmt -...	08/01/2016	34851	Appleton City of		-4,729.00
Bill Pmt -...	08/01/2016	34852	Command Central, LLC		-160.00
Bill Pmt -...	08/01/2016	34853	Corporate Network Solutions, Inc.		-850.00
Bill Pmt -...	08/01/2016	34854	JF Ahern Co.		-321.20
Bill Pmt -...	08/01/2016	34855	Outagamie County Planning Dept.		-75.00
Bill Pmt -...	08/01/2016	34856	UNUM Life Insurance Company of A...	932511-001	-144.16
Bill Pmt -...	08/01/2016	34857	WE Energies		-850.80
Total 11010.0 · Investors Bank-Checking					-39,347.88
11015.0 · Invest Bank-Contingency Svgs MM					
Deposit	07/27/2016			Interest	53.12
General J...	07/27/2016	488		Move to correct account	3,058.16
Total 11015.0 · Invest Bank-Contingency Svgs MM					3,111.28

08/05/16

TOWN OF BUCHANAN
Bills for 8/16/16 Meeting
July 17 through August 6, 2016

Type	Date	Num	Name	Memo	Paid Amount
11020.0 · Invest Bank-Park Impact Fees MM					
Deposit	07/25/2016			Deposit	1,920.00
Deposit	07/27/2016			Interest	4.01
Total 11020.0 · Invest Bank-Park Impact Fees MM					<u>1,924.01</u>
11045.0 · Inv Bank-Fire Dept Fundraising					
Deposit	07/31/2016			Interest	6.02
Total 11045.0 · Inv Bank-Fire Dept Fundraising					<u>6.02</u>
11050.0 · Investors Bank-Road Improvement					
Deposit	07/31/2016			Interest	297.87
Total 11050.0 · Investors Bank-Road Improvement					<u>297.87</u>
TOTAL					<u><u>-34,008.70</u></u>

Town of Buchanan						
Year-To-Date Budget Comparison (Revenues)						
Fiscal Year 2016						
					<i>As of:</i>	<i>7/31/2016</i>
Department	2015 BUDGET	2016 BUDGET	YEAR TO DATE 7/31/2016	(UNDER) OVER BUDGET 2016	PERCENT UNDER/ OVER	
Taxes - 41000						
General Property Taxes	\$1,885,308	\$1,896,025	\$1,660,709	\$ (235,316)	88%	
Special Assessments - 42000	\$0	\$12,000	\$0	\$ (12,000)	0%	
Intergovernmental Revenues - 43000	\$282,774	\$281,323	\$153,852	\$ (127,472)	55%	
Licenses & Permits - 44000	\$70,495	\$70,495	\$81,417	\$ 10,922	115%	
Fines, Forfeitures & Penalties - 45000	\$14,155	\$12,155	\$8,842	\$ (3,313)	73%	
Public Charges for Services - 46000	\$301,480	\$303,740	\$14,793	\$ (288,947)	5%	
Intergovernmental Charges for Services - 47000	\$1,900	\$1,900	\$1,927	\$ 27	101%	
Miscellaneous Revenue - 48000	\$615,500	\$155,000	\$13,061	\$ (141,939)	8%	
Proceeds Long Term Debt - 49000	\$1,397,000	\$766,651	\$0	\$ (766,651)	0%	
TOTAL - Revenues	\$ 2,683,304	\$ 3,499,289	\$ 1,934,601	\$ (1,564,688)	55.29%	

Town of Buchanan						
Year-To-Date Budget Comparison (Expenses)						
Fiscal Year 2016						
					<i>As of:</i>	<i>7/31/2016</i>
Department		2015 BUDGET	2016 BUDGET	YEAR TO DATE 7/31/2016	(UNDER)	PERCENT
					OVER BUDGET 2015	OF BUDGET
General Government - 51000						
51100	Legislative (Town Board)	\$ 31,930	\$ 32,005	\$ 19,484	\$ (12,521)	61%
51300	Legal Service Fees	\$ 33,000	\$ 30,000	\$ 12,728	\$ (17,273)	42%
51400	General Administration	\$ 250,934	\$ 254,354	\$ 141,193	\$ (113,161)	56%
51500	Financial Administration	\$ 21,500	\$ 21,750	\$ 21,289	\$ (461)	98%
51600	General Building, Town Hall	\$ 57,637	\$ 58,402	\$ 25,810	\$ (32,592)	44%
51900	Other General Government	\$ 24,146	\$ 24,146	\$ 10,008	\$ (14,138)	41%
Subtotal - General Government		\$ 419,147	\$ 420,657	\$ 230,511	\$ (190,146)	55%
Public Safety - 52000						
52100	Law Enforcement	\$ 400,002	\$ 405,763	\$ 277,819	\$ (127,944)	68%
52200	Fire & Rescue	\$ 157,847	\$ 177,803	\$ 80,439	\$ (97,364)	45%
52300	Emergency Management/EMS	\$ 91,720	\$ 35,100	\$ 11,361	\$ (23,739)	32%
52400	Building Inspection	\$ 12,500	\$ 15,600	\$ 9,791	\$ (5,809)	63%
Subtotal - Public Safety		\$ 662,069	\$ 634,266	\$ 379,410	\$ (254,856)	60%
Public Works - 53000						
53300	Highway & Street Maintenance	\$ 211,400	\$ 221,900	\$ 87,982	\$ (133,918)	40%
53400	Road Related Facilities	\$ 34,068	\$ 41,068	\$ 32,869	\$ (8,199)	80%
53500	Mass Transit	\$ 60,772	\$ 56,745	\$ 37,738	\$ (19,007)	67%
53600	Sanitation	\$ 321,982	\$ 324,372	\$ 137,730	\$ (186,642)	42%
Subtotal - Public Works		\$ 628,222	\$ 644,085	\$ 296,319	\$ (347,766)	46%
Culture, Recreation & Education - 55000						
55200	Parks	\$ 10,500	\$ 13,000	\$ 1,549	\$ (11,451)	12%
55300	Recreation Programs & Events	\$ -	\$ 500	\$ -	\$ (500)	0%
Subtotal - Culture, Recreation & Ed.		\$ 10,500	\$ 13,500	\$ 1,549	\$ (11,951)	11%
Conservation & Development - 56000						
56700	Economic Development	\$ 185	\$ 3,678	\$ 3,687	\$ 10	100%
56900	Planning & Zoning/Erosion/Conservation	\$ 25,520	\$ 26,520	\$ 14,675	\$ (11,845)	55%
Subtotal - Conservation & Development		\$ 25,705	\$ 30,198	\$ 18,362	\$ (11,836)	61%

Department		2015 BUDGET	2016 BUDGET	YEAR TO DATE 7/31/2016	(UNDER) OVER BUDGET 2015	PERCENT OF BUDGET
Other Financing Uses						
	Contingency & Reserves	\$ 70,027	\$ 80,000	\$ -	\$ (80,000)	0%
Subtotal - Other Financing Uses		\$ 70,027	\$ 80,000	\$ -	\$ (80,000)	0%
Debt Service Fund - 58000						
58000	Debt Service	\$ 182,593	\$ 181,388	\$ 3,194	\$ (178,194)	2%
Subtotal - Debt Service Fund		\$ 182,593	\$ 181,388	\$ 3,194	\$ (178,194)	2%
Capital Outlay - 57000						
57190	General Government	\$ 8,500	\$ 59,000	\$ 7,035	\$ (51,965)	12%
57620	Parks & Recreation	\$ 58,500	\$ 57,500	\$ 17,251	\$ (40,249)	30%
57220	Fire & Rescue	\$ 114,500	\$ 317,400	\$ 92,010	\$ (225,390)	29%
57230	EMS - Emergency Management	\$ 4,500	\$ -	\$ -	\$ -	0%
57331	Roads & Public Works	\$ 2,384,350	\$ 1,058,921	\$ 240,351	\$ (818,570)	23%
57348	Stormwater & Drainage	\$ -	\$ 106,375	\$ -	\$ (106,375)	0%
Subtotal - Capital Outlay		\$ 2,570,350	\$ 1,599,196	\$ 356,646	\$ (1,242,550)	22%
TOTAL - General Fund Operating, Debt & Capital		\$ 4,568,613	\$ 3,603,290	\$ 1,285,991	\$ (2,317,298)	35.69%

TOWN BOARD MEETING:

August 16, 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: August 9, 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

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Attachments:

1. **New Applicants for Operator's Licenses & Agents for August 2016**
2. **Notice of Applicable Violations to Melissa L. Gerard**
3. **Notice of Applicable Violations to Trevor J. Hulbert**

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.*

AUGUST 2016 – APPLICANTS FOR BARTENDER OPERATOR'S LICENSES:

<u>NAME & ADDRESS OF APPLICANT</u>	<u>BUSINESS NAME</u>	<u>VIOLATIONS PERTAINING TO LICENSE APPLICATION</u>	<u>NEW OR RENEWAL</u>
2016-142PV Callie N. Resler, 3690 N. Holland Rd., New Franklin, WI 54229	Valley Grand Cinema	None	New
2016-143PV Melissa L. Gerard, N8807 Main St., Forest Junction, WI 54123	Festival Foods	Yes (<i>Letter sent 7/19/16</i>)	New
2016-144PV Sandra L. Williams, 711 Creekview Ln., Appleton, WI 54915	Shopko Express	None	Renewal
2016-145PV Nicole Whitehouse, N460 Foxwood Dr., Appleton, WI 54914	Festival Foods	None	New
2016-146PV Stacey Raber, 1841 Hedgeview Dr., Neeah, WI 54956	Festival Foods	None	New
2016-147PV Kyra Bohlmann, 217½ W. Third St., Kaukauna, WI 54130	Rocky Rococos	None	New
2016-148PV Trevor J. Hulbert, 120 E. Capital Dr., Appleton, WI 54915	Island Sushi	Yes (<i>Letter sent 8/02/2016</i>)	New

July 19, 2016

Melissa L. Gerard
8809 Main St., Apt. #D
P.O. Box 24
Forest Junction, WI 54123

RE: TOWN OF BUCHANAN APPLICATION FOR OPERATORS LICENSE

Dear Ms. Gerard:

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. 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, August 16, 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:\Town Board\Town Board Meetings\2016\8-2016\L-Melissa L. Gerard Regarding Convictions.doc

August 2, 2016

Trevor J. Hulbert
120 E. Capital Drive
Appleton, WI 54911

RE: TOWN OF BUCHANAN APPLICATION FOR OPERATORS LICENSE

Dear Mr. Hulbert:

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. 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, August 16, 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:\Town Board\Town Board Meetings\2016\8-2016\L-Trevor J. Hulbert Regarding Convictions.doc



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: August 9, 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 approved 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.

As required under s. 66.1003(4), Wis. Stats. the Town Board must hold a public hearing to discuss action to commence the discontinuance of the described right-of-way. After the public hearing is concluded, Town Board action approving the resolution to discontinue the portion of Heartland Court is required.

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

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Attachments:

1. **Public Hearing Notice & Resolution Heartland Court Partial Street Vacation**
2. **Heartland Court Street Vacation Legal Description**
3. **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.

Town of Buchanan – Outagamie County
DISCONTINUANCE OF
PORTION OF HEARTLAND COURT
Resolution & Notice of Public Hearing

The Town Board of the Town of Buchanan, Outagamie County, Wisconsin, by this resolution, adopted by a majority of the Town Board on a roll call vote with a quorum present and voting and proper notice having been given, resolves and orders as follows:

A public hearing to discuss a proposed action to discontinue a public way in the Town of Buchanan shall be held as provided in accordance with the following Notice of Hearing.

The Town Administrator shall publish the following Notice of Hearing as a Class 3 notice under Chapter 985, Wis. Stats., and the Town Administrator shall cause the Notice of Hearing to be served on the owners of all the frontage of lots and lands abutting upon the public way sought to be discontinued in the manner provided for the service of summons in circuit court at least 30 days before the hearing, except that when service cannot be made within the Town, a copy of the notice shall be mailed to the owner's last-known address at least 30 days before the hearing:

NOTICE OF HEARING – DISCONTINUANCE OF A PORTION OF HEARTLAND COURT IN CREEKVIEW ACRES

A public hearing will be held by the Town Board of the Town of Buchanan at the Town Hall on August 16, 2016 at 7:00 p.m. to discuss a proposed action to commence discontinuance of the following described Town road initiated by introduction of resolution of the Town Board of the Town of Buchanan under s. 66.1003(4), Wisc. Stats., specifically that portion of Heartland Court in Creekview Acres Plat shown and legally described on Exhibit "A" attached.

The Town Clerk shall properly post or publish this resolution as required under s. 60.80, Wis. Stats.

Adopted this 21st day of June, 2016

Joel Gregozeski, Town of Buchanan Administrator/Clerk

Publish: July 23, 2016, July 30, 2016 & August 6, 2016
Posted & Notified: June 30, 2016

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°-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 Lot 21 of said Creekview Acres Plat; thence continuing South 89°-46'-14" East along the Northerly right-of-way line of said Heartland Court, a distance of 20.15 feet; thence North 86°-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°-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°-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°-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°-41'-54" West, a chord distance of 60.00 feet; thence South 20°-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°-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.

STATE OF WISCONSIN

TOWN OF BUCHANAN

COUNTY OF OUTAGAMIE

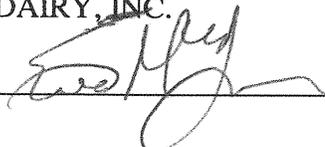
In re the Discontinuance of
A Portion of Heartland Court

ADMISSION OF SERVICE

DOCUMENT(S): RESOLUTION AND NOTICE OF HEARING

BY MY SIGNATURE, I hereby admit that I have received a copy of the above referenced document(s), and agree that my receipt shall be deemed due and sufficient personal service of same.

LAMERS DAIRY, INC.

Signed: 

Dated: 7/1

2016

ERIC MCGUIRE - BUSINESS MANAGER
Printed Name and Title



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: August 9, 2016
RE: **CSM #2016-03**

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 approval of the proposed CSM.

SUMMARY: Applicants: Dave Schmalz, McMahon Associates on behalf of Eric Welhouse is seeking approval of a three lot certified survey map; Parcel ID 030053001 & 030070501;

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 RSF – Residential Single Family (§525-24).
 - The proposed Lots 1-3 meets the minimum dimensions for current zoning RSF district.
- The proposed land division does appear consistent with the Town’s Comprehensive Plan.

PLAN COMMISSION RECOMMENDATION: The Plan Commission recommended approval of CSM 2016-03 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 2016-03**

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: 7-21-16

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: Dave Schmalz (Surveyor) McMahon Associates

Mailing Address: 1445 McMahon Drive

City/State/Zip: Neenah, WI 54956

E-Mail Address: Dschmalz@mcmgrp.com Phone: 920-751-4200

Land Owner

Name: Eric Welhouse

Mailing Address: 818 Lang Way

City/State/Zip: Kimberly, Wisconsin 54136

Engineer/Surveyor (if applicable)

Name: Lee Reibold (Engineer) McMahon Associates

Mailing Address: 1445 McMahon Drive

City/State/Zip: Neenah, WI 54956

E-Mail Address: Lreibold@mcmgrp.com Phone: (920) 751-4200

Legal Description of Property: 030053001 + 030070501
(Parcel No. or platted Subdivision Name with Lot No.)

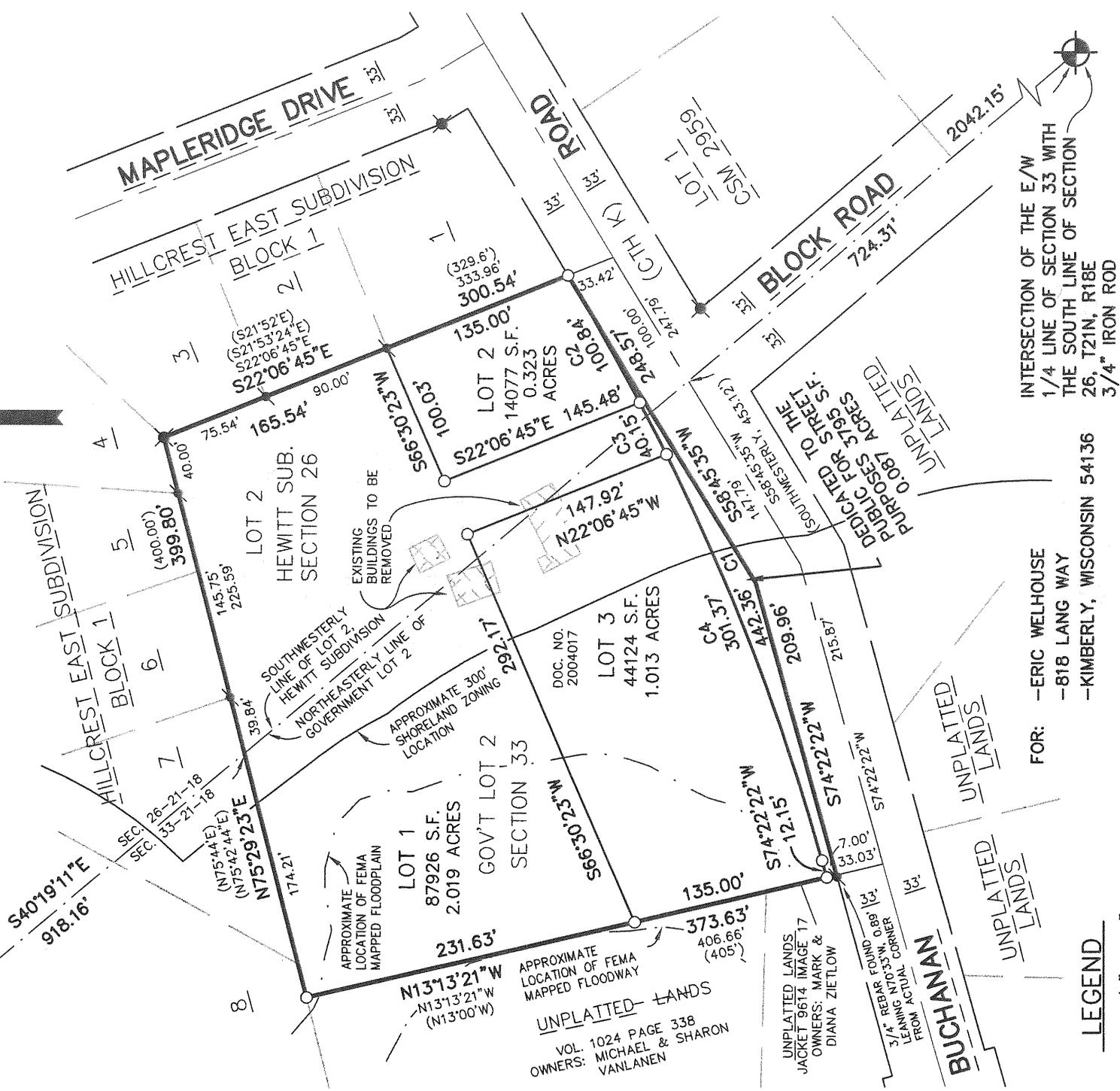
Current Zoning District: RSF Single Family Residential

Conservation CSM: YES NO

A PART OF LOT 2 OF HEWITT SUBDIVISION AND A PART OF GOVERNMENT LOT TWO (2) OF SECTION 33, TOWNSHIP 21 NORTH, RANGE 18 EAST, TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WISCONSIN.

NORTH 1/4 CORNER SECTION 33, T21N, R18E BERTNSSEN MONUMENT FOUND

BEARINGS ARE REFERENCED TO THE SOUTHERLY LINE OF GOVERNMENT LOT 2 OF SECTION 26, TOWNSHIP 21 NORTH, RANGE 18 EAST, WHICH BEARS S40°19'11"E PER THE OUTAGAMIE COUNTY PUBLISHED COORDINATE SYSTEM.



FOR:
--ERIC WELHOUSE
--818 LANG WAY
--KIMBERLY, WISCONSIN 54136

LEGEND

- - 3/4" x 24" ROUND IRON REBAR WEIGHING 1.5 lbs./lineal ft. SET
- ⊗ - 1 1/4" ROUND STEEL REBAR FOUND
- ⊘ - 3/4" ROUND STEEL REBAR FOUND
- ⊙ - CERTIFIED LAND CORNER OUTAGAMIE COUNTY
- () - RECORDED BEARING AND/OR DISTANCE
- S.F. - SQUARE FEET



SCALE - FEET

McMAHON
ENGINEERS ARCHITECTS

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

DRAFTED BY: DOUG WOELZ

CERTIFIED SURVEY MAP NO. _____

PAGE 2 OF 4

A PART OF LOT 2 OF HEWITT SUBDIVISION AND A PART OF GOVERNMENT LOT TWO (2) OF SECTION 33, TOWNSHIP 21 NORTH, RANGE 18 EAST, TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WISCONSIN.

