



*"In the Spirit of Town Government"*

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**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI  
NOTICE OF THE TOWN BOARD MEETING  
TUESDAY, DECEMBER 15, 2015 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 November 12, 2015 Special Town Meeting.
- b). Approval of the Minutes of November 17, 2015 Town Board Meeting.
- c). Approval of November 2015 Treasurer Report & Approve Bills.
- d). Approval of Operator's License Applications, With No Applicable Violations per Town Policy.
- e). Approval of Election Inspectors for 2016-2017 Term.

*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). 1-Year Service Recognition to Eugene Reece and Ben Schmidt, Buchanan Fire & Rescue.

**7. ROUTINE REPORTS:**

- a). Town Deputies – Update/Monthly Report on Town Law Enforcement Activities.
- b). Fire, EMS & Emergency Management – Update/Monthly Report on Fire, EMS & Emergency Management.
- c). Town Administrator – Update/Monthly Report on Administrative Activities.

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

**9. UNFINISHED BUSINESS FOR DISCUSSION & POSSIBLE ACTION: NONE**

**10. NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION:**

- a). Collection Services Agreement with Finance System of Green Bay, Inc. – For Discussion and Possible Action.
- b). Request for 2016 Codification Services with General Code – For Discussion and Possible Action.
- c). Network Server IT Replacement Proposal from Corporate Network Solutions – For Discussion and Possible Action.
- d). Request from Resident at N179 Van Handel Drive to assist w/ tree removal from Town Hall Park – For Discussion and Possible Action.

**11. CLOSED SESSION:**

- a). Closed session 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. Review of performance evaluation data and compensation/benefits for specific employees.

**12. FUTURE AGENDA ITEMS**

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

**13. ADJOURNMENT**

Joel Gregozeski, Administrator/Clerk

Dated: December 9, 2015

Agendas are posted in the following locations: Town Hall bulletin board & Town Website: [www.townofbuchanan.org](http://www.townofbuchanan.org). 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.



*"In the Spirit of Town Government"*

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**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI  
MINUTES OF PUBLIC BUDGET HEARING AND  
SPECIAL TOWN MEETING OF THE ELECTORS  
THURSDAY, NOVEMBER 12, 2015 AT 7:00 P.M.  
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

- 1) **OPEN PUBLIC HEARING** - Chairperson Mark McAndrews opened the public budget hearing at 7:00 p.m.
- 2) **PLEDGE OF ALLEGIANCE** – Pledge Recital
- 3) **PRESENTATION OF PROPOSED 2014 BUDGET OF THE TOWN OF BUCHANAN** - McAndrews reviewed the meeting agenda, procedures. Administrator/Clerk Gregozeski introduced Town officials and employees in attendance and presented the proposed 2016 budget. Handouts were provided. Gregozeski answered questions after the presentation.
- 4) **PUBLIC HEARING ON PROPOSED BUDGET** - McAndrews opened the public hearing at 7:30 p.m. McAndrews called for comments in favor or against the proposed budget. No one spoke during the public hearing.  
  
McAndrews called for final comments in favor or against three times. No further comments were made.
- 5) **ADJOURN PUBLIC HEARING** - *Motion by Ted Erdmann / Rick Schroeder to adjourn the public hearing at 7:31 p.m.* show of hands vote 10 to 0.

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**SPECIAL TOWN MEETING OF THE ELECTORS OF THE TOWN OF BUCHANAN**

- 1) **OPEN SPECIAL TOWN MEETING:** Chairperson Mark McAndrews opened the meeting at 7:33 p.m. McAndrews reviewed the procedures for the meeting.
- 2) **ESTABLISH THE COMPENSATION OF THE ELECTED TOWN OFFICIALS FOR THE TERMS OF OFFICE TO BEGIN IN APRIL OF 2016, PURSUANT TO SECTION 60.32 OF THE WISCONSIN STATUTES:** McAndrews reviewed the compensation request. Motion by Ted Erdmann / Tony Desmond to keep the Town official's salaries the same as the previous year and as shown in the proposed 2016 budget of \$5,200 for Supervisors. Motion passed by a show of hands vote of 9 to 0.
- 3) **ADOPT THE 2015 TOWN TAX LEVY TO BE PAID IN 2016 PURSUANT TO SEC. 60.10(1)(A) OF THE WISCONSIN STATUTES:** Gregozeski presented the requested tax levy and Resolution 2015-05. Motion by Brian Starszak / Lisa VanSchyndel to approve a Town tax levy of \$1,894,135 via Resolution 2015-05. Motion passed by a show of hands vote of 10 to 0.
- 4) **APPROVE THE TOTAL 2015 HIGHWAY EXPENDITURES PURSUANT TO SECTION 82.03(2) OF THE WISCONSIN STATUTES:** Gregozeski reviewed the amount requested. A handout detailing the request was provided. Motion by Rick Schroeder/Ted Erdmann to approve 2016 highway expenditures as requested for \$1,520,193. Motion passed by a show of hands vote of 10 to 0.
- 5) **ADJOURN SPECIAL TOWN MEETING:** Motion by Ted Erdmann/Rick Schroeder to close the special Town meeting of electors at 7:39p.m. Motion passed by a unanimous voice vote.

Joel Gregozeski, Administrator/Clerk  
Dated: November 16, 2015

Motion to approve by: \_\_\_\_\_ / \_\_\_\_\_ Dated: \_\_\_\_\_  
Carried: \_ to \_.



*"In the Spirit of Town Government"*

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI  
MINUTES OF THE TOWN BOARD MEETING  
TUESDAY, NOVEMBER 17, 2015 AT 6:00 P.M.  
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

1. **CALL MEETING TO ORDER** Meeting called to order by Chairperson McAndrews at 6:00 p.m.
2. **PLEDGE OF ALLEGIANCE**– Pledge recited.
3. **ROLL CALL & VERIFY PUBLIC NOTICE** - Public