CURVE	RADIUS	DELTA ANGLE	CHORD LENGTH	CHORD BEARING	ARC LENGTH
C1	1623.34'	15°36'47"	440.99'	S 66°33'58" W	442.36'
C2	1623.34'	3°33'34"	100.83'	S 60°32'22" W	100.84'
C3	1623.34'	1°25'00"	40.14'	S 63°01'39" W	40.15'
C4	1623.34'	10°38'13"	300.94'	S 69°03'16" W	301.37'

I, David M. Schmalz, Wisconsin Professional Land Surveyor S-1284, certify that I have surveyed, divided and mapped a part of Lot 2 of Hewitt Subdivision and a part of Government lot 2 of Section 33, Township 21 North, Range 18 East, Town of Buchanan, Outagamie County, Wisconsin containing 149,922 square feet (3.442 Acres) of land being more fully described as follows:

Commencing at the North 1/4 corner of said Section 33; Thence S40°19'11"E, 918.16 feet along the Southwesterly line of Lot 2 of Hewitt Subdivision to the Southerly line of Lot 7, Block 1 of Hillcrest East Subdivision and the Point of Beginning; Thence N75°29'23"E (Recorded as N75°42'44"E & N75°44'E), 225.59 feet along the Southerly line of said Block 1; Thence S22°06'45"E (Recorded as S21°53'24"E & S21°52'E), 300.54 feet along the Westerly line of said Block 1 of Hillcrest East Subdivision to the Northerly right-of-way line of Buchanan Road; Thence S58°45'35"W, 248.57 feet along said Northerly right-of-way line; Thence S74°22'22"W, 209.96 feet along said Northerly right-of-way line to the Easterly line of lands described in Jacket 9614 Image 17; Thence N13°13'21"W, 373.63 feet (Recorded as N13°13'21"W & N13°00'W) along said Easterly line and the Easterly line of lands described in Volume 1024 of Deeds on Page 338 to the Southerly of Block 1 of said Hillcrest East Subdivision; Thence N75°29'23"E (Recorded as N75°42'44"E & N75°44'E) along said Southerly line to the Point of Beginning.

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, Town of Buchanan and Outagamie County Subdivision Ordinance in surveying, dividing and mapping the same.

Given under my hand and seal this _____ day of _____, 20_____.

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

NOTES:
THE WDNR SURFACE WATER VIEWER MAP IDENTIFIES WETLAND INDICATOR SOIL TYPES WITHIN THE SUBJECT PROPERTY. DUE TO WETLANDS INDICATOR SOILS, AND/OR WATERWAYS WITHIN THE SUBJECT PROPERTY, COORDINATE WITH WISCONSIN DEPARTMENT OF NATURAL RESOURCES REGARDING POTENTIAL PROTECTIVE AREAS.
SHORELAND ZONING PERMITS ARE MOST LIKELY REQUIRED FOR LOTS 1 AND 3 FOR ANY GRADING, FILLING, ETC. WITHIN 300 FEET OF A NAVIGABLE WATERWAY, DEPENDING ON THE LOCATION OF IMPROVEMENTS.

THIS CSM IS ALL OF TAX PARCEL No.s: 030053001 and 030070501.

THE PROPERTY OWNERS OF RECORD ARE: ERIC J. WELHOUSE AND MINDY S. WELHOUSE

THIS PROPERTY IS CONTAINED WHOLLY WITHIN LANDS DESCRIBED IN: DOCUMENT NO. 2004017

CERTIFIED SURVEY MAP NO. _____

PAGE 3 OF 4

A PART OF LOT 2 OF HEWITT SUBDIVISION AND A PART OF GOVERNMENT LOT TWO (2) OF SECTION 33, TOWNSHIP 21 NORTH, RANGE 18 EAST, TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

Eric J. Welhouse and Mindy S. Welhouse, as owners, We hereby certify that We caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this Certified Survey Map. We also certify that this Certified Survey Map is required to be submitted to the following for approval.

Town of Buchanan
Outagamie County Planning & Zoning Committee

Dated this _____ day of _____, 20_____.

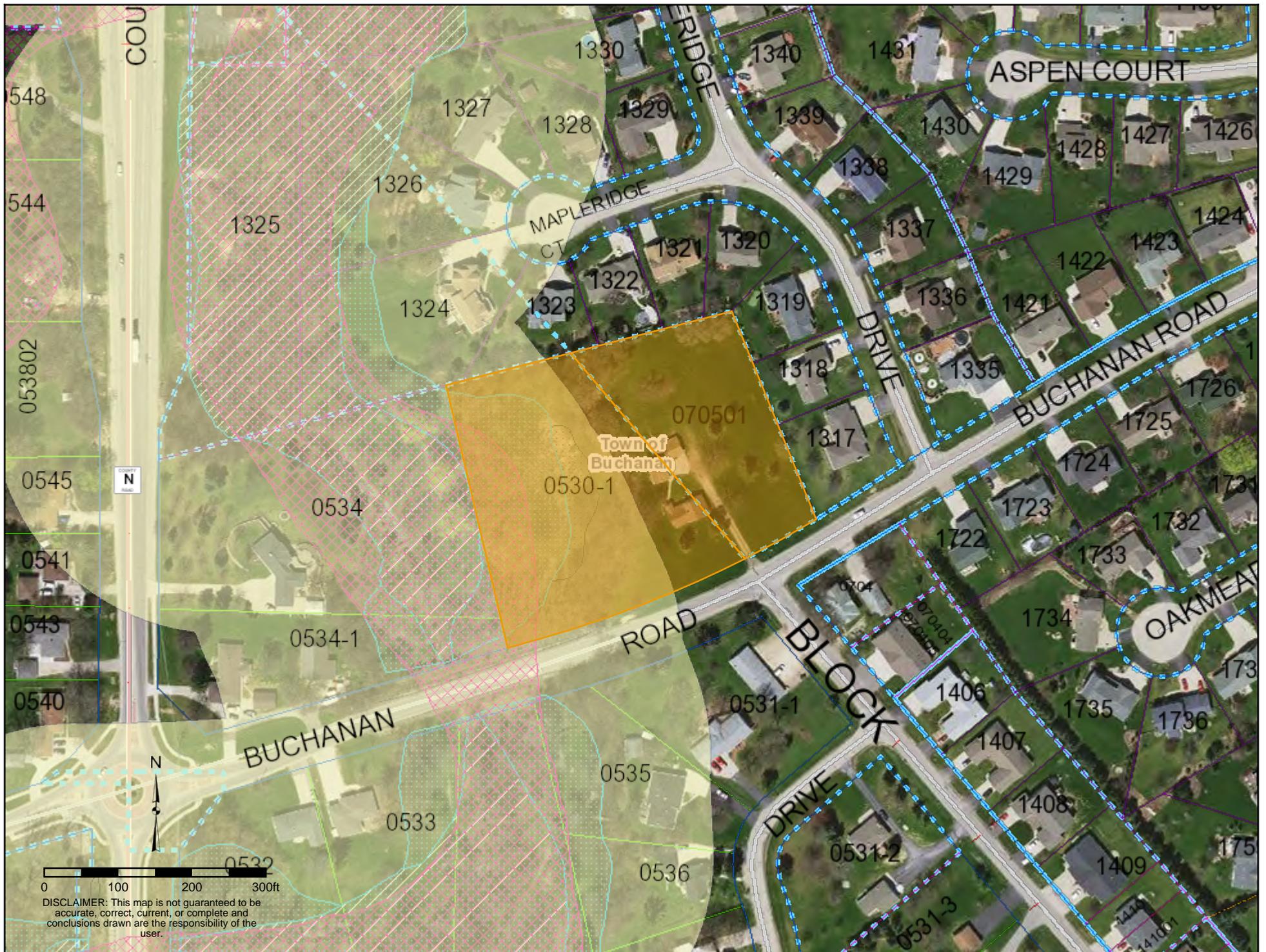
Eric J. Welhouse _____ Mindy S. Welhouse

State of Wisconsin) _____
_____ County) _____

Personally appeared before me on the _____ day of _____, 20_____, the above named owners to me known to be the persons who executed the foregoing instrument, and acknowledged the same.

Notary Public _____ County, _____

My commission expires _____



DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

TOWN BOARD MEETING:

August 16, 2016

AGENDA ITEM #: 8b

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: August 9, 2016
RE: **Conditional Use Permit – Englebretson**

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

SUMMARY: Applicant Devon Englebretson, Cypress Homes on behalf of Abby and Aaron Swaagman 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 August 8, 2016 meeting.

POLICY/PLAN REFERENCE(S): NONE

FISCAL IMPACT: NONE

JDG

###

Attachments:

- 1. Conditional Use Application – Englebretson**

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

TOWN OF Buchanan
OUTAGAMIE COUNTY

I hereby certify that the Town Board of Buchanan, at a legally convened Meeting of the Town Board held on the 16 day of August, 2016, voted to **approve** or **deny** (please circle one) the following request:

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

Petitioner: Cypress Homes, Inc. + Abby + Aaron Swagman

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.

OUTAGAMIE COUNTY, WISCONSIN
APPLICATION FOR CONDITIONAL USE PERMIT

OFFICE USE ONLY

FILE NO. _____

Fee Paid _____

Town of Buchanan

Tax Parcel # 030248000

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: Underlying Zoning District AGD General Agriculture
New Building _____ Shoreland Zoning District _____
Addition _____ Use of Structure Single Family
Repairs _____ Type of Construction Single Family Home
Alteration _____ Lot Area _____
Moving _____ Building Size _____ feet wide by _____ feet deep
Wrecking _____ Height _____ feet Number of stories _____
Fill [X] _____ Approximate distance between Normal Highwater Mark and
Grading _____ first inhabitable floor _____
Pond _____ Setback from fronting highway _____
Alter a Stream _____ Setback from other abutting highway _____
Regional Flood Elevation _____

Dated: _____

Owner: Aaron + Abby Swaggman

Address: N1256 Jacob Ct
Kaukauna, WI 54930

Phone No. 920-422-4143

Signature of Applicant (owner or agent)
Builder/Contractor (name and address)
Cypress Homes, Inc
1230 W College Ave. Ste D
Appleton, WI 54914

RECORDS

Permit Issued _____

Signed _____

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 _____

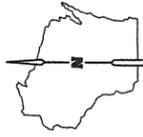
Documents Required:

- 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.

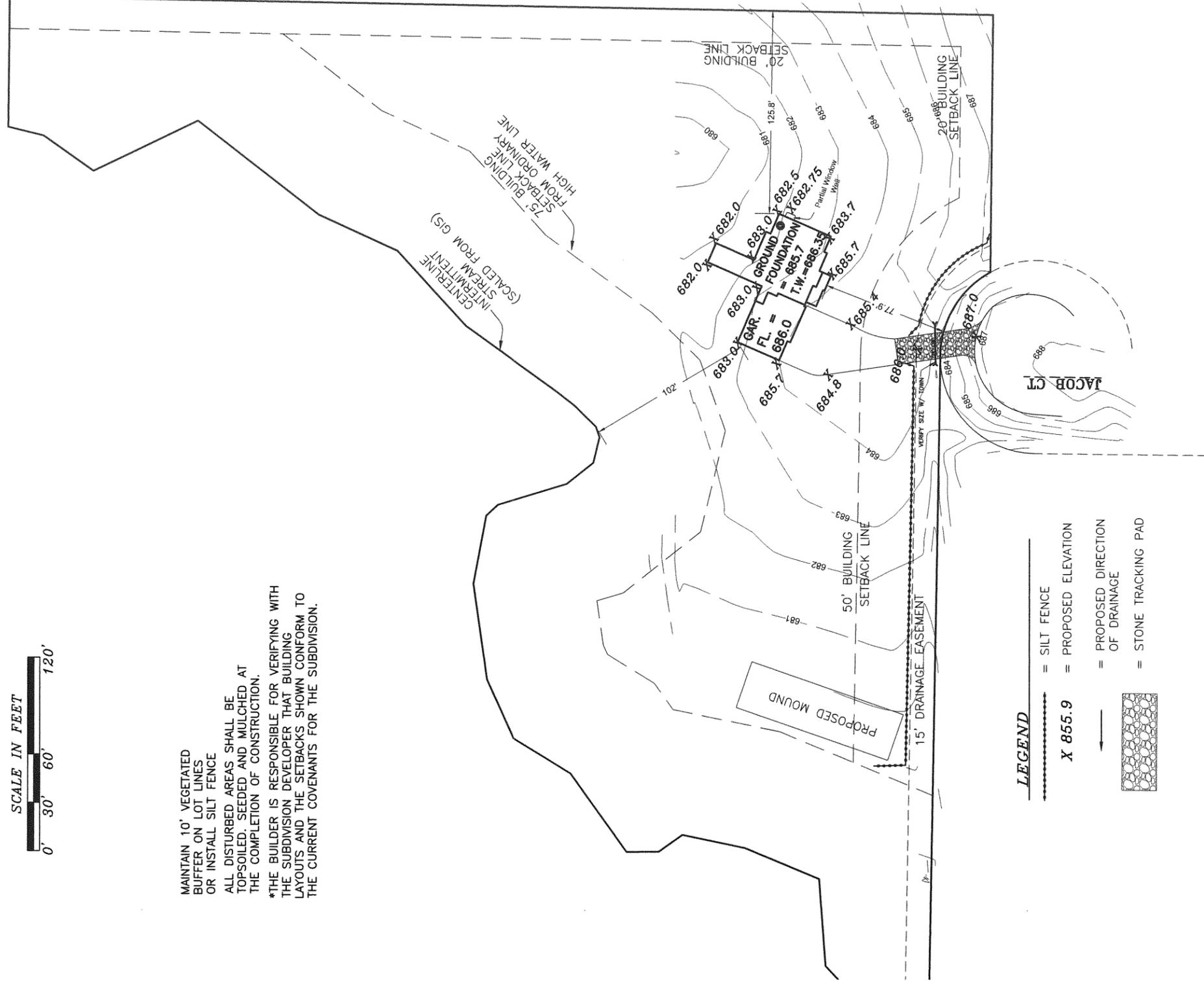
SITE/DRAINAGE/EROSION CONTROL PLAN

LOT 8, GOD'S GOODNESS ESTATES, TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WISCONSIN

FOR: CYPRESS HOMES



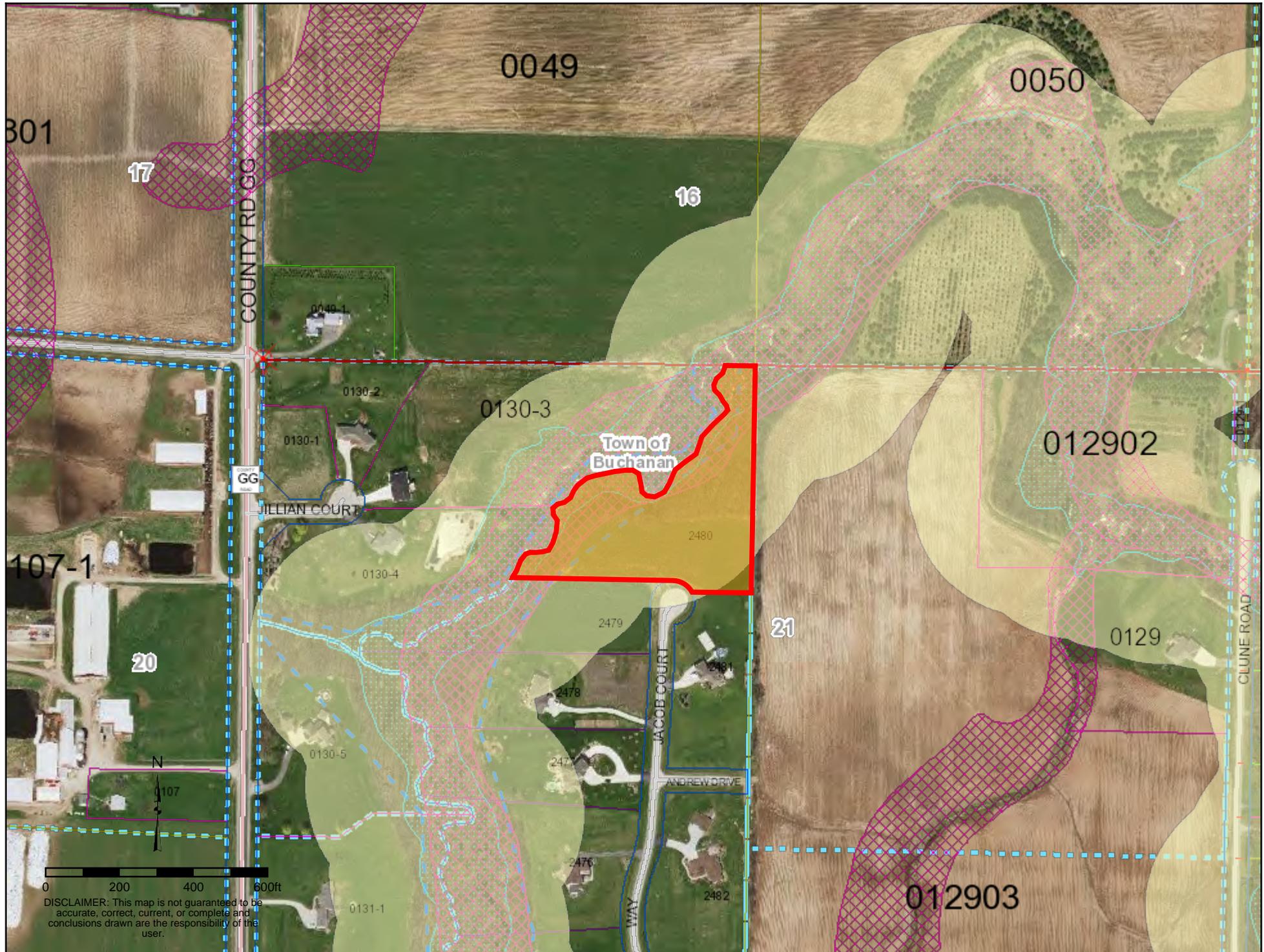
MAINTAIN 10' VEGETATED BUFFER ON LOT LINES OR INSTALL SILT FENCE
 ALL DISTURBED AREAS SHALL BE TOPSOILED, SEEDED AND MULCHED AT THE COMPLETION OF CONSTRUCTION.
 *THE BUILDER IS RESPONSIBLE FOR VERIFYING WITH THE SUBDIVISION DEVELOPER THAT BUILDING LAYOUTS AND THE SETBACKS SHOWN CONFORM TO THE CURRENT COVENANTS FOR THE SUBDIVISION.



LEGEND

-----	= SILT FENCE
X 855.9	= PROPOSED ELEVATION
→	= PROPOSED DIRECTION OF DRAINAGE
[Stone Pattern]	= STONE TRACKING PAD

SCHULER & ASSOCIATES, INC.
 LAND SURVEYORS & ENGINEERS
 2711 N. MASON ST., SUITE F, APPLETON, WI 54914



301

17

0049

0050

16

COUNTY RD 60

0049-1

0130-2

0130-3

Town of Buchanan

012902

0130-1

GG

GILLIAN COURT

2480

107-1

0130-4

21

0129

20

2479

MACBEE COURT

2478

2481

ANDREW DRIVE

CLUNE ROAD

0130-5

247

N

107

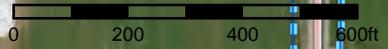
2476

2482

012903

0131-1

WAY



DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

TOWN MEETING:

August 16, 2016

AGENDA ITEM #: 8c

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: August 9, 2016
RE: **Custom Municipal Banners**

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

SUMMARY: As part of the Plan Commission ongoing 'Work Plan', the Commission agreed to continue the implementation of the Town's Economic Development Strategy. A key recommendation of the EDS is to, *"Implement and utilize the 2008 Fox Cities Convention and Visitors Bureau comprehensive wayfinding plan to develop a local wayfinding program. Focus on reforming streetlights, banners and use the FCCVB approved plans to build wayfinding signs, in addition to the two currently on CE, targeting the Van Roy Road and CE/Eisenhower areas."*

The Plan Commission discussed the installation of custom municipal banners beginning in 2015. With the completion of the roundabouts in 2015, the Plan Commission agreed on the implementation of the banners for 2016.

The Plan Commission approved a banner concept at their May, 2015 meeting. The revised banner concept is included for your review and recommended approval.

The 2016 Budget includes \$6,000 for this year's project. A proposal for design, manufacturing and installation from Appleton Sign is included for Town Board consideration.

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan 2016 Fiscal Year Budget.
2. Town of Buchanan Capital Improvement Plan 2016-2020.
3. Town of Buchanan Economic Development Strategy – Adopted 2013.

FISCAL IMPACT:

Is there a fiscal impact? Yes, \$4,380.67

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

Amount: \$6,000 GL57190 (Capital General Government)

JDG

###

Attachments:

- 1. Proposal – Appleton Sign Company**
- 2. Detail Graphic – Town of Buchanan Municipal Banners**

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.



CORPORATE
 2400 Holly Road
 Neenah, WI 54956
 Tel: 920.734.1601
 Fax: 920.734.1622

PROPOSAL

Proposal #: 25939
Proposal Date: 07/28/16
Customer #: 1148
Page: 1 of 3

CLIENT:	JOB LOCATION:
BUCHANAN, TOWN OF N178 COUNTY RD N APPLETON WI 54915	BUCHANAN, TOWN OF N178 CTY TK N APPLETON WI 54915 REQUESTED BY: JOEL GREGOZESKI

Appleton Sign Company proposes to do the following for your consideration and approval:

1	QUOTE #8764 FABRICATE (15) D/S, VERTICAL BOULEVARD BANNERS READING:"WELCOME TO THE TOWN OF BUCHANAN", 24" WIDE X 48" LONG.	\$2,889.71	\$2,889.71
1	QUOTE #8764-1 INSTALL (15) D/S, VERTICAL BOULEVARD BANNERS READING:"WELCOME TO THE TOWN OF BUCHANAN", 24" WIDE X 48" LONG.	\$1,490.96	\$1,490.96
TOTAL PROPOSAL AMOUNT:			\$4,380.67

The proposal amount does not include sales tax, permits, obtainment fees, engineering, primary wiring, or final electrical connection unless specifically stated. All signs are wired at 120 volts unless otherwise specified in writing.

PAYMENT TERMS: 50.0% down payment is required, balance due upon installation.

We accept Visa, Mastercard and Discover credit card payments. There will be a 3.5% convenience fee added to each credit card transaction.

Sign project will be placed into production after receipt of all of the following: 1) signed proposal acceptance, 2) signed drawing approval, 3) down payment, and 4) permit approval. Approximately one week after receipt of these requirements, an estimated completion date will be communicated to the Client.

Any alteration or deviation from the above specifications will be executed only upon written change order(s), and will become an extra charge, to be paid by the Client, over and above the proposal amount.

Supplemental permits, if required by municipalities, are not reflected in this proposal. If applicable, and procured for Client by Appleton Sign Company, permit(s) will be billed at cost plus an applicable obtainment/processing fee in addition to the total proposal amount above.

Permit(s) to be obtained by (check one): Client (CLIENT INITIALS _____) OR Appleton Sign Company (CLIENT INITIALS _____)

This proposal does not become effective until signed and dated by Appleton Sign Company and may be withdrawn if not accepted within sixty (60) days. Appleton Sign Company shall also be entitled to withdraw any proposal presented in error if evidence of a typographical, pricing and/or similar error is discovered that would significantly change the scope of work, price or other material portion of the proposal. In such instance as a proposal is withdrawn, Appleton Sign Company shall present a revised proposal. Client has no obligation to accept any revised proposal.

The prices, specifications, terms and conditions contained herein are satisfactory and are hereby accepted. Appleton Sign Company is authorized to do the work as specified. Payment will be made in accordance with the terms above.



PROPOSAL

Proposal #: 25939
Proposal Date: 07/28/16
Customer #: 1148
Page: 2 of 3

ACCEPTED BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

SALES CONSULTANT: _____

DATE: _____

TERMS AND CONDITIONS

1. Both parties hereto agree and understand that the title to said sign, together with all property furnished pursuant to this Agreement, shall remain in Appleton Sign Company's possession until paid for in full. It is further agreed and understood that until this Agreement is paid in full, that said sign, together with any additions thereto, shall at all times be deemed personal property and shall not by reason of attachment or connection to any realty be deemed or become a fixture of appurtenance to such realty. Said sign shall be servable and removable from any realty in accordance with the provisions of this Agreement.
2. The Client shall have full responsibility for any parts and materials on its premises, or premises that Client will be occupying, and for the value of all services provided by Appleton Sign Company in respect thereto. At all times subsequent to delivery of any parts and materials to premises, the Client shall be fully liable for any damage or loss, whether or not said parts and materials are covered by insurance, and will not affect the rights of Appleton Sign Company to enforce the purchase price then unpaid.
3. The Client shall secure all necessary permits from the building owner, and/or others whose permission is required for the installation of the sign and said Client shall be liable for any obstruction of delivery due to delay in obtaining such permission, and if Client executes this contract of sales without ever obtaining permission from party or parties necessary for the installation of said sign, then Client purchases same and is bound to the terms and conditions of this contract as though Client had obtained said permission and Client agrees to relieve Appleton Sign Company from any liability for its failure within ten (10) days of delivery to erect or install said sign.
4. All sizes, dimensions, and elevations as shown on drawing(s) are an approximation only and are subject to variation based upon field measurements and standard component dimensions. Client agrees to provide service feed wire of suitable capacity and approved to location of display in advance of installation, and make connection thereof to display.
5. During the period in which construction and erection of said sign is in progress, Appleton Sign Company agrees to have its workers covered by worker's compensation insurance and further agrees to carry liability and property damage insurance covering injuries to or death of persons and damage to property as a result of accidents for which Appleton Sign Company is responsible. Insurance certificates will be furnished upon request.
6. Appleton Sign Company shall not be held responsible for delays due to accidents, strikes, war, natural disasters, inclement weather, or any other delays beyond our control.
7. When pier drilling is necessary, Appleton Sign Company will contact Digger's Hotline to locate public utilities. Location of private utilities is the sole responsibility of the Client. In the event poor ground conditions are encountered in the drilling process, to the point where special equipment is required, the Client may incur additional charges.
8. In the event building, soil, underground, or overhead conditions or obstructions are encountered which impair installation of said sign, Client agrees to pay for all additional costs of installation attributed to such conditions or obstructions.
9. Appleton Sign Company will make repairs to walls, roof, and roof coverings opened by Appleton Sign Company during installation of said sign. In making such repairs, Appleton Sign Company does not assume responsibility for re-bonding of roof covering installed by others.
10. All materials are to be as specified or of similar quality. All work will be completed in a workmanlike manner according to standard practices. Appleton Sign Company provides a limited warranty on sign products. This warranty covers ballasts, transformers, and original workmanship for one (1) year from the original invoice date. Labor to replace ballasts and transformers will be warranted for ninety (90) days from the original invoice date. Lamps of any type and the labor to replace those lamps will be warranted for ninety (90) days from the original invoice date. This warranty excludes all damages caused by natural acts or vandalism. Unless otherwise agreed in writing, all warranties are null and void if final invoice is not paid within forty five (45) days from invoice date and/or if any service/maintenance work is performed and/or modifications are made to sign(s) or component(s) by any company or agent other than Appleton Sign Company.

COMPANY INITIALS _____

CLIENT INITIALS _____



PROPOSAL

Proposal #: 25939
Proposal Date: 07/28/16
Customer #: 1148
Page: 3 of 3

11. Upon default for the payment of any sums herein agreed, Appleton Sign Company may, at its option, declare the balance fully due and payable without further notice to Client; and Client agrees to pay interest on said balance, when declared due at the rate of 1.5% per month on the unpaid balance, 18% annual rate. Client further agrees to pay all reasonable costs of collection of said balance incurred by Appleton Sign Company, including reasonable attorney's fees and court costs.
12. This document constitutes the entire Agreement and understanding between both parties and shall not be considered modified, altered, changed, or amended in any respect except as provided herein, unless in writing and signed by the duly authorized officers, employees, or owners of each party.
13. The invalidity or unenforceability of any particular provision of this Agreement shall not affect any other remaining provision(s) hereof and this Agreement shall be construed in all respects as if such invalid or unenforceable provision(s) were omitted.
14. Both parties agree that any suits brought pursuant to this Agreement shall be brought in the courts of Winnebago County, Wisconsin.



CORPORATE
 2400 Holly Road Neenah, WI 54956
 Tel: 920.734.1601 Fax: 920.734.1622

BRANCH
 6510 Aurora Road West Bend, WI 53090
 Tel: 262.299.1601 Fax: 262.299.1622

DEPOSIT INVOICE

Invoice #: DP25939
Invoice Date: 07/28/16
Customer #: 1148
Page: 1 of 1

SOLD TO:	JOB LOCATION:
BUCHANAN, TOWN OF N178 COUNTY RD N APPLETON WI 54915	BUCHANAN, TOWN OF N178 CTY TK N APPLETON WI 54915 REQUESTED BY: JOEL GREGOZESKI

ORDERED BY	PO NUMBER	SALES CONSULTANT	ORDER DATE	PAYMENT TERMS	DUE DATE
JOEL GREGOZESKI		Matt Erickson	05/06/15	50.0% Due Upon Receipt	06/06/15

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #8764 FABRICATE (15) D/S, VERTICAL BOULEVARD BANNERS READING: "WELCOME TO THE TOWN OF BUCHANAN", 24" WIDE X 48" LONG.	\$2,889.71	\$2,889.71
1	QUOTE #8764-1 INSTALL (15) D/S, VERTICAL BOULEVARD BANNERS READING: "WELCOME TO THE TOWN OF BUCHANAN", 24" WIDE X 48" LONG.	\$1,490.96	\$1,490.96
TOTAL PROPOSAL AMOUNT			----- \$4,380.67
<p>*** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION ***</p> <p>Proposal amount based on planned-for materials and equipment. Final price may vary based on soil conditions, readiness of the site for all signs at once, clear unhindered access to the site, no union-related costs, freight, rush projects, additional repairs, etc. No electrical work, hookup, engineering or inspections of any kind are included or implied.</p> <p>We accept Visa, Mastercard and Discover credit card payments. There will be a 3.5% convenience fee added to each credit card transaction.</p>			

PLEASE PAY THIS DEPOSIT AMOUNT:	\$2,190.34
---------------------------------	------------



QTY: 7 SINGLE



QTY: 4 DOUBLE

SCALE: 1" = 1' 0"

CLIENT:	TOWN OF BUCHANAN
STREET ADDRESS:	N178 COUNTY RD N
CITY / STATE:	APPLETON, WI
SCOPE:	A-Z - 0-8764 BOULEVARD BANNERS
DATE:	2/4/16
SALES:	MATT ERICKSON
DESIGNER:	MATT ERICKSON

GENERAL SPECIFICATIONS	
VOLTAGE:	NA 120V 277V OTHER UNKNOWN
POWER DRAW:	NA AMPS/TOTAL UNKNOWN
SQUARE FOOTAGE:	800 - APPROX

COLOR SCHEDULE	
1	DIGITAL PRINT
2	COLOR CALL OUT
3	COLOR CALL OUT
4	COLOR CALL OUT
5	COLOR CALL OUT
6	COLOR CALL OUT
7	COLOR CALL OUT
8	COLOR CALL OUT

REQUIRED ITEMS	
<input checked="" type="checkbox"/> CLEAN ART?	AN ART RESTORATION FEE MAY BE APPLIED TO PRODUCTS IN PRODUCTION READY APPROX 5% BUT PROVIDED BY CLIENT PRIOR TO PRODUCTION
<input checked="" type="checkbox"/> FIELD SURVEY?	ANY PRICE ASSOCIATED WITH THIS DESIGN CAN NOT BE GUARANTEED FINDINGS DURING A FIELD SURVEY MAY IMPACT ESTIMATED TIMING/MATERIALS
<input checked="" type="checkbox"/> COLORS?	COLORS ON THIS DOCUMENT WERE SELECTED BY DESIGNER FOR CLIENT REVIEW COLORS MUST BE APPROVED BY CLIENT PRIOR TO PRODUCTION
<input checked="" type="checkbox"/> MISC. ITEMS ?	EXPLAIN HERE

REVISION SCHEDULE	
7/28/16	COLOR UPDATES
8/11/16	EXPLAIN REVISION:
8/25/16	EXPLAIN REVISION:
9/8/16	EXPLAIN REVISION:
9/22/16	EXPLAIN REVISION:
10/6/16	EXPLAIN REVISION:
10/20/16	EXPLAIN REVISION:

PLEASE SIGN BELOW STATING THAT THIS DESIGN IS APPROVED

X _____

BY SIGNING THIS DOCUMENT, YOU ARE AGREEING TO ALL SPECIFICATIONS/SCOPE OF WORK DESCRIBED ON THIS DRAWING & THE PROPOSAL MATCHING THE DESIGN ID #. PRODUCTION OF THIS PROJECT WILL NOT BE ALLOWED WITHOUT A SIGNATURE.

TOWN MEETING:

August 16, 2016

AGENDA ITEM #: 8d

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: August 9, 2016
RE: **Revisions to Town Logo**

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

SUMMARY: The Plan Commission has been reviewing conceptual revisions to the Town Logo. Staff has prepared multiple options for Town consideration. A revision to the Town Logo is in large part due to efforts to clean and refresh the Town's branding efforts, both in print and digital formats (i.e. website, social media, etc.).

The Plan Commission reviewed a logo concept at their July 2016 meeting. Revisions to the concept were presented at their August 8, 2016 meeting and are attached for Town Board review. ***The Plan Commission approved recommending Option #4 for Town Board consideration.***

In order to control costs for the change, implementation of the Town Logo will be completed in phases. Digital formats will be updated nearly immediately. Pre-printed items will be changed as items are replenished (i.e. envelopes, letterhead, etc.).

POLICY/PLAN REFERENCE(S): NONE

FISCAL IMPACT: NONE

JDG

###

Attachments:

- 1. Town Logo Revisions - Concept Options**

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

Town of Buchanan



CONCEPT #1



The logo features three stylized houses in shades of blue and red, arranged in a row. The houses have gabled roofs and arched windows. A large, thick red swoosh curves under the houses and the text. The text 'Town of Buchanan' is written in a serif font, with 'Town of' in blue and 'Buchanan' in red. A thin blue horizontal line is at the bottom.

Town of
Buchanan

CONCEPT #2



The logo features three stylized houses in shades of blue and teal, arranged in a row. A thick red ribbon arches over the houses, starting from the right side and curving under the word 'Buchanan'. The word 'Buchanan' is written in a large, red, serif font, while 'Town of' is in a smaller, blue, serif font. The letter 'B' is significantly larger than the other letters in 'Buchanan'. The entire design is set against a white background.

B Town of
Buchanan



B

Town of
Buchanan

CONCEPT #4

Town of

B

uchanan

Outagamie County, Wisconsin



CONCEPT #5



Buchanan

W i s c o n s i n

CONCEPT #6



B

Buchanan

Wisconsin

TOWN BOARD MEETING:

August 16, 2016

AGENDA ITEM #: 9a

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: August 11, 2016
RE: **Routine 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 Town's 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

###



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Fire Chief Mohr
Date: August 10, 2016
RE: **Update on Fire & Rescue Activities**

Please find attached activity summary reports for the months of June – July 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:

- Progress being made regarding access to reporting systems and usage of said systems.
- The Department has engaged the services of Jeff Pollard to conduct fire inspections to allow the Town to stay in substantial compliance with State requirements for performing inspections. Conducting fire inspections within the appropriate timeframes is one of the core requirements for a community to receive payment of 2% fire dues from the State. The inspection have been completed and a summary given to chief for review and further action. The department anticipates conducting additional training for interested members to develop a pool of qualified fire department members who can perform the tasks.
- Drills- Attendance is improving and training with Combined Locks Fire has been conducted twice at the house on CTY Ce and Debruin Rd response between both departments are favorable EMS has also been involved in the training. We also have a third training session with CLFD on August 14th. The house will be removed after this weekend.
- Other upcoming training includes Fire inspection training and a bus extrication class which are both in the works.



Average Turnout per Incident
 From 01/01/16 To 07/31/16
 Report Printed On: 08/10/2016

	Total Number of Incidents	Total Number of Responding Personnel	Average Turnout per Incident
BUCHANAN TN FIRE DEPT	56	343	6
Total	56	343	6

Search Criteria	
Dates	From 01/01/2016 To 07/31/2016 (mm/dd/yyyy)
Service	BUCHANAN TN FIRE DEPT
Staff	All
Apparatus	All
Station	All
Alarm Type	All
Zone/District	All

 Report Description



Average Turnout per Incident
 From 07/01/16 To 07/31/16
 Report Printed On: 08/10/2016

	Total Number of Incidents	Total Number of Responding Personnel	Average Turnout per Incident
BUCHANAN TN FIRE DEPT	6	52	9
Total	6	52	9

Search Criteria	
Dates	From 07/01/2016 To 07/31/2016 (mm/dd/yyyy)
Service	BUCHANAN TN FIRE DEPT
Staff	All
Apparatus	All
Station	All
Alarm Type	All
Zone/District	All

 Report Description



Call Summary Report
 From 01/01/16 To 06/30/16
 Report Printed On: 08/09/2016

Response Code	#	%
Not Known	1	1.15%
No Lights and Sirens	30	34.48%
Lights and Sirens	55	63.22%
Unknown	1	1.15%
Total	87	100.00%
Transport Code	#	%
Not Applicable	1	1.15%
No Lights or Sirens	1	1.15%
Unknown	85	97.70%
Total	87	100.00%
Response Disposition	#	%
Treated, Transported by EMS	1	1.15%
Treated, Transferred Care	81	93.10%
Treated and Released	1	1.15%
Not Known	1	1.15%
No Treatment Required	1	1.15%
Dead at Scene	1	1.15%
Unknown	1	1.15%
Total	87	100.00%
Response Request	#	%
911 Response (Scene)	86	98.85%
Unknown	1	1.15%
Total	87	100.00%
Responding Unit	#	%
2303	1	1.15%
23129	2	2.30%
23136	2	2.30%
23902	4	4.60%
23904	6	6.90%
23906	1	1.15%
Not Applicable	71	81.61%
Total	87	100.00%

Search Criteria	
Dates	From 01/01/2016 To 06/30/2016 (mm/dd/yyyy)
Service	Buchanan Fire & Rescue
Staff	All Active
Unit	All
Call Sign	All
Zone/District	All
Type of Service Requested	All
Patient Disposition	All



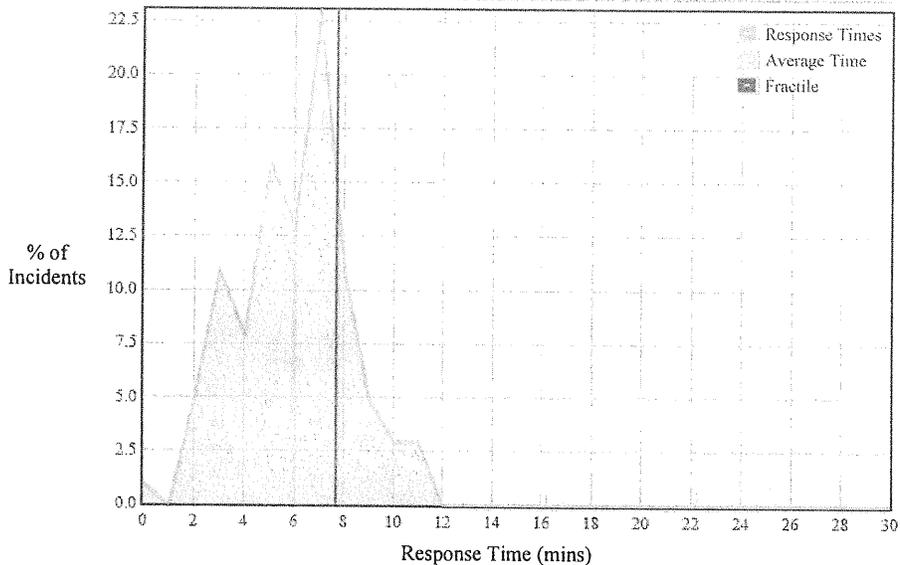
Call Summary Report
 From 06/01/16 To 06/30/16
 Report Printed On: 08/09/2016

[Print Report](#) [Remove from My Reports](#)

Response Code	#	%
No Lights and Sirens	5	33.33%
Lights and Sirens	10	66.67%
Total	15	100.00%
Transport Code	#	%
Unknown	15	100.00%
Total	15	100.00%
Response Disposition	#	%
Treated, Transferred Care	15	100.00%
Total	15	100.00%
Response Request	#	%
911 Response (Scene)	15	100.00%
Total	15	100.00%
Responding Unit	#	%
2303	1	6.67%
23129	2	13.33%
23136	2	13.33%
23902	4	26.67%
23904	4	26.67%
23906	1	6.67%
Not Applicable	1	6.67%
Total	15	100.00%

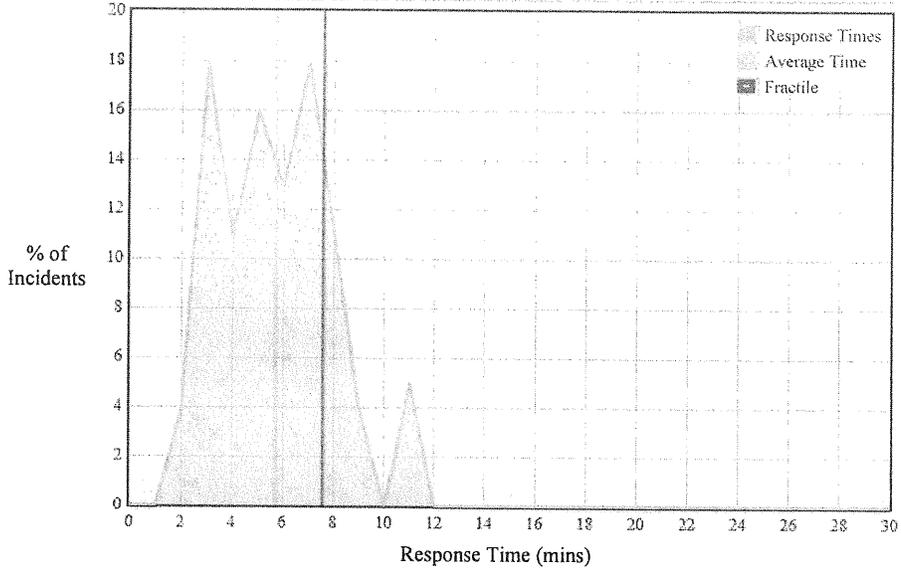
Search Criteria	
Dates	From 06/01/2016 To 06/30/2016 (mm/dd/yyyy)
Service	Buchanan Fire & Rescue
Staff	All Active
Unit	All
Call Sign	All
Zone/District	All
Type of Service Requested	All
Patient Disposition	All

Fractile Response Times Report	
Date Range	01/01/2016 to 06/30/2016
Time Frame	"Unit Notified Dispatch Time" to "Unit Arrived Scene Time"
Total # of Runs Fitting Criteria	87
80% Fractile Response Time	7 min 41 sec
Highest Response Time	11 min 15 sec
Lowest Response Time	0 min 0 sec
Average Response Time	5 min 58 sec
Service(s)	Buchanan Fire & Rescue
Zone(s)	All
	*This includes incidents where a zone was not entered.
Response Mode(s) to Scene	All
Type of Service(s) Requested	All
Patient Disposition(s)	All
Provider Primary Impression(s)	All
Destination	All



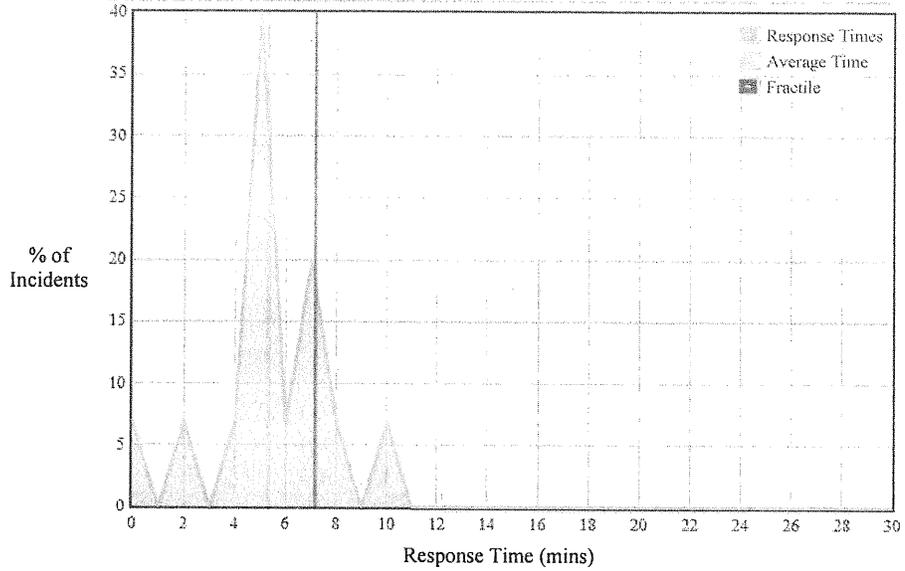
⚠ **Fractile Response Report** – This report displays a summary of fractile response times based off of the incident times. This report will not return data about incidents that do not have a recorded "Unit Notified Dispatch Time" or "Unit Arrived Scene Time", or incidents with a response time greater than 30 minutes.

Fractile Response Times Report	
Date Range	01/01/2016 to 06/30/2016
Time Frame	"Unit Notified Dispatch Time" to "Unit Arrived Scene Time"
Total # of Runs Fitting Criteria	55
80% Fractile Response Time	7 min 34 sec
Highest Response Time	11 min 15 sec
Lowest Response Time	2 min 0 sec
Average Response Time	5 min 41 sec
Service(s)	Buchanan Fire & Rescue
Zone(s)	All
	*This includes incidents where a zone was not entered.
Response Mode(s) to Scene	Lights and Sirens
Type of Service(s) Requested	All
Patient Disposition(s)	All
Provider Primary Impression(s)	All
Destination	All



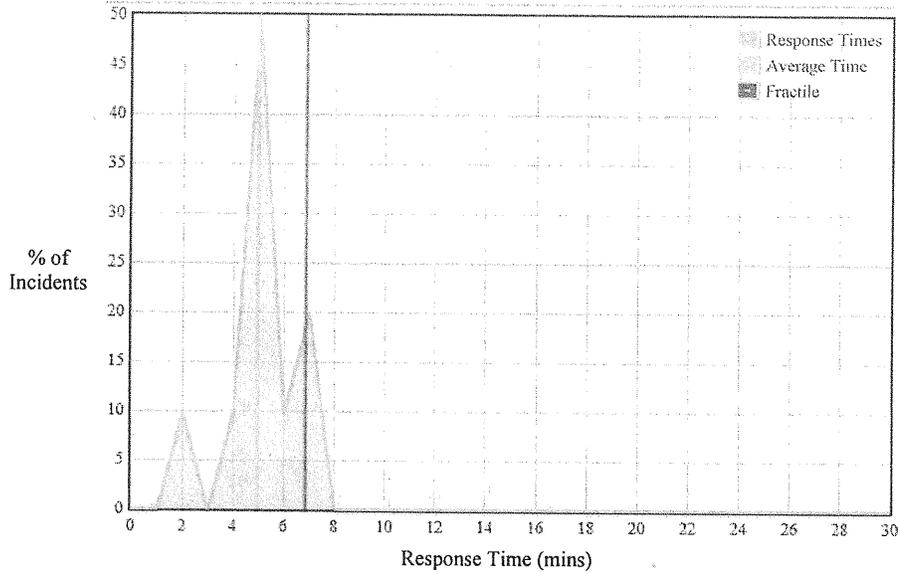
⤵ **Fractile Response Report** – This report displays a summary of fractile response times based off of the incident times. This report will not return data about incidents that do not have a recorded "Unit Notified Dispatch Time" or "Unit Arrived Scene Time", or incidents with a response time greater than 30 minutes.

Fractile Response Times Report
 Date Range 06/01/2016 to 06/30/2016
 Time Frame "Unit Notified Dispatch Time" to "Unit Arrived Scene Time"
 Total # of Runs Fitting Criteria 15
 80% Fractile Response Time 7 min 9 sec
 Highest Response Time 10 min 1 sec
 Lowest Response Time 0 min 0 sec
 Average Response Time 5 min 18 sec
 Service(s) Buchanan Fire & Rescue
 Zone(s) All
 *This includes incidents where a zone was not entered.
 Response Mode(s) to Scene All
 Type of Service(s) Requested All
 Patient Disposition(s) All
 Provider Primary Impression(s) All
 Destination All



ⓘ **Fractile Response Report** – This report displays a summary of fractile response times based off of the incident times. This report will not return data about incidents that do not have a recorded "Unit Notified Dispatch Time" or "Unit Arrived Scene Time", or incidents with a response time greater than 30 minutes.

Fractile Response Times Report
 Date Range 06/01/2016 to 06/30/2016
 Time Frame "Unit Notified Dispatch Time" to "Unit Arrived Scene Time"
 Total # of Runs Fitting Criteria 10
 80% Fractile Response Time 6 min 51 sec
 Highest Response Time 7 min 9 sec
 Lowest Response Time 2 min 14 sec
 Average Response Time 4 min 56 sec
 Service(s) Buchanan Fire & Rescue
 Zone(s) All
*This includes incidents where a zone was not entered.
 Response Mode(s) to Scene Lights and Sirens
 Type of Service(s) Requested All
 Patient Disposition(s) All
 Provider Primary Impression(s) All
 Destination All



Fractile Response Report – This report displays a summary of fractile response times based off of the incident times. This report will not return data about incidents that do not have a recorded "Unit Notified Dispatch Time" or "Unit Arrived Scene Time", or incidents with a response time greater than 30 minutes.

*File
June 2016*



Incident Type Report (Summary)
From 01/01/16 To 06/30/16
Report Printed On: 08/09/2016

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Building fire (111)	2	4.00%	\$0.00	\$0.00	\$0.00	0.00%
Passenger vehicle fire (131)	3	6.00%	\$0.00	\$0.00	\$0.00	0.00%
	5	10.00%	\$0.00	\$0.00	\$0.00	0.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)						
Air or gas rupture of pressure or process vessel (223)	1	2.00%	\$0.00	\$0.00	\$0.00	0.00%
	1	2.00%	\$0.00	\$0.00	\$0.00	0.00%
3 Rescue & Emergency Medical Service Incident						
Medical assist, assist EMS crew (311)	2	4.00%	\$0.00	\$0.00	\$0.00	0.00%
Extrication of victim(s) from vehicle (352)	6	12.00%	\$0.00	\$0.00	\$0.00	0.00%
	8	16.00%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Hazardous condition, other (400)	1	2.00%	\$0.00	\$0.00	\$0.00	0.00%
Electrical wiring/equipment problem, other (440)	1	2.00%	\$0.00	\$0.00	\$0.00	0.00%
Arcing, shorted electrical equipment (445)	1	2.00%	\$0.00	\$0.00	\$0.00	0.00%
Accident, potential accident, other (460)	1	2.00%	\$0.00	\$0.00	\$0.00	0.00%
Vehicle accident, general cleanup (463)	12	24.00%	\$0.00	\$0.00	\$0.00	0.00%
	16	32.00%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Service Call, other (500)	1	2.00%	\$0.00	\$0.00	\$0.00	0.00%
Water or steam leak (522)	1	2.00%	\$0.00	\$0.00	\$0.00	0.00%
Unauthorized burning (561)	1	2.00%	\$0.00	\$0.00	\$0.00	0.00%
	3	6.00%	\$0.00	\$0.00	\$0.00	0.00%
6 Good Intent Call						
Dispatched and cancelled en route (611)	1	2.00%	\$0.00	\$0.00	\$0.00	0.00%
Steam, other gas mistaken for smoke, other (650)	1	2.00%	\$0.00	\$0.00	\$0.00	0.00%
Smoke scare, odor of smoke (651)	2	4.00%	\$0.00	\$0.00	\$0.00	0.00%
	4	8.00%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
Smoke detector activation due to malfunction (733)	6	12.00%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system sounded due to malfunction (735)	1	2.00%	\$0.00	\$0.00	\$0.00	0.00%
CO detector activation due to malfunction (736)	2	4.00%	\$0.00	\$0.00	\$0.00	0.00%
Unintentional transmission of alarm, other (740)	1	2.00%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	1	2.00%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	1	2.00%	\$0.00	\$0.00	\$0.00	0.00%
	12	24.00%	\$0.00	\$0.00	\$0.00	0.00%
9 Special Incident Type						
Special type of incident, other (900)	1	2.00%	\$0.00	\$0.00	\$0.00	0.00%
	1	2.00%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:	50				Total Est. Loss:	\$0.00

Search Criteria	
Dates	From 01/01/2016 To 06/30/2016 (mm/dd/yyyy)
Service	BUCHANAN TN FIRE DEPT
Staff	All
Apparatus	All
Station	All
Alarm Type	All
Zone/District	All

Report Description



Incident Type Report (Summary)
 From 06/01/16 To 06/30/16
 Report Printed On: 08/09/2016

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Passenger vehicle fire (131)	1	7.69%	\$0.00	\$0.00	\$0.00	0.00%
3 Rescue & Emergency Medical Service Incident						
Medical assist, assist EMS crew (311)	1	7.69%	\$0.00	\$0.00	\$0.00	0.00%
Extrication of victim(s) from vehicle (352)	3	23.08%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Accident, potential accident, other (460)	1	7.69%	\$0.00	\$0.00	\$0.00	0.00%
Vehicle accident, general cleanup (463)	3	23.08%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Water or steam leak (522)	1	7.69%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
Alarm system sounded due to malfunction (735)	1	7.69%	\$0.00	\$0.00	\$0.00	0.00%
Unintentional transmission of alarm, other (740)	1	7.69%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	1	7.69%	\$0.00	\$0.00	\$0.00	0.00%
	3	23.07%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:	13			Total Est. Loss:	\$0.00	

Search Criteria	
Dates	From 06/01/2016 To 06/30/2016 (mm/dd/yyyy)
Service	BUCHANAN TN FIRE DEPT
Staff	All
Apparatus	All
Station	All
Alarm Type	All
Zone/District	All

 Report Description



Average Turnout per Incident
 From 01/01/16 To 06/30/16
 Report Printed On: 08/09/2016

BUCHANAN TN FIRE DEPT	Total Number of Incidents	Total Number of Responding Personnel	Average Turnout per Incident
	50	291	6
Total	50	291	6

Search Criteria	
Dates	From 01/01/2016 To 06/30/2016 (mm/dd/yyyy)
Service	BUCHANAN TN FIRE DEPT
Staff	All
Apparatus	All
Station	All
Alarm Type	All
Zone/District	All

Report Description



Average Turnout per Incident
From 06/01/16 To 06/30/16
Report Printed On: 08/09/2016

BUCHANAN TN FIRE DEPT	Total Number of Incidents	Total Number of Responding Personnel	Average Turnout per Incident
Total	13	71	5

Search Criteria	
Dates	From 06/01/2016 To 06/30/2016 (mm/dd/yyyy)
Service	BUCHANAN TN FIRE DEPT
Staff	All
Apparatus	All
Station	All
Alarm Type	All
Zone/District	All

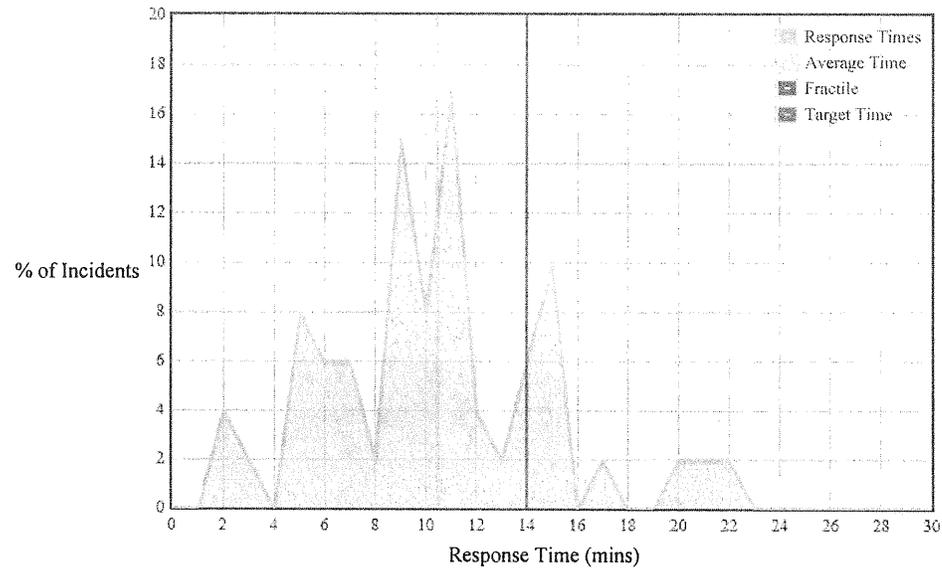
 Report Description



80% Fractile Response Time
From 01/01/16 To 06/30/16
Report Printed On: 08/09/2016

Report Description

Report Details
Total Runs: 49
Total Runs with Response Time: 48
80% Fractile Response Time: 14 min
Highest Response Time: 22 mins
Lowest Response Time: 2 mins
Avg Response Time: 10 mins
Service: BUCHANAN TN FIRE DEPT
Station: All
Alarm Type: All
Response Mode: All
District: All

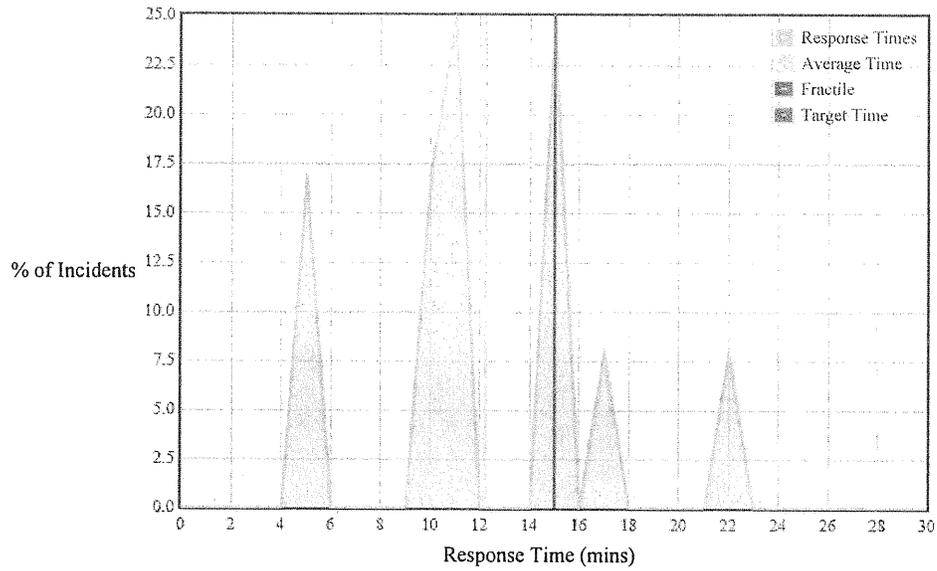




80% Fractile Response Time
From 06/01/16 To 06/30/16
Report Printed On: 08/09/2016

Report Description

Report Details
Total Runs: 12
Total Runs with Response Time: 12
80% Fractile Response Time: 15 min
Highest Response Time: 22 mins
Lowest Response Time: 5 mins
Avg Response Time: 12 mins
Service: BUCHANAN TN FIRE DEPT
Station: All
Alarm Type: All
Response Mode: All
District: All

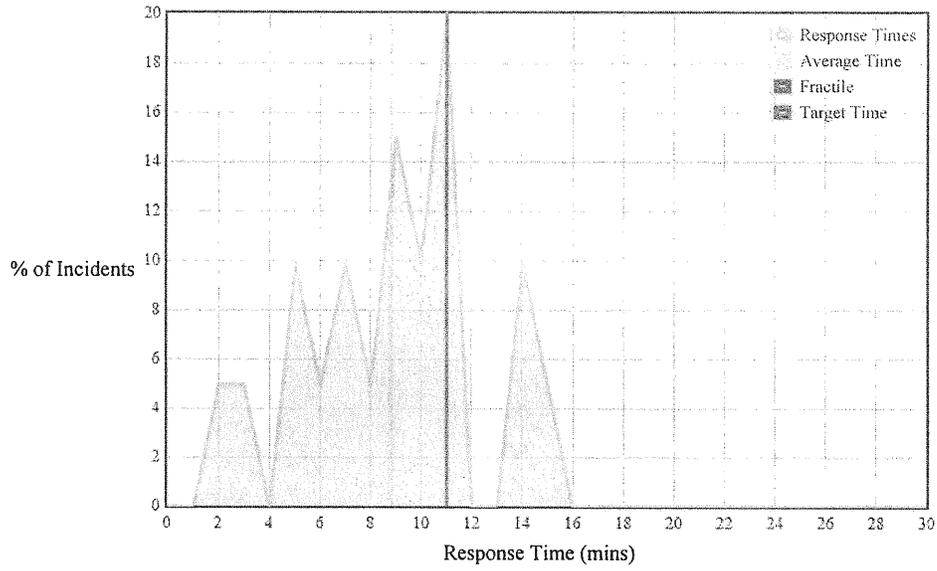




80% Fractile Response Time
From 01/01/16 To 06/30/16
Report Printed On: 08/09/2016

Report Description

Report Details:
Total Runs: 21
Total Runs with Response Time: 20
80% Fractile Response Time: 11 min
Highest Response Time: 14 mins
Lowest Response Time: 2 mins
Avg Response Time: 8 mins
Service: BUCHANAN TN FIRE DEPT
Station: All
Alarm Type: All
Response Mode: Emergency
District: All



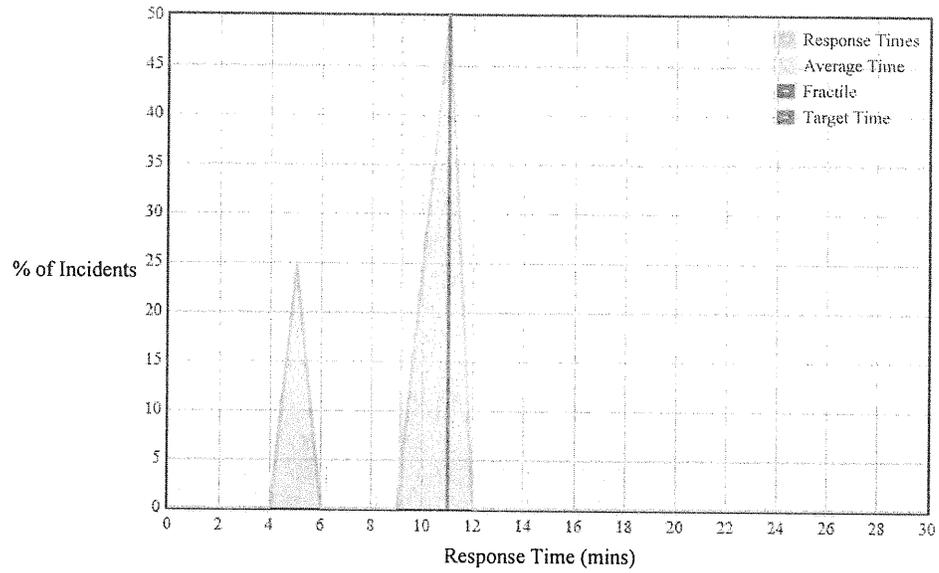


80% Fractile Response Time
From 06/01/16 To 06/30/16
Report Printed On: 08/09/2016

Report Description

Report Details

Total Runs: 4
Total Runs with Response Time: 4
80% Fractile Response Time: 11 min
Highest Response Time: 11 mins
Lowest Response Time: 5 mins
Avg Response Time: 9 mins
Service: BUCHANAN TN FIRE DEPT
Station: All
Alarm Type: All
Response Mode: Emergency
District: All



EMS JULY 2016



Call Summary Report
 From 01/01/16 To 07/31/16
 Report Printed On: 08/10/2016

	#	%
Response Code		
Not Known	1	0.98%
No Lights and Sirens	33	32.35%
Lights and Sirens	67	65.69%
Unknown	1	0.98%
Total	102	100.00%
Transport Code		
Not Applicable	1	0.98%
No Lights or Sirens	1	0.98%
Unknown	100	98.04%
Total	102	100.00%
Response Disposition		
Treated, Transported by EMS	1	0.98%
Treated, Transferred Care	95	93.14%
Treated and Released	1	0.98%
Standby Only - No Patient Contacts	1	0.98%
Not Known	1	0.98%
No Treatment Required	1	0.98%
Dead at Scene	1	0.98%
Unknown	1	0.98%
Total	102	100.00%
Response Request		
911 Response (Scene)	101	99.02%
Unknown	1	0.98%
Total	102	100.00%
Responding Unit		
2303	1	0.98%
23129	6	5.88%
23136	2	1.96%
23902	9	8.82%
23904	10	9.80%
23905	1	0.98%
23906	2	1.96%
Not Applicable	71	69.61%
Total	102	100.00%

Search Criteria	
Dates	From 01/01/2016 To 07/31/2016 (mm/dd/yyyy)
Service	Buchanan Fire & Rescue
Staff	All Active
Unit	All
Call Sign	All
Zone/District	All
Type of Service Requested	All
Patient Disposition	All



Call Summary Report
 From 07/01/16 To 07/31/16
 Report Printed On: 08/10/2016

Response Code	#	%
No Lights and Sirans	3	20.00%
Lights and Sirans	12	80.00%
Total	15	100.00%
Transport Code	#	%
Unknown	15	100.00%
Total	15	100.00%
Response Disposition	#	%
Treated, Transferred Care	14	93.33%
Standby Only - No Patient Contacts	1	6.67%
Total	15	100.00%
Response Request	#	%
911 Response (Scene)	15	100.00%
Total	15	100.00%
Responding Unit	#	%
23129	4	26.67%
23902	5	33.33%
23904	4	26.67%
23905	1	6.67%
23906	1	6.67%
Total	15	100.00%

Search Criteria	
Dates	From 07/01/2016 To 07/31/2016 (mm/dd/yyyy)
Service	Buchanan Fire & Rescue
Staff	All Active
Unit	All
Call Sign	All
Zone/District	All
Type of Service Requested	All
Patient Disposition	All

Fractile Response Times Report

Date Range 01/01/2016 to 07/31/2016

Time Frame "Unit Notified Dispatch Time" to "Unit Arrived Scene Time"

Total # of Runs Fitting Criteria 102

80% Fractile Response Time 7 min 34 sec

Highest Response Time 11 min 15 sec

Lowest Response Time 0 min 0 sec

Average Response Time 6 min 1 sec

Service(s) Buchanan Fire & Rescue

Zone(s) All

*This includes incidents where a zone was not entered.

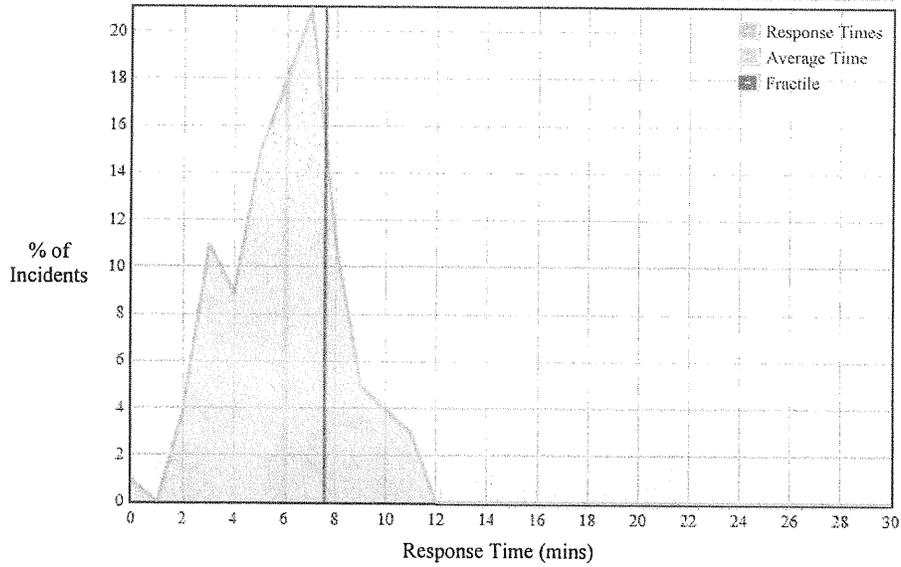
Response Mode(s) to Scene All

Type of Service(s) Requested All

Patient Disposition(s) All

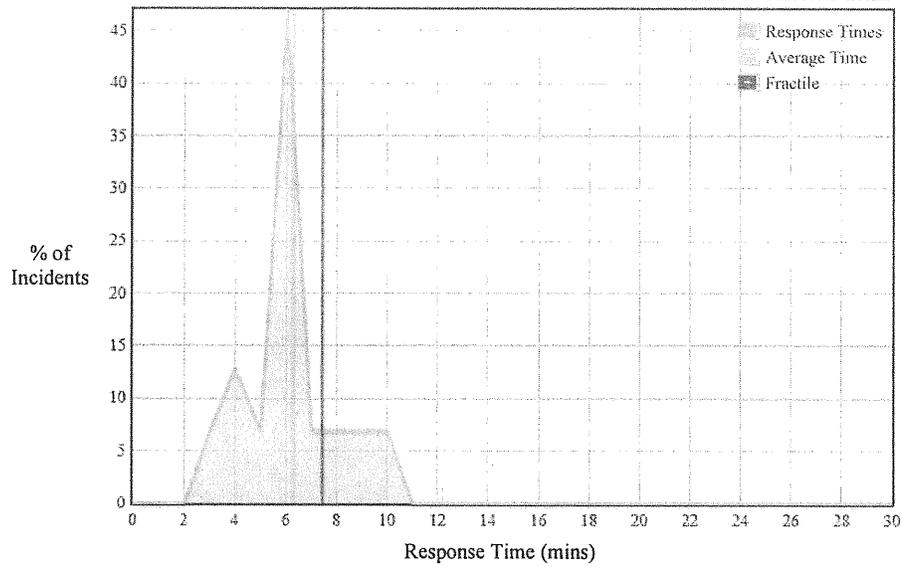
Provider Primary Impression(s) All

Destination All



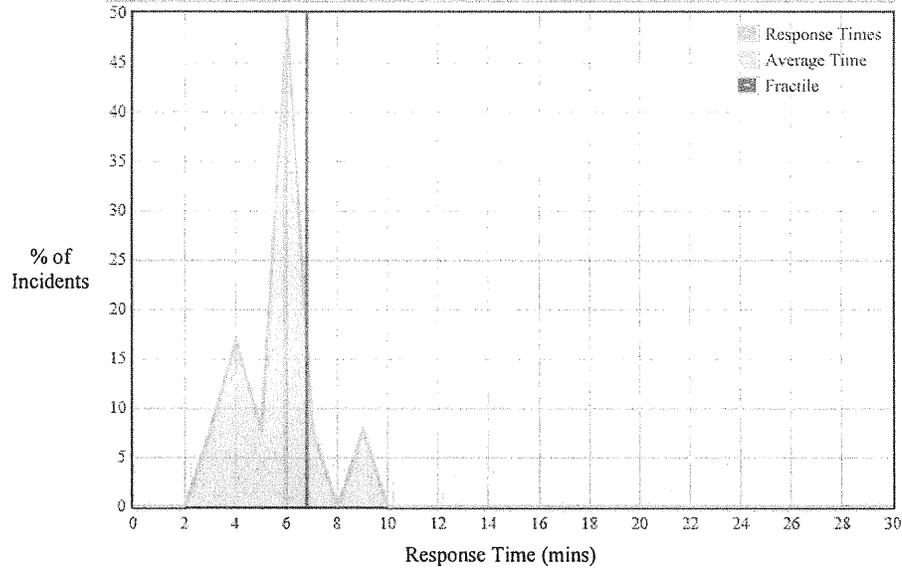
📌 **Fractile Response Report** – This report displays a summary of fractile response times based off of the incident times. This report will not return data about incidents that do not have a recorded "Unit Notified Dispatch Time" or "Unit Arrived Scene Time", or incidents with a response time greater than 30 minutes.

Fractile Response Times Report
 Date Range 07/01/2016 to 07/31/2016
 Time Frame "Unit Notified Dispatch Time" to "Unit Arrived Scene Time"
 Total # of Runs Fitting Criteria 15
 80% Fractile Response Time 7 min 25 sec
 Highest Response Time 9 min 24 sec
 Lowest Response Time 2 min 37 sec
 Average Response Time 6 min 16 sec
 Service(s) Buchanan Fire & Rescue
 Zone(s) All
*This includes incidents where a zone was not entered.
 Response Mode(s) to Scene All
 Type of Service(s) Requested All
 Patient Disposition(s) All
 Provider Primary Impression(s) All
 Destination All



Fractile Response Report – This report displays a summary of fractile response times based off of the incident times. This report will not return data about incidents that do not have a recorded "Unit Notified Dispatch Time" or "Unit Arrived Scene Time", or incidents with a response time greater than 30 minutes.

Fractile Response Times Report
 Date Range 07/01/2016 to 07/31/2016
 Time Frame "Unit Notified Dispatch Time" to "Unit Arrived Scene Time"
 Total # of Runs Fitting Criteria 12
 80% Fractile Response Time 6 min 47 sec
 Highest Response Time 9 min 0 sec
 Lowest Response Time 2 min 37 sec
 Average Response Time 5 min 56 sec
 Service(s) Buchanan Fire & Rescue
 Zone(s) All
*This includes incidents where a zone was not entered.
 Response Mode(s) to Scene Lights and Sirens
 Type of Service(s) Requested All
 Patient Disposition(s) All
 Provider Primary Impression(s) All
 Destination All



📌 **Fractile Response Report** – This report displays a summary of fractile response times based off of the incident times. This report will not return data about incidents that do not have a recorded "Unit Notified Dispatch Time" or "Unit Arrived Scene Time", or incidents with a response time greater than 30 minutes.

FRB JULY 2016

Incident Type Report (Summary)
 From 01/01/16 To 07/31/16
 Report Printed On: 08/10/2016

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Building fire (111)	3	5.36%	\$0.00	\$0.00	\$0.00	0.00%
Passenger vehicle fire (131)	3	5.36%	\$0.00	\$0.00	\$0.00	0.00%
	6	10.72%	\$0.00	\$0.00	\$0.00	0.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)						
Air or gas rupture of pressure or process vessel (223)	1	1.79%	\$0.00	\$0.00	\$0.00	0.00%
	1	1.79%	\$0.00	\$0.00	\$0.00	0.00%
3 Rescue & Emergency Medical Service Incident						
Medical assist, assist EMS crew (311)	2	3.57%	\$0.00	\$0.00	\$0.00	0.00%
Extrication of victim(s) from vehicle (352)	6	10.71%	\$0.00	\$0.00	\$0.00	0.00%
	8	14.28%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Hazardous condition, other (400)	1	1.79%	\$0.00	\$0.00	\$0.00	0.00%
Electrical wiring/equipment problem, other (440)	1	1.79%	\$0.00	\$0.00	\$0.00	0.00%
Overheated motor (442)	1	1.79%	\$0.00	\$0.00	\$0.00	0.00%
Arcing, shorted electrical equipment (445)	2	3.57%	\$0.00	\$0.00	\$0.00	0.00%
Accident, potential accident, other (460)	1	1.79%	\$0.00	\$0.00	\$0.00	0.00%
Vehicle accident, general cleanup (463)	13	23.21%	\$0.00	\$0.00	\$0.00	0.00%
	19	33.94%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Service Call, other (500)	1	1.79%	\$0.00	\$0.00	\$0.00	0.00%
Water or steam leak (522)	1	1.79%	\$0.00	\$0.00	\$0.00	0.00%
Smoke or odor removal (531)	1	1.79%	\$0.00	\$0.00	\$0.00	0.00%
Unauthorized burning (561)	1	1.79%	\$0.00	\$0.00	\$0.00	0.00%
	4	7.16%	\$0.00	\$0.00	\$0.00	0.00%
6 Good Intent Call						
Dispatched and cancelled en route (611)	1	1.79%	\$0.00	\$0.00	\$0.00	0.00%
Steam, other gas mistaken for smoke, other (650)	1	1.79%	\$0.00	\$0.00	\$0.00	0.00%
Smoke scare, odor of smoke (651)	2	3.57%	\$0.00	\$0.00	\$0.00	0.00%
	4	7.15%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
Smoke detector activation due to malfunction (733)	6	10.71%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system sounded due to malfunction (735)	1	1.79%	\$0.00	\$0.00	\$0.00	0.00%
CO detector activation due to malfunction (736)	2	3.57%	\$0.00	\$0.00	\$0.00	0.00%
Unintentional transmission of alarm, other (740)	1	1.79%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	2	3.57%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	1	1.79%	\$0.00	\$0.00	\$0.00	0.00%
	13	23.22%	\$0.00	\$0.00	\$0.00	0.00%
9 Special Incident Type						
Special type of incident, other (900)	1	1.79%	\$0.00	\$0.00	\$0.00	0.00%
	1	1.79%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:	56			Total Est. Loss:	\$0.00	

Search Criteria	
Dates	From 01/01/2016 To 07/31/2016 (mm/dd/yyyy)
Service	BUCHANAN TN FIRE DEPT
Staff	All
Apparatus	All
Station	All
Alarm Type	All
Zone/District	All

Report Description



Incident Type Report (Summary)
 From 07/01/16 To 07/31/16
 Report Printed On: 08/10/2016

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Building fire (111)	1	16.67%	\$0.00	\$0.00	\$0.00	0.00%
	1	16.67%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Overheated motor (442)	1	16.67%	\$0.00	\$0.00	\$0.00	0.00%
Arcing, shorted electrical equipment (445)	1	16.67%	\$0.00	\$0.00	\$0.00	0.00%
Vehicle accident, general cleanup (463)	1	16.67%	\$0.00	\$0.00	\$0.00	0.00%
	3	50.01%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Smoke or odor removal (531)	1	16.67%	\$0.00	\$0.00	\$0.00	0.00%
	1	16.67%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
Alarm system activation, no fire - unintentional (745)	1	16.67%	\$0.00	\$0.00	\$0.00	0.00%
	1	16.67%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:	6			Total Est. Loss:	\$0.00	

Search Criteria	
Dates	From 07/01/2016 To 07/31/2016 (mm/dd/yyyy)
Service	BUCHANAN TN FIRE DEPT
Staff	All
Apparatus	All
Station	All
Alarm Type	All
Zone/District	All

 Report Description



Average Turnout per Incident
From 01/01/16 To 07/31/16
Report Printed On: 08/10/2016

	Total Number of Incidents	Total Number of Responding Personnel	Average Turnout per Incident
BUCHANAN TN FIRE DEPT	56	343	6
Total	56	343	6

Search Criteria	
Dates	From 01/01/2016 To 07/31/2016 (mm/dd/yyyy)
Service	BUCHANAN TN FIRE DEPT
Staff	All
Apparatus	All
Station	All
Alarm Type	All
Zone/District	All

 Report Description



Average Turnout per Incident
From 07/01/16 To 07/31/16
Report Printed On: 08/10/2016

	Total Number of Incidents	Total Number of Responding Personnel	Average Turnout per Incident
BUCHANAN TN FIRE DEPT	6	52	9
Total	6	52	9

Search Criteria	
Dates	From 07/01/2016 To 07/31/2016 (mm/dd/yyyy)
Service	BUCHANAN TN FIRE DEPT
Staff	All
Apparatus	All
Station	All
Alarm Type	All
Zone/District	All

 Report Description

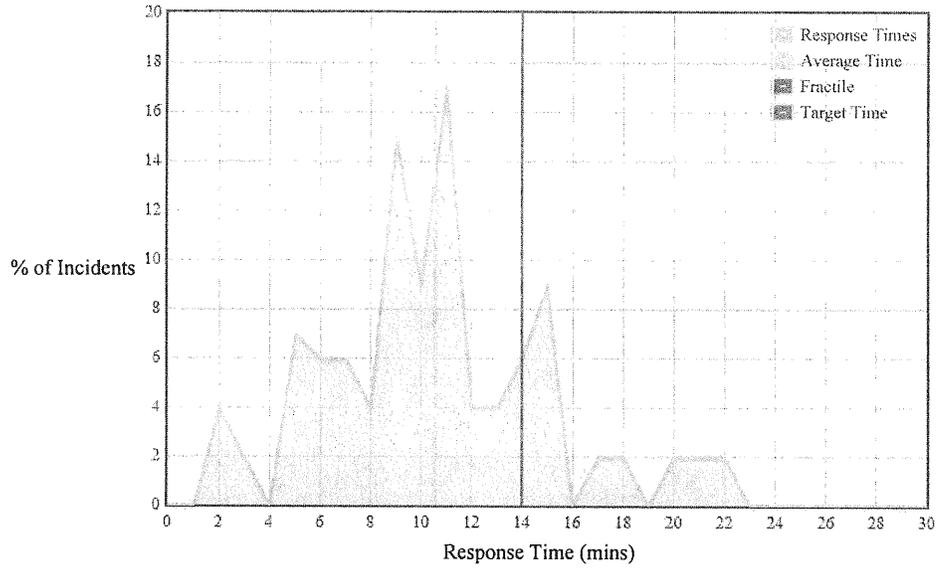


80% Fractile Response Time
From 01/01/16 To 07/31/16
Report Printed On: 08/10/2016

Report Description

Report Details

Total Runs: 55
Total Runs with Response Time: 54
80% Fractile Response Time: 14 min
Highest Response Time: 22 mins
Lowest Response Time: 2 mins
Avg Response Time: 10 mins
Service: BUCHANAN TN FIRE DEPT
Station: All
Alarm Type: All
Response Mode: All
District: All



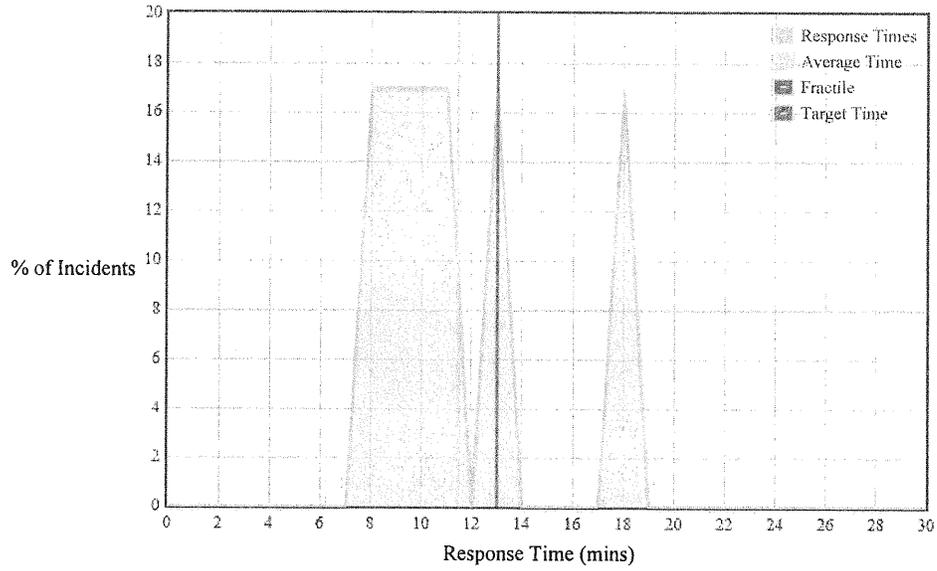


80% Fractile Response Time
From 07/01/16 To 07/31/16
Report Printed On: 08/10/2016

Report Description

Report Details

- Total Runs: 6
- Total Runs with Response Time: 6
- 80% Fractile Response Time: 13 min
- Highest Response Time: 18 mins
- Lowest Response Time: 7 mins
- Avg Response Time: 11 mins
- Service: BUCHANAN TN FIRE DEPT
- Station: All
- Alarm Type: All
- Response Mode: All
- District: All



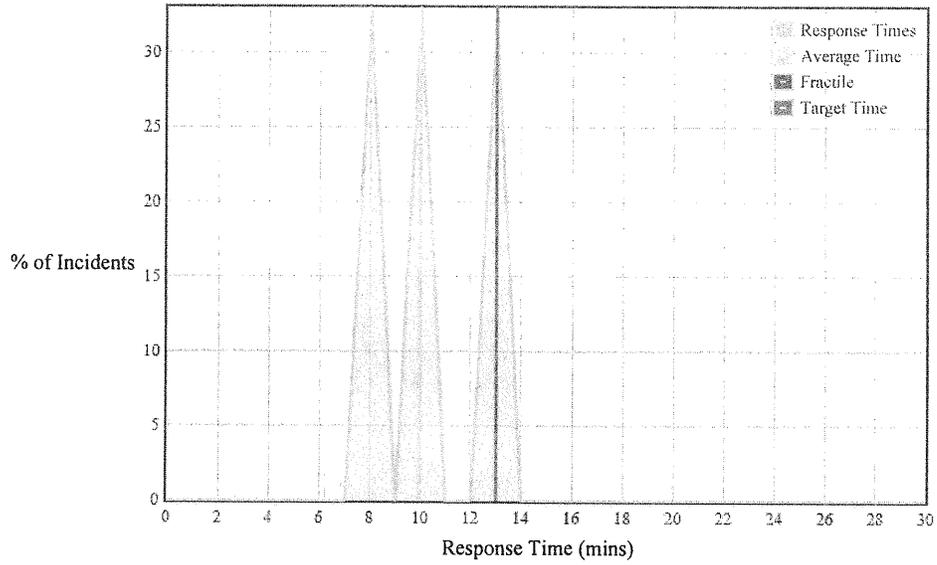


80% Fractile Response Time
From 07/01/16 To 07/31/16
Report Printed On: 08/10/2016

Report Description

Report Details

Total Runs: 3
Total Runs with Response Time: 3
80% Fractile Response Time: 13 min
Highest Response Time: 12 mins
Lowest Response Time: 7 mins
Avg Response Time: 9 mins
Service: BUCHANAN TN FIRE DEPT
Station: All
Alarm Type: All
Response Mode: Emergency
District: All



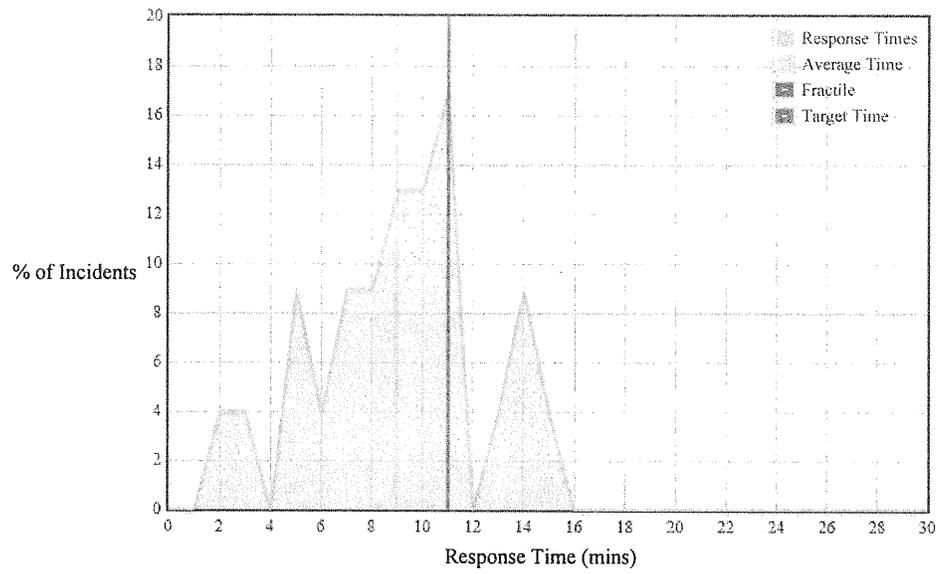


80% Fractile Response Time
From 01/01/16 To 07/31/16
Report Printed On: 08/10/2016

Report Description

Report Details

Total Runs: 24
Total Runs with Response Time: 23
80% Fractile Response Time: 11 min
Highest Response Time: 14 mins
Lowest Response Time: 2 mins
Avg Response Time: 8 mins
Service: BUCHANAN TN FIRE DEPT
Station: All
Alarm Type: All
Response Mode: Emergency
District: All



TOWN BOARD MEETING:

August 16, 2016

AGENDA ITEM #: 9c

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: August 11, 2016
RE: **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. **2016 Key Project Updates:** Attached is the summary document of key projects for 2016 along with a budget/project status update.
 - a. *Contract A16: Pay Request #1 & Change Order #1 are included for your consideration and approval.*
2. **2017 Fiscal Year Budget & CIP:** Staff is currently working on drafting the 2017 FY Budget. Per the 2017 Budget Calendar, the Town Board is scheduled to meet on Monday, October 3, 2016 to review the initial draft budget. Please mark your calendars to meet at 6:30 p.m.
3. **Emons Road Speed Study:** Outagamie County Highway has been gathering speed data along Emons Road. This data will be used to determine outcomes for a formal speed study. The study will be presented later this fall (September/October) for Town Board consideration.
4. **Kebe Court Drainage Review:** Cedar Corporation has been given authorization to begin a formal drainage review and study. Information will be gathered and presented for Town Board consideration at the September meeting.
5. **Master Town Contracts List:** Per a request from Supervisor Walsh, the updated master Town contract list is included for your reference.
6. **Other Miscellaneous Items:**
 - a. **Weed/Grass Violations:** 16 properties have been reported to-date to the Town, of which a total of 12 notices have been sent. 12 violations have been resolved.
 - b. **Office Hours:** Per the Board consent, Town Hall office hours will be Monday thru Thursday, 7:00 a.m. to 4:00 a.m. and Friday, 7:00 a.m. to 12:00 p.m., beginning on September 6, 2016.

- c. August Primary Election: Staff have been busy managing for the Partisan Primary Election on August 9, 2016. We had 844 ballots cast, of which 92 were absentee. The next election will be the Fall General Election (including Presidential) on Tuesday, November 8, 2016.

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Municipal Code: Chapter §102-9 B(4) – Office of the Town Administrator – Responsibilities to the Town Board.

FISCAL IMPACT: NONE

JDG

###

Attachments:

- **2016 Key Projects Summary**
- **A16 Pay Request #1 & Change Order #1**
- **Town Master Contract List, August 2016**

2016 Key Projects - Implementation Status

Last Revised: 8/12/2016

Project	Project Open or Closed	Status	Approved Project Estimate/Budget	Project Cost to Date	Completion Date Goal
General Government					
IT Network Server Upgrade	Completed	Completed as of 6/13/2016	\$25,000	\$17,488	Mar-16
Computer Replacements (EMS)	Completed	Completed 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	lpad 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. Work to be completed in 2017	\$37,500	n/a	May-16
Public Safety					
SCBA Replacment	Completed	Placed into service 5/2016	\$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	Work in progress. Mapleridge Drive is 90% complete. Hillside Drive is 70% complete. Liberty Lane is 30% complete. Substantial completion is expected for August 20, 2016	\$541,001	\$542,199	Oct-16
2016 Patching & Sealing Projects (Haen Rd, Clune Rd, Outagamie Rd, Debruin Rd & Block Rd)	Completed	Work Completed as of 8/8/2016	\$225,920	\$221,034	Sep-16
2016 Drainage/Ditching (Hopfensperger, Hickory Park)	In-Progress	Work to begin week of August 15th. Substantial Completion planned for August 20, 2016.	\$106,375	\$100,065	Oct-16
2016 Culvert Replacment	Completed	Work Completed as of 8/12/2016	\$32,000	\$32,000	Aug-16

Other Notable Purchases/Activities Recently Completed:

Hired Neil Cameron for Interim Fire Chief Position on January 19, 2016

Hired Ray Mohr for Fire Chief Position on June 21, 2016



Contractor's Application for Payment No. One (1)

Application Period: July 15, 2016 to July 29, 2016 From (Contractor): Northeast Asphalt, Inc. Contract: A-16 Contractor's Project No:	Application Date: 8/16/2016 Via (Engineer): Cedar Corporation Engineer's Project No: 4916-0051
To (Owner): Town of Buchanan Project: 2016 Paving-Drainage Improvements Owner's Contract No: A-16	

Application For Payment Change Order Summary

Approved Change Orders	Additions	Deductions
1	\$3,820.30	
TOTALS		
NET CHANGE BY		\$3,820.30
CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE..... \$ \$563,330.60
2. Net change by Change Orders..... \$ \$3,820.30
3. Current Contract Price (Line 1 ± 2)..... \$ \$567,150.90
4. TOTAL COMPLETED AND STORED TO DATE
(Column I total on Progress Estimates)..... \$ \$101,348.18
5. RETAINAGE:
 - a. 5% \$101,348.18 Work Completed..... \$ \$5,067.41
 - b. 5% Stored Material..... \$ _____
 - c. Total Retainage (Line 5.a + Line 5.b)..... \$ \$5,067.41
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ \$96,280.77
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ _____
8. AMOUNT DUE THIS APPLICATION..... \$ \$96,280.77

Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.	By: _____ Date: _____ Contractor Signature
---	---

Payment of: \$ \$96,280.77
 (Line 8 or other - attach explanation of the other amount)

is recommended by: _____ (Engineer) _____ (Date)

Payment of: \$ \$96,280.77
 (Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ (Date)

Approved by: _____ Funding or Financing Entity (if applicable) _____ (Date)

Unit Price Progress Estimate

Contractor's Application

Project:		2016 Paving-Drainage Improvements		Application Number:		One (1)																				
Application Period:		July 15, 2016 to July 29, 2016		Application Date:		August 16, 2016																				
Bid No.	Item Description	Estimated Bid Quantity	Unit Price	A		B		C		D		E		F		G		H		I		J				
				Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	% Comp.
Schedule A - Maple Ridge Drive Area																										
A-1	Mobilization	1	L.S.	\$17,750.00																						
A-2	Remove Asphaltic Pavement (Driveways/Slopes)	1,350	S.Y.	\$2.25																						
A-3	Remove Concrete (Driveways)	50	S.Y.	\$13.50																						
A-4	Remove Pipe	650	L.F.	\$5.00																						
A-5	Common Excavation - Ditch Cleaning	500	T.Y.	\$8.00																						
A-6	Common Excavation - Roadway	1,300	C.Y.	\$8.00																						
A-7	Common Excavation - Roadway Patching	150	C.Y.	\$13.60																						
A-8	Excavation Below Subgrade	50	C.Y.	\$13.60																						
A-9	Sawcut	1,350	L.F.	\$1.60																						
A-10	Pulverize Exist. PVMT In Full Exc. Area (Est. 2,200 S.Y.)	1	L.S.	\$1,200.00																						
A-11	Pulverize & Relay PVMT. (Est. 6,400 S.Y.)	1	L.S.	\$3,250.00																						
A-12	Geogrid	50	S.Y.	\$4.25																						
A-13	Crushed Aggregate Base, Roadway/Driveway	1,000	C.Y.	\$14.33																						
A-14	Crushed Aggregate Base, Patching	120	C.Y.	\$14.33																						
A-15	Crushed Aggregate Base, Shoulder	4,600	L.F.	\$1.50																						
A-16	HMA (Binder 1-3/4")	8,600	S.Y.	\$4.65																						
A-17	HMA (Surface 1-3/4")	8,600	S.Y.	\$4.95																						
A-18	HMA (Driveway 2") / HMA (Slopes 2")	1,350	S.Y.	\$18.10																						
A-19	15" CMP Culvert	382	L.F.	\$28.80																						
A-20	18" CMP Culvert	88	L.F.	\$34.40																						
A-21	24" CMP Culvert	110	L.F.	\$45.40																						
A-22	15" Apron Endwall	18	EA.	\$140.00																						
A-23	18" Apron Endwall	6	EA.	\$180.00																						
A-24	24" Apron Endwall	6	EA.	\$268.00																						

Unit Price Progress Estimate

Contractor's Application

Project: 2016 Paving-Drainage Improvements																
Application Period: July 15, 2016 to July 29, 2016																
Application Number: One (1)																
Application Date: August 16, 2016																
Bid No.	Item Description	Estimated Bid Quantity	Unit Price	A		B		C		D		E		H	I	J
				Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount			
A-25	Additional 15" CMP Culvert Bands, As Ordered	4 EA.	\$51.60							2	\$103.20			2	\$103.20	50.0%
A-26	Cleaning Existing Culvert By Jetting	335 L.F.	\$7.45							329	\$2,451.05			329	\$2,451.05	98.2%
A-27	Pipe Foundation, As Ordered	20 C.Y.	\$18.50							2	\$660.00			2	\$660.00	100.0%
A-28	18" CMP Prefabricated Tee	2 EA.	\$330.00							2	\$880.00			2	\$880.00	100.0%
A-29	24" CMP Prefabricated Tee	2 EA.	\$440.00							7	\$1,225.00			7	\$1,225.00	53.8%
A-30	Sump Pump Discharge Pipe Modification	13 EA.	\$175.00							270	\$6,588.00			270	\$6,588.00	94.7%
A-31	24" Mountable Concrete Curb And Gutter	285 L.F.	\$24.40							0.5	\$1,675.00			0.5	\$1,675.00	50.0%
A-32	Fill Material Behind Curb And Gutter	1 L.S.	\$3,350.00							66	\$528.00			66	\$528.00	64.7%
A-33	Adjust Existing Casting (0"-6")	11 EA.	\$285.00													
A-34	Rock Bags	102 EA.	\$8.00													
A-35	Restoration - Sod, Topsoil, Fertilizer	1,050 S.Y.	\$9.40													
A-36	Restoration - Hydroseed/Hydromulch, Topsoil, Fertilizer	670 S.Y.	\$5.40													
A-37	Traffic Control	1 L.S.	\$4,950.00							0.5	\$2,475.00			0.5	\$2,475.00	50.0%
A-38	Allowance		\$3,000.00													
Schedule B - Hillside Drive Area																
B-1	Mobilization	1 L.S.	\$7,750.00													
B-2	Remove Asphaltic Pavement (Driveways/Slopes)	220 S.Y.	\$2.25													
B-3	Remove Pipe	65 L.F.	\$5.00													
B-4	Common Excavation - Ditch Cleaning	950 T.Y.	\$8.00													
B-5	Common Excavation - Roadway	1,175 C.Y.	\$8.00													
B-6	Common Excavation - Roadway Patching	50 C.Y.	\$13.60													
B-7	Excavation Below Subgrade	20 C.Y.	\$13.60													
B-8	Sawcut	225 L.F.	\$1.60													

Unit Price Progress Estimate

Contractor's Application

Project: 2016 Paving-Drainage Improvements		Application Number: Ons (1)																				
Application Period: July 15, 2016 to July 29, 2016		Application Date: August 16, 2016																				
Bid No.	Item Description	Estimated Bid Quantity	Unit Price	A		B		C		D		E		F		G		H		I		J
				Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
B-9	Pulverize Exist. PVMT In Full Exc. Area (Est. 2,000 S.Y.)	1	L.S.	\$1,200.00																		
B-10	Geogrid	20	S.Y.	\$4.25																		
B-11	Crushed Aggregate Base, Roadway/Driveway	975	C.Y.	\$14.33																		
B-12	Crushed Aggregate Base, Patching	35	C.Y.	\$14.33																		
B-13	Crushed Aggregate Base, Shoulder	1,500	L.F.	\$1.65																		
B-14	HMA (Binder 1-3/4")	2,000	S.Y.	\$4.90																		
B-15	HMA (Surface 1-3/4")	2,000	S.Y.	\$5.15																		
B-16	HMA (Driveway 2") / HMA (Slopes 2")	220	S.Y.	\$20.70																		
B-17	12" CMP Culvert	60	L.F.	\$23.30																		
B-18	15" CMP Culvert	170	L.F.	\$28.80																		
B-19	24" CMP Culvert	77	L.F.	\$45.40																		
B-20	12" Apron Endwall	4	EA.	\$110.00																		
B-21	15" Apron Endwall	8	EA.	\$140.00																		
B-22	24" Apron Endwall	3	EA.	\$268.00																		
B-23	Additional 15" CMP Culvert Bands, As Ordered	2	EA.	\$51.60																		
B-24	Pipe Foundation, As Ordered	10	C.Y.	\$18.50																		
B-25	15" CMP Prefabricated Tee	2	EA.	\$275.00																		
B-26	24" CMP Prefabricated Tee	1	EA.	\$440.00																		
B-27	12" Dia. CMP Yard Drain	1	EA.	\$560.00																		
B-28	Sump Pump Discharge Pipe Modification	1	EA.	\$175.00																		
B-29	Fill Material Behind Curb And Gutter	1	L.S.	\$50.00																		
B-30	Fill Material - Hillside Dr. Crossroad Culvert Area	50	C.Y.	\$10.50																		
B-31	Adjust Existing Casting (0"-6")	3	EA.	\$285.00																		
B-32	Rock Bags	42	EA.	\$8.00																		
B-33	Restoration - Sod, Topsoil, Fertilizer	800	S.Y.	\$9.40																		

Unit Price Progress Estimate

Contractor's Application

Project: 2016 Paving-Drainage Improvements		Application Number: One (1)								
Application Period: July 15, 2016 to July 29, 2016		Application Date: August 16, 2016								
A		B	C	D	E	F	G	H	I	J
Bid No.	Item Description	Estimated Bid Quantity	Unit Price	Quantity Completed		Materials Stored	Total Completed & Stored to Date (C+E+G)	Quantity	Amount	% Comp.
				Previous Applications	This Application					
		Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
B-34	Restoration - Hydrosseed/Hydromulch, Topsoil, Fertilizer	1,600 S.Y.	\$5.40							
B-35	Traffic Control	1 L.S.	\$4,750.00							
B-36	Allowance		\$2,000.00							
B-37	Adjust Existing Casting (6"-12")	1 EA.	\$425.00							
Schedule C - Liberty Lane Area										
C-1	Mobilization	1 L.S.	\$9,500.00							
C-2	Remove Asphaltic Pavement (Driveways/Slopes)	350 S.Y.	\$2.25							
C-3	Remove Pipe	265 L.F.	\$5.00							
C-4	Common Excavation - Ditch Cleaning	380 T.Y.	\$8.00							
C-5	Common Excavation - Roadway	1,100 C.Y.	\$8.00							
C-6	Common Excavation - Roadway Patching	50 C.Y.	\$13.60							
C-7	Excavation Below Subgrade	50 C.Y.	\$13.60							
C-8	Sawcut	500 L.F.	\$1.60							
C-9	Pulverize Exist. PVMT In Full Exc. Area (Est. 2,000 S.Y.)	1 L.S.	\$1,200.00							
C-10	Pulverize & Relay PVMT. (Est. 6,400 S.Y.)	1 L.S.	\$250.00							
C-11	Geogrid	50 S.Y.	\$4.25							
C-12	Crushed Aggregate Base, Roadway/Driveway	900 C.Y.	\$14.33							
C-13	Crushed Aggregate Base, Patching	40 C.Y.	\$14.33							
C-14	Crushed Aggregate Base, Shoulder	1,450 L.F.	\$1.65							
C-15	HMA (Binder 1-3/4")	2,375 S.Y.	\$4.90							
C-16	HMA (Surface 1-3/4")	2,375 S.Y.	\$5.15							
C-17	HMA (Driveway 2") / HMA (Slopes 2")	350 S.Y.	\$19.00							
C-18	15" CMP Culvert	142 L.F.	\$28.80							
C-19	18" CMP Culvert	74 L.F.	\$34.40							

Unit Price Progress Estimate

Contractor's Application

Project: 2016 Paving-Drainage Improvements		Application Number: One (1)						
Application Period: July 15, 2016 to July 29, 2016		Application Date: August 16, 2016						
Bid No.	Item Description	Estimated Bid Quantity	Unit Price	Quantity Completed			Total Completed & Stored to Date (C+E+G)	% Comp.
				A	B	C		
				Quantity	Amount	Quantity	Amount	Quantity
				Quantity	Amount	Quantity	Amount	Quantity
C-20	24" CMP Culvert	34 L.F.	\$45.40					
C-21	15" Apron Endwall	6 EA.	\$140.00					
C-22	18" Apron Endwall	4 EA.	\$180.00					
C-23	24" Apron Endwall	4 EA.	\$268.00					
C-24	Additional 15" CMP Culvert Bands, As Ordered	2 EA.	\$28.80					
C-25	Cleaning Existing Culvert By Jetting	32 L.F.	\$14.95	31	\$463.45		\$463.45	96.9%
C-26	Pipe Foundation, As Ordered	10 C.Y.	\$18.50					
C-27	18" CMP Prefabricated Tee	2 EA.	\$330.00					
C-28	24" CMP Prefabricated Tee	1 EA.	\$440.00					
C-29	24" CMP Prefabricated Cross	1 EA.	\$480.00					
C-30	12" Dia. CMP Yard Drain	1 EA.	\$560.00					
C-31	Sump Pump Discharge Pipe Modification	10 EA.	\$175.00					
C-32	24" Mountable Concrete Curb And Gutter	130 L.F.	\$24.40					
C-33	Fill Material Behind Curb And Gutter	1 L.S.	\$1,340.00					
C-34	Adjust Existing Casting (0"-6")	4 EA.	\$285.00					
C-35	Rock Bags	30 EA.	\$8.00					
C-36	Restoration - Sod, Topsoil, Fertilizer	450 S.Y.	\$9.40					
C-37	Restoration - Hydroseed/Hydromulch, Topsoil, Fertilizer	750 S.Y.	\$5.40					
C-38	Traffic Control	1 L.S.	\$4,750.00					
C-39	Allowance		\$1,000.00					
Schedule D - Hopfensperger Road Area								
D-1	Mobilization	1 L.S.	\$4,600.00					
D-2	Remove Asphaltic Pavement	230 S.Y.	\$2.25					
D-3	Remove Pipe	160 L.F.	\$5.00					
D-4	Common Excavation - Ditch Cleaning	850 T.Y.	\$8.00					
D-5	Common Excavation - Roadway	50 C.Y.	\$13.60					

Unit Price Progress Estimate

Contractor's Application

Project: 2016 Paving-Drainage Improvements		Application Number: One (1)																				
Application Period: July 15, 2016 to July 29, 2016		Application Date: August 16, 2016																				
Bid No.	Item Description	Estimated Bid Quantity	Unit Price	A		B		C		D		E		F		G		H		I		J
				Quantity	Amount	Quantity																
D-6	Sawcut	230 L.F.	\$1.60																			
D-7	Crushed Aggregate Base, Roadway/Driveway	75 C.Y.	\$14.33																			
D-8	Crushed Aggregate Base, Shoulder	80 L.F.	\$6.50																			
D-9	HMA (Binder 1-3/4")	135 S.Y.	\$18.75																			
D-10	HMA (Surface 1-3/4")	135 S.Y.	\$12.40																			
D-11	HMA (Driveway 2") / HMA (Slopes 2")	230 S.Y.	\$23.40																			
D-12	15" CMP Culvert	66 L.F.	\$28.80																			
D-13	27" CMP Culvert	48 L.F.	\$69.00																			
D-14	28" X 20" CMP Arch Culvert	52 L.F.	\$49.30																			
D-15	15" Apron Endwall	2 EA.	\$140.00																			
D-16	27" Apron Endwall	2 EA.	\$485.00																			
D-17	28" X 20" Apron Endwall	2 EA.	\$236.00																			
D-18	Cleaning Existing Culvert By Jetting	24 L.F.	\$18.60																			
D-19	Pipe Foundation, As Ordered	10 C.Y.	\$18.50																			
D-20	Sump Pump Discharge Pipe	12 EA.	\$175.00																			
D-21	Rock Bags	42 EA.	\$8.00																			
D-22	Restoration - Sod, Topsoil, Fertilizer	1,150 S.Y.	\$9.40																			
D-23	Restoration - Hydroseed/Hydromulch, Topsoil, Fertilizer	2,000 S.Y.	\$5.40																			
D-24	Traffic Control	1 L.S.	\$1,800.00																			
Schedule E - Hickory Park Drive Area																						
E-1	Mobilization	1 L.S.	\$3,950.00																			
E-2	Remove Asphaltic Pavement	220 S.Y.	\$2.25																			
E-3	Remove Pipe	100 L.F.	\$5.00																			
E-4	Common Excavation - Ditch Cleaning	375 T.Y.	\$8.00																			
E-5	Sawcut	160 L.F.	\$1.60																			
E-6	Crushed Aggregate Base,	100 C.Y.	\$14.33																			

**SECTION 00941
CHANGE ORDER**

Change Order No. 1

Date of Issuance: August 4, 2016	Effective Date: August 16, 2016
Owner: Town of Buchanan	Owner's Contract No.: A-16
Contractor: Northeast Asphalt, Inc.	Contractor's Project No.:
Engineer: Cedar Corporation	Engineer's Project No.: 4916-0051
Project: 2016 Paving-Drainage Improvements	Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description: See Attached

Attachments: See Attached

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>563,330.60</u>	Original Contract Times: Substantial Completion: <u>60 Calendar Days</u> Ready for Final Payment: <u>75 Calendar Days</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>-</u> to No. <u>-</u> : \$ <u>0.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>-</u> to No. <u>-</u> : Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u> days
Contract Price prior to this Change Order: \$ <u>563,330.60</u>	Contract Times prior to this Change Order: Substantial Completion: <u>60 Calendar Days</u> Ready for Final Payment: <u>75 Calendar Days</u> days or dates
[Increase] [Decrease] of this Change Order: \$ <u>3,820.30</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u> days or dates
Contract Price incorporating this Change Order: \$ <u>567,150.90</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>60 Calendar Days</u> Ready for Final Payment: <u>75 Calendar Days</u> days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: _____	By: _____	By: _____	By: _____	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)			
Title: _____	Title: _____	Title: _____			
Date: _____	Date: _____	Date: _____			

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

**Town of Buchanan
Contract A-16
Change Order No. 1
August 4, 2016**

Summary of items covered under this change order:

Mapleridge Drive Area

1. The Owner requested the Contractor to remove the new 24" CMP at the West entrance to Mapleridge Drive off of Buchanan Road and raise it, as directed by the Engineer to minimize the additional ditching. The Contractor is responsible for all labor, equipment and materials required for installation and is requesting compensation as follows:

1 LS – CMP Remove and Raise @ \$1,732.50 \$1,732.50

2. The Owner requested the Contractor to tie into the existing roof drains and sump pump discharges that were under the existing driveway tying into the existing HDPE pipe that was removed. The connections were located at addressed N351, N367 and N439. The Contractor is to utilize 4" SCH 40 PVC pipe and any necessary fittings required to route them downstream to discharge into the new ditch. The Contractor is responsible for all labor, equipment and materials required for installation and is requesting compensation as follows:

73 LF – 4" SCH 40 PVC @ \$28.60/LF \$2,087.80

Total Change Order No. 1 – Addition \$3,820.30

Kyle Johnson

From: Jon Wurzer <JWurzer@neasphalt.com>
Sent: Thursday, July 28, 2016 1:29 PM
To: Kyle Johnson
Subject: RE: Buchanan

Kyle,

Frederickson and I came up with the following breakdown for yesterday's time and material work:

Backhoe	6 Hours	x \$ 145/hr	= \$870.00
Labor	12 Hours	x \$65/hr	= <u>\$780.00</u>
			\$1,650.00
	NEA	x 1.05	= \$1,732.50



JON WURZER
Project Manager
O: 920-757-2900 C: 920-579-1511 F: 920-757-2906
W6380 DESIGN DRIVE, GREENVILLE, WI 54942-8404
www.neasphalt.com

From: Kyle Johnson [mailto:kyle.johnson@cedarcorp.com]
Sent: Thursday, July 28, 2016 7:31 AM
To: Jon Wurzer <JWurzer@neasphalt.com>
Cc: Thad Majkowski <thad.majkowski@cedarcorp.com>; Casey Mooren <casey.mooren@cedarcorp.com>
Subject: Buchanan

Jon,

For the concrete curb and gutter pour tomorrow, a reminder that all the C&G is reinforced, as we did in Sherwood. I wanted to throw a reminder out because sometimes the crew doesn't have enough with them.

For the CMP T&M yesterday, please submit a T&M cost from Frederickson and we'll review it against ours and come to an agreement.

I wanted to give you a heads up that yesterday, Frederickson dumped a load of topsoil on top of the curb and gutter stakes at Mapleridge Ct and damaged them. They're being put back in the ground today, but once those stakes are in, we need to be careful with those.

Call with questions.

Kyle L. Johnson

Technical Specialist

Cedar Corporation

1496 Bellevue Street #502 | Green Bay | WI | 54311

Office: 920-491-9081 | TF: 800-472-7372

Direct: 920-785-7309 | Mobile: 920-492-0555

kyle.johnson@cedarcorp.com

www.cedarcorp.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#)

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Kyle Johnson

From: Jon Wurzer <JWurzer@neasphalt.com>
Sent: Monday, July 25, 2016 2:50 PM
To: Kyle Johnson
Subject: RE: Buchanan - Prices

Good Afternoon Kyle,

For the 4" SCH 40 PVC roof drain connections our price is \$28.60/LF.



From: Kyle Johnson [mailto:kyle.johnson@cedarcorp.com]
Sent: Friday, July 22, 2016 3:14 PM
To: Jon Wurzer <JWurzer@neasphalt.com>
Cc: Thad Majkowski <thad.majkowski@cedarcorp.com>
Subject: Buchanan - Prices

Jon,

Frederickson had to install some 4" SCH 40 PVC in the areas where there was no ditch and they excavated one to hook up some roof drains. Please provide a price per LF for it. There was no additional digging and just pipe with minimal labor.

Thanks,

Kyle L. Johnson

Technical Specialist
Cedar Corporation
1496 Bellevue Street #502 | Green Bay | WI | 54311
Office: 920-491-9081 | **TF:** 800-472-7372
Direct: 920-785-7309 | **Mobile:** 920-492-0555
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Town of Buchanan

Existing Contracts & Primary Vendors Summary*

***Note:** List does not include project specific agreements for road maintenance projects, road construction projects, engineering studies, employee benefits or most minor or non-routine purchasing. Vendors listed that do not have a contract with the Town are listed because the specific service is routinely or exclusively completed by the vendor listed.

Name of Contractor	Service Contracted	Contract Fees	Initiation Date	Expiration Date	Renewal Process	RFP Notes
Outagamie County Highway Department	Winter and general road maintenance	Required to spend a minimum amount per year on services	January 1, 2016	December 31, 2016	Annual renewal, with Board approval	
Outagamie County Sheriff's Department	Law enforcement, patrol	Adjusted annually to reflect salary, benefits, squad and administrative fee	June 15, 2010 (original date was 1999)	Not applicable	Automatic annual renewal. 60 day notice required for non-renewal	Summer position eliminated for 2013
Van Hoof, Van Hoof & Cornett - Attorney Paul Cornett	Legal services	Time and materials basis, \$125/hour	No contract			
Edgerton, St. Peter, Petak & Rosenfeldt	Legal services (for annexation and boundary issues)	Time and materials basis	No contract			
Schenck SC	Annual financial audit and reporting	As listed in contract	FY 2015	FY 2017	Under three year agreement	RFP process completed in 2012
Building Inspector Paul Hermes	Building inspection, permit issuance	80% of fees collected based on a three year average	January 1, 2013	December 31, 2016	Requires new contract approval	
Accurate Appraisal	Assessor services, annual maintenance	\$12,500/year	January 1, 2016	December 31, 2018		RFP process last completed in 2009
Accent Business Solutions	Copier services, maintenance	Per page fees				

TDS Metrocom	Telephone and internet services	Varies, approximately \$550/month	May 2014	May 2018		RFP Completed in 2014
Horton Insurance	Insurance	Approximately \$19,000	July 1	June 30	Policies renewed annually, S&A 3-year agreement	RFP process last completed in 2014
Outagamie County Solid Waste Department	Recycling management (not collection)		1992	2022		
Veolia Waste Services /Advanced Disposal	Garbage and recycling collection and disposal, yard waste, bulky items	Pricing varies	January 1, 2013	December 31, 2017		Negotiations completed in 2013
Cintas	Rug replacement, cleaning supplies	Approximately \$74/month	October 21, 2013	October 21, 2016	Requires new contract approval	
Command Central	Election hardware maintenance	Approximately \$800-\$1,000/year	January 1, 2016	December 31, 2016	Requires annual renewal	
McMahon Associates - Carl Sutter	Erosion control observation services & drainage plan reviews	Time and expense basis	January, 2014	December 31, 2016	Requires renewal	RFP Completed in 2014
Cedar Corp. - Thad Majkowski	Town Engineer services	Time and expense basis & lump sum	January 1, 2016	December 31, 2016		RFQ process completed in 2010
Omni	Illicit Discharge Field Screening services		Spring 2014	Fall 2016	Three year agreement for entire program	RFP Completed in 2014
Times Villager	Official newspaper, publishing notices	Varies	July 18, 2005 (Board approval)	Not applicable	No agreement	
Central Temperature	HVAC maintenance	\$790/year for two inspections-maint.	January, 2016	December, 2016	Annual renewal required	

C&R Pumpers	Port-a-potties for parks	Approximately \$70x2	Call each year for quote	May/October, end of season		
Martin Security	Heat/smoke detector and alarm monitoring and inspection	\$23.78/month + annual inspection fee of approximately \$390	July 18, 2006	Inspection is year to year expiring 7/18, monitoring is month to month	Automatic renewal; requires written 30 day notice to terminate	Quotes from Lappen reviewed in July 2009 & June 2016
Theda Care at Work	Employee assistance program (EAP)	Approximately \$1,200 per year	January 1, 2016	December 31, 2018		
Infinity Technology	Web-site hosting	\$450 per year	January, 2008		Renewable year to year	
Valley Credit Services	Collection agency for accident clean-up fee collection	Compensation based on collections received	November, 2008	None		
Investor's Community Bank (Formerly Business Bank)	Banking services	Various banking services, collateralization and accounts			No agreement	RFP completed in 2009
TruGreen	Park weed control	Approximately \$1,500-\$2,000	Annual agreement		Requires annual renewal/contract	Other vendors reviewed in 2016
Constant Contact	E-newsletter service	Approximately \$30/month	Monthly			
Quick Print Center	Printer, Town newsletters	Varies by number of pages	Per Job		No agreement	
Integrated Document and Label	Printer, Town letterhead, envelopes, etc.	Varies by order	Per Job		No agreement	
Northwoods	Commercial cleaning and maintenance products	Varies by order	Per order		No agreement	

Corporate Network Solutions (CNS)	IT services	Hours purchased by service block	2013		Annual Agreement for service block of hours	
First in Safety Fire Inspections	Fire Inspection Services	\$20 per Inspection visit. Approximately \$3,000 annually	Spring 2016	Spring 2016	Requires annual renewal/contract	

TOWN BOARD MEETING:

August 16, 2016

AGENDA ITEM #: 11a

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: August 11, 2016
RE: **Class B Beer License & Reserve "Class B" Liquor Combination – Four Seasons**

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 following application the following application has been received from the following named person for new licenses to sell intoxicating liquor, fermented malt beverages or wine in the respective business located in the Town of Buchanan for the licensing period July 1, 2016 through June 30, 2017:

Name of Applicant

William Xiong
Smartguy Services
N192 Stoney Brook Road
Appleton, WI 54915

Business & Location

Four Seasons Bar & Banquet Hall
N192 Stoney Brook Road
Appleton, WI 54915

CRIMINAL BACKGROUND CHECKS: Background checks were completed on the agents. 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. Additionally, Outagamie County Sheriff's Department officials were contacted regarding any pending investigations, prior arrests or potential criminal involvement. One of the listed applicants have several cases pending or are involved in other alcohol related investigations. Although the details of these investigations are not public record, it should be noted in your consideration. Representatives from the Sheriff's Department will be present to discuss any concerns related to the criminal background checks.

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 the 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. **Class B Beer & “Class B” Liquor Combination License Notice – Four Seasons Bar & Banquet Hall**

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 application has been received from the following named person for licenses to sell intoxicating liquor, fermented malt beverages or wine in the respective business located in the Town of Buchanan for the licensing year August 17, 2016 through June 30, 2017:

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

William Xiong
Smartguy Services
N192 Stoney Brook Rd
Appleton, WI 54915

Four Seasons Bar & Banquet Hall
N192 Stoney Brook Road
Appleton, WI 54915

Said application will be presented for license approval to the Town Board at their regular Town Board meeting scheduled for 7:00 p.m. on Tuesday, August 16, 2016

Publish: Wednesday, August 10, 2016
Posted: Thursday, August 4, 2016

TOWN MEETING:

August 16, 2016

AGENDA ITEM #: 11b

ACTION TYPE:

Legislative Action

(For Discussion & Possible Action)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: August 11, 2016
RE: **County Highway ZZ and Haas Road Reconstruction/Jurisdictional Transfer**

SUMMARY: 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. The Town Board reconfirmed their commitment for this project at their June 21, 2016 meeting.

As of November 2015, total project costs were estimated at \$899,000. Under the current agreement, 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.

Staff from both jurisdictions have been working to reduce the Town's burden of responsibility for this project. A result of these efforts are shown in the revised attached agreement. Per the amended agreement, Outagamie County will now be responsible for the design of the cul-de-sac and obliteration of the Old CTH ZZ. Furthermore, costs to construct the cul-de-sac and the obliteration of the Old CTH ZZ will be borne by the County. These changes resulted in a reduction in Town costs of (\$47,000).

The Town's Comprehensive Plan identifies CTH ZZ as a bicycle route and accordingly proposes the installation of bicycle lanes or wide paved shoulders as a future accommodation. In accordance with the Town's Comprehensive Plan, staff have been working toward securing additional funding for the installation of wide paved shoulders for the entire ZZ corridor. The County has secured Local Road Improvement Funding (LRIP) for the paving portion of the project. The LRIP funding is also available for an additional two (2) feet of paved shoulder. The additional two feet will provide a full five (5) foot paved shoulder for the entire corridor. It should be noted this additional pavement does not change or increase the section profile. It simply changes the shoulder from predominately gravel to a paved surface. LRIP funding is available as a cost-share program. The grant will cover 50% of the funding required. The County's standard section includes 3 foot paved shoulders. According to County policy, additional paved shoulder widths beyond County standards are at the local municipality's expense. As a result, if the Town desires to accept the additional grant funding and include a larger paved shoulder, the additional costs to the Town will be estimated at \$62,500. Town Staff have also been working to

acquire an additional grant for \$10,000 through the County Greenway Fund. Unfortunately the Greenway Fund determination will not occur until later in Fall or early next year. If the additional two foot paved shoulder is selected, the total estimated Town costs would be \$231,500.

RECOMMENDED ACTION: This item is for discussion and possible action.

Staff recommends the Board approve the revised agreement as presented. If the Board is in agreement, the following motion may be made: *“Motion to approve the revised County Highway ZZ / Haas Road Reconstruction Intergovernmental Agreement dated August 11, 2016.”*

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Capital Improvement Plan 2016-2020.
2. Town of Buchanan Comprehensive Plan 2025.

FISCAL IMPACT:

Is there a fiscal impact? Yes; \$231,000 (estimated)

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

Amount: \$216,000 GL 57331 (Capital Projects) – Roads & Public Works

JDG

###

Attachments:

1. Intergovernmental Agreement CTH ZZ – Haas Road Reconstruction
2. Concept Map Overview
3. Future Transportation System Plan Map – Town of Buchanan

OUTAGAMIE COUNTY HIGHWAY DEPARTMENT

COUNTY / MUNICIPAL / STATE AGREEMENT

CTH ZZ-Haas Road Reconstruction

DATE:	<u>8/11/2016</u>
PROJECT:	<u>See Below</u>
HIGHWAY:	<u>CTH "ZZ"</u>
LIMITS:	<u>Haas Road from CTH "Z" to CTH "ZZ"</u>
MUNICIPALITY:	<u>Town of Buchanan</u>

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.

This updated agreement changes costs associated with the cul-de-sac and obliteration of old County ZZ to be County costs, and describes the cost share for wider paved shoulders for the entire County ZZ project from County Z to the east county line.

COST ESTIMATE AND PARTICIPATION

PHASE	Total Estimated Cost	***** ESTIMATED COST *****					
		WisDOT LRIP	%	Outagamie County	%	Town of Buchanan	%
1) 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			\$5,000	100%	\$0	0%
TOTAL ENGINEERING COSTS:	\$83,000			\$64,500		\$18,500	
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			\$42,000	100%	\$0	0%
TOTAL HAAS RD CONSTRUCTION COSTS:	\$690,000			\$539,500		\$150,500	
2) Additional 2-ft paved shoulders for project County Z to east county line	\$125,000	\$62,500	50%	\$0	0%	\$62,500	50%
PROJECT COST SHARE TOTALS	\$1,024,000	\$62,500		\$730,000		\$231,500	

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.
8. The County secured Local Road Improvement Program (LRIP) funds to offset 1/2 the cost of asphalt pavement for the County ZZ project, including the additional 2-ft wide shoulders.

OUTAGAMIE COUNTY HIGHWAY DEPARTMENT

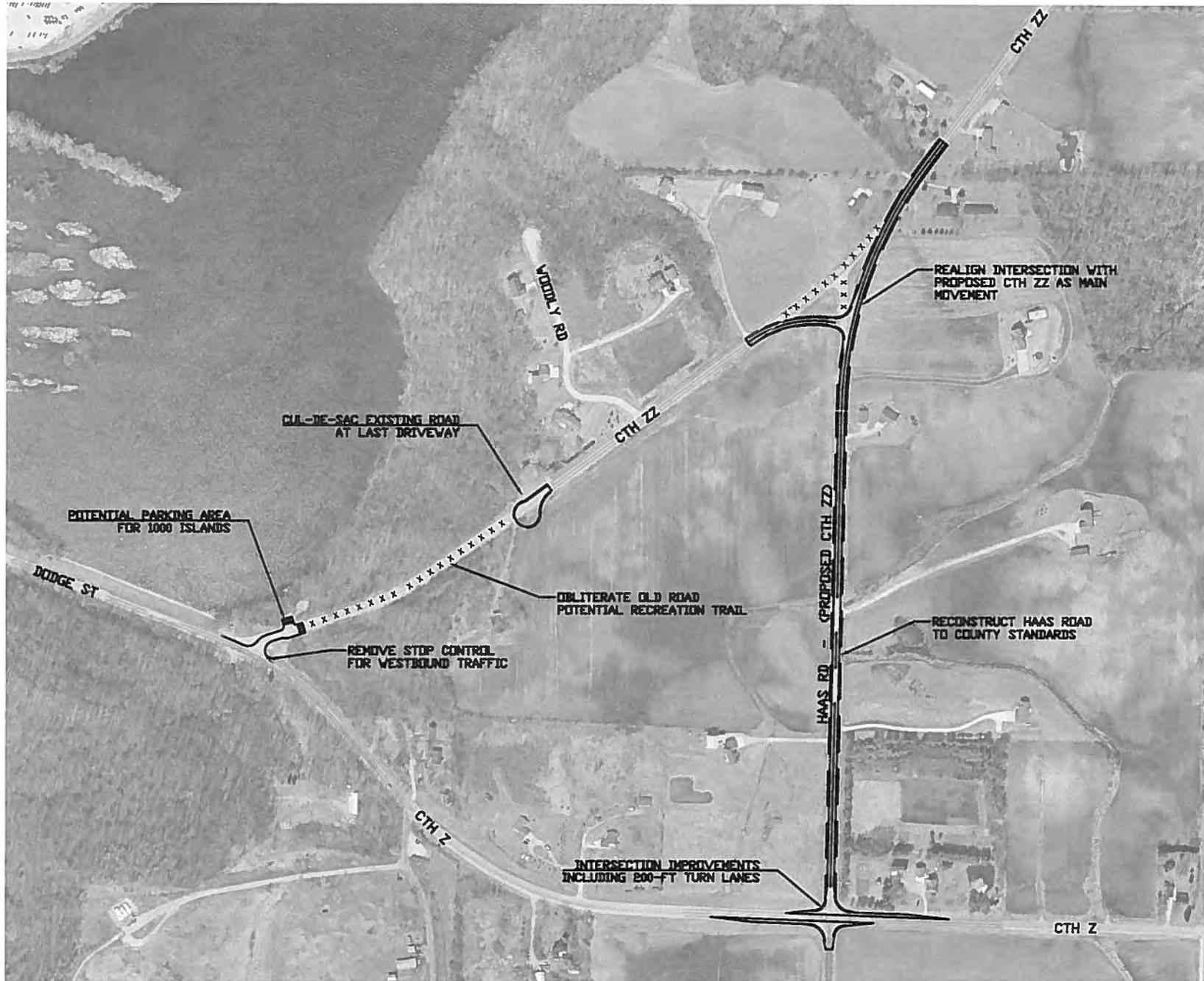
BY: _____
Dean E. Steingraber, P.E. Highway Commissioner Date _____

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

BY: _____
Date _____

BY: _____
Date _____

CONCEPT OVERVIEW REALIGNMENT OF CTH ZZ ALONG HAAS ROAD



TOWN MEETING:

August 16, 2016

AGENDA ITEM #: 11c

ACTION TYPE:

Legislative Action

(For Discussion & Possible Action)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: August 11, 2016
RE: **Appointment to the Darboy Joint Sanitary District #1**

SUMMARY: Under Wisconsin State Statute Chapter 60, Subchapter IX, the Town is required to appoint commissioners to the Sanitary District Board of Commissioners. Members of the District Board must have residency within the District's boundaries.

Commissioner Maurice Brockman has submitted his resignation effective September 1, 2016. The District is recommending that we appoint Bruce Corning to the Commission. He will serve the remainder of Mr. Brockman's 6-year term, expiring on June 30, 2021.

SUGGESTED MOTION: This agenda item is for **"Approval/Denial"**.

ATTACHEMENTS:

1. Application Materials – Bruce Corning

JDG

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DARBOY JOINT SANITARY DISTRICT No. 1

N398 County Road N • Appleton, WI 54915 • Phone (920) 788-6048 • Fax (920) 788-6130

June 30, 2016

Town of Buchanan
N178 County Rd N
Appleton, WI 54915

Dear Town Board:

The Darboy Joint Sanitary District No. 1 respectfully requests that Bruce Corning be appointed to the Sanitary District Commission to fill Maurice Brockman's term as Commissioner due to his resignation.

Bruce Corning resides at N216 Van Handel Drive in the Town of Buchanan. Bruce is actively involved with the Buchanan Fire Department and has served as a member for 29 years. He has experience serving as the Fire Chief for 17 of those 29 years.

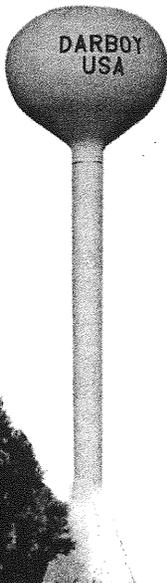
Bruce is available to attend the scheduled meetings as required and assist staff, as he is retired.

Bruce is willing to serve on the Commission as he wants to be involved and help out the Community.

Sincerely,



George Schmidt, President
Darboy Joint Sanitary District No. 1



June 30, 2016

Darboy Sanitary District Commissioners
Town of Buchanan Town Board

I, Maurice Brockman, wish to resign my position on the Darboy Sanitary District Commission effective September 1, 2016. I realize this is before my term expires, but I am now 86 years old and I feel it is time for me to let someone else fill this position.

Respectfully submitted,

A handwritten signature in cursive script, reading "Maurice Brockman", followed by a long horizontal line extending to the right.

Maurice Brockman
Darboy Sanitary District Commissioner

**Town of Buchanan
Darboy Joint Sanitary #1 Application**

1. Name: BRUCE CORNING
First Last
2. Home Address: N 216 VAN HANDEL DR
APPLETON, WI 54915
3. Home/Work Phone: BRUCE 920-419-5261, DARLENE 920-419-5270
4. Social Security Number: 393-50-2641
5. Place of Employment: RETIRED
6. Short statement as to why you would like to serve on the Darboy Joint Sanitary District #1 Commission:
I would like to become a Commissioner to help in
the expansion of the district and to
serve the community
7. Are you available for meetings on the 2nd and 4th Tuesday at 8:00 a.m.?
YES

Signed: Bruce Corning
Date: 6-24-16

Resume of Bruce Corning
Born and raised in Wautoma, Wisconsin

Joined the Air Force after high school graduation and spent four years serving our Country.

Attended Fox Valley Technical College for auto body repair and worked at a local auto dealership.

Worked for Kimberly Clark where I was a supervisor at the Lakeview Plant. I retired after 30 years.

I have taken many classes including courses at UW Madison in business and management.

Drove a delivery truck for Faith Technologies for four years.

I have lived in the Town of Buchanan since 1987 with my wife Darlene. We have two grown children and five grandchildren.

I joined the Town of Buchanan Fire Department where I was the Fire Chief for 17 years. I have a total of 29 years on the Fire Department and am currently still serving.

I would like to become a Commissioner of the Darboy Sanitary District to help in the expansion of the District and to serve the Community.

I would also be available to help Pat out if needed.

TOWN MEETING:

August 16, 2016

AGENDA ITEM #: 11d

ACTION TYPE:

Legislative Action

(For Discussion & Possible Action)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: August 11, 2016
RE: **Website Upgrade Project & Funding Allocation**

SUMMARY: The Town launched its current website in 2012. A previous update was completed in 2008. Through Infinity Technology the Town has been using a platforms called "Build my own Site" and "Engage". While these platforms have been user friendly and low cost, it has reached its limits on flexibility and upgrades. Additionally, with the advent of smart phones and tablets, websites now need to be compatible with smart hand held devices which the current "Engage" product does not provide.

Infinity Technology has an upgraded platform available to municipal customers which offers many benefits at the same monthly cost. There will be a cost for the initial transition to the new platform and the Town would use the change as an opportunity to review and update the site. Key features with the new product are included in the proposal from Infinity Technology.

The Town website is a major tool which allows us to continue to operate with minimal office staff. In addition to our quarterly printed newsletter and monthly e-newsletter, it is the primary means we provide information to our residents. The following chart details the increasing use of our site.

Year	Total Website Sessions	Total Users	Total Website Page views	Average Page Views Per Day
2008	N/A	N/A	31,230	85
2009	N/A	N/A	36,966	101
2010	N/A	N/A	45,801	126
2011	N/A	N/A	N/A	N/A
2012	15,012	9,688	47,810	132
2013	15,512	9,614	46,205	127
2014	17,718	11,046	51,055	140
2015	18,803	12,121	47,316	129
2016 YTD*	12,317	8,424	31,425	148

The estimated cost to change platforms with Infinity Technology is approximately \$3,036.

There are obviously other providers which could upgrade our website. I reviewed two such firms known for government sites, CivicPlus and GovOffice. Both of these firms had preliminary cost estimates that

significantly exceeded staying with Infinity; \$12,000-\$20,000. As a result, staff did not seek formal proposals from either vendor.

Funding: Although the FY 2016 budget does not include an expenditure to upgrade the Town’s website, the need to keep our website with high functionality is paramount. Savings of over \$7,000 has been achieved with the Town’s network server upgrade project. I would recommend the Town consider upgrading the website using the unspent funds from the network server project.

RECOMMENDED ACTION: This is a legislative item¹ for discussion and possible action.

Staff recommends the Board approve the service agreement with Infinity Technology as presented. If the Board is in agreement, the following motion may be made: *“Motion to approve the Services Agreement with Infinity Technology for upgrading the Town’s website in the amount of \$3,036.”*

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Purchasing Policy, June 2008.

FISCAL IMPACT:

Is there a fiscal impact? Yes; \$3,036 (estimated), GL (57190)
Is it currently budgeted or planned? No, 2016
Amount: \$0

JDG

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Attachments:

1. Proposal of Services – Infinity Technology CMS for Municipalities

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 services, 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.



2920 Walker Drive
Green Bay WI 54311
800.261.0040
920.430.1117
920.430.1121 Fax
InfinityTechnology.com

Town of Buchanan
Joel Gregozeski
N178 County Rd N
Appleton, WI 54915
920-734-8599
www.townofbuchanan.org
JoelG@townofbuchanan.org

28-Jul-16

Services Offered **Amount**

Infinity CMS for Municipalities \$1,500

Key Features Included:

- | | |
|---------------------------------|----------------------------|
| - setup of Infinity CMS account | - audit trails |
| - agenda and meeting minutes | - rollback |
| - news and announcements | - scheduled publishing |
| - calendar of events | - quicklinks |
| - directory | - project management |
| - form builder tool | - training |
| - multi-user editing | - social media integration |
| - video integration | |

Design Services

- | | | | | |
|--|---|------------|---------|---------|
| - custom designed responsive website theme | 1 | theme(s) @ | \$1,000 | \$1,000 |
| - custom designed responsive home page layout and template | 4 | hour(s) @ | \$134 | \$536 |

Infinity Services

- | | | | | |
|--|---|-----------|------|-----|
| - build pages, with client-supplied content in electronic format | 0 | page(s) @ | \$30 | \$0 |
|--|---|-----------|------|-----|

Initial Project Investment **\$3,036**

Subscription and Hosting Services

- | | | | | |
|--|---|------------|-------|-------|
| - hosting of up to 200 pages | 1 | annual fee | \$660 | \$660 |
| - unlimited use of CMS for managing your own website content | | | | |
| - hosting account includes: Control Panel, 2GB disk space, 40GB monthly data transfer, daily backup and monitoring | | | | |
| - detailed site statistics | | | | |
| - customer support via phone and email | | | | |
| - domain name management and renewals (if Hosted by Infinity Technology) | | | | |

Annual Hosting/Subscription Fee **\$660**

Agreement Terms and Conditions

Your signature acknowledges acceptance of this estimate. **The project will be invoiced in full at project inception with the 1st 1/2 of the project total due prior to development start. The remaining balance is due upon Infinity's development completion prior to go live date.**

Infinity Technology reserves the right to withhold project deployment until balance is paid in full. The use of propriety software developed by Infinity Technology, which includes database structure, programs and source code, may or may not be transferrable to an Internet provider of your choice. Open source and custom applications become the property of the client and can be transferred for an agreed purchase price. Hosting Account and email accounts are subject to the current Terms & Conditions and Acceptable Use Policy found at www.infinitytechnology.com

Client acknowledges that this estimate is based upon the information located within this document and may reflect a variance of plus or minus 10%. Modifications to the project scope as outlined are the responsibility of the client and may result in additional charges. Client may be made available the current financial status of this project anytime upon request. The quoted price is guaranteed for 90 days beyond the date of this document.

Subscription fees are invoiced annually in advance.

If payment is not received within 60 days of invoice the client website may be suspended

Page content will be provided by client

Additional options are available; please see your executive account manager for assistance.

Acceptance of the scope and terms specified herein:

Signature: _____

Billing Email Address:

Date _____

TOWN MEETING:

August 16, 2016

AGENDA ITEM #: 11e

ACTION TYPE:

Legislative Action

(For Discussion & Possible Action)



"In the Spirit of Town Government"

AGENDA MEMORANDUM

To: Honorable Town Chairperson and Town Supervisors
From: Joel Gregozeski, Administrator/Clerk
Date: August 11, 2016
RE: **Legal Services Request for Proposals**

SUMMARY: Due to the announced retirement of Town Attorney Paul Cornett, staff has prepared a Request for Proposals (RFP) to solicit for a new legal services contract. Attached is the draft RFP for Town Board consideration.

RECOMMENDED ACTION: This is a legislative item¹ for discussion and possible action.

Staff recommends the Board approve the Legal Services Request for Proposals as presented. If the Board is in agreement, the following motion may be made: *"Motion to approve the Request for Proposal for Town Attorney and Prosecution Services as presented and to direct staff to solicit for proposals as described."*

POLICY/PLAN REFERENCE(S):

1. Town of Buchanan Purchasing Policy, June 2008.

FISCAL IMPACT: NONE

JDG

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Attachments:

1. Draft Legal Services RFP – August 2016.

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 services, 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.

REQUEST FOR PROPOSALS

TOWN ATTORNEY & PROSECUTION SERVICES

The Town of Buchanan invites interested legal firms or private practice attorneys to submit written proposals to provide contract legal services and prosecutorial services to the Town. The successful firm must be able to provide a designated individual to serve as Town Attorney and/or Town Prosecutor.

If you or your firm is interested in these opportunities, please submit your proposal in a sealed envelope marked "Town Attorney Proposal" to:

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

Proposals may be submitted in person or by mail and will be accepted at the Town Administrator's Office until **4:00 p.m. on September 30, 2016**.

The Town Board reserves the right to reject any or all proposals, to request additional information concerning any proposals for purposes of clarification, to accept or negotiate any modification to any proposal, and to waive any irregularities if such would serve the best interests of the Town as determined by the Town Board. **All inquiries regarding the Request for Proposals should be directed to Joel Gregozeski, Town Administrator at 920.734.8599 or joelg@townofbuchanan.org**

I. About the Town of Buchanan

The Town of Buchanan is a municipal corporation having an estimated population of 6,935. The form of government is a five-person Town Board with an appointed Town Administrator. The Board is made up with a part-time Chairperson (elected once every two years), four part-time Supervisors, and a full-time Town administrator. Town services include general government, police protection (contracted), fire and first responder services, public works, and parks. The Town also contracts for services such as property assessment, Town attorney, Town engineer, refuse collection and others. The Town has 1 full-time employees and 5 regular part-time employees, as well as 30-40 paid-on-call fire & rescue volunteers. The 2016 annual Town general fund budget is approximately \$3.5 million.

Generally, the Town Board meets once per month at 7:00 PM on the third Tuesday of each month (more frequently as needed). Plan Commission typically meets on the second Monday of the month as needed. All municipal citations are processed through the Outagamie County Circuit Court system.

II. Town Attorney Services to be Provided

The Town Attorney serves as a statutory officer and chief legal advisor for the Town of Buchanan. The work may include but not be limited to the following:

- A. Serve as the legal advisor to the Chairperson, Town Board and officials of the Town and represent the Town in legal matters as required. When requested by authorized personnel, the attorney shall give written legal opinions on a wide variety of issues.
- B. Function as legal advisor to the various Town committees, boards and commissions as required. Attendance at meetings of the Town Board and Zoning Board of Adjustment; other bodies will be as requested by the Town.
- C. Draft or review ordinances, resolutions, bonds, contracts, and other instruments as may be required by Town officials.
- D. Represent the Town as needed concerning court actions, handling matters on the Town's behalf before state administrative commissions, preparation of pleadings and briefs, trial of court cases, preparation of legal opinions, and handling real estate transactions brought before the Town when there is no insurance coverage by private carriers or when appointed to do so by the Town's insurer.
- E. Appraise Town officials as needed about changing laws and other legal matters that may be of interest and/or concern to the Town.
- F. Conduct other legal matters as determined by the Town (to include labor/personnel, TIF, economic development, land use, real estate, etc.).

- G. Provide the Chairperson and Town Board with guidance as to Robert's Rules of Order and related procedural matters at Town Board meetings.
- H. Exclusions and Reservations
 - a. The Town reserves the right to employ any legal counsel when there is a conflict of interest or if an attorney with special expertise in a given area is needed (i.e., labor & personnel, real estate, etc.). A determination as to when this should occur shall be at the sole discretion of the Town Board.

III. Town Prosecutor Services to be Provided

The Town Prosecutor is a professional, specialized position serving as prosecutor before the Circuit Court. The Town had ___ court cases in 2015.

- A. Prosecute local ordinance cases before the circuit court including the conducting of pre-trial conferences as necessary, as well as any jury trials and handle appeals from such decisions.
- B. Answer correspondence and telephone inquiries regarding Municipal Court matters, including inquiries from Town personnel, defendants, victims, and witnesses.

IV. Proposal Requirements

Submittals should include responses to each of the following items. Include other information as appropriate to address the services the Town can expect from the attorney.

- A. Profile and history of yourself and/or your firm including attorneys in the firm and a list of the principals. Indicate the attorney(s) who will be responsible for work with the Town.
- B. A listing of all current municipal government clients including the name and telephone number of the client contact.
- C. Current fee schedule. Indicate whether the fee schedule varies for different types of legal work or by attorney.
- D. The fee proposal should clearly state if the fee schedule is based on a flat retainer fee or a combination retainer/hourly arrangement. Please describe the parameters and charges, with specific attention given to the scope of services that would be included and excluded from the retainer. (Note: The Town currently uses a hourly arrangement, and would desire this type of proposal be submitted as an option for Board consideration.)

- E. The Town seeks a three-year agreement with the selected firm(s) and proposals should reflect a three-year service contract quote with the ability to terminate upon 60 days written notice given by the Town Board or the Town Attorney.

V. Evaluation Criteria

Submittals will be evaluated based on the following criteria:

- A. Qualifications and experience of the attorney and/or firm in working with municipal governments.
- B. Experience and availability of staff assigned to serve the Town.
- C. Scope and cost of services
- D. Interviews.
- E. References.

VI. Terms and Conditions

- A. The Town reserves the right to accept or reject any or all proposals or to award a contract to the most qualified attorney/firm if the successful attorney/firm does not execute a contract within thirty (30) days after award of the proposal.
- B. The Town reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.
- C. All costs associated with the preparation of a submission in response to this request shall be the responsibility of the attorney/firm submitting.
- D. Two (2) hard copies and one (1) electronic copy (Word or PDF format via e-mail) of the attorney's/firm's proposal must be submitted.
- E. Submittals must be signed by the proposing attorney or a qualified representative of the proposing firm. All submittals shall become the property of the Town. No public bid opening will be held. A listing of the firm's names representing the submittals received will be available **on October 12, 2016**.

VII. Tentative Selection Process / Schedule

The following tentative schedule will be followed for selection of an attorney (however the Town may make changes to the timetable and proposed process at its discretion):

- A. August 17, 2016 – Proposals distributed.
- B. September 30, 2016 – Proposals due to Town Hall.

- C. October 12, 2016 by 4:00 PM – Firms notified if selected for interview. The initial review of RPFs and selection for interview will be completed by the Town Administrator.
- D. October 18, 2016 @ 7:00 PM – Town Board interviews selected firms following the regular meeting business which begins at 7:00 PM. Final selection may occur this evening, or, if necessary, completed at subsequent Board meeting.
- E. December 1, 2016 -Term of appointment commences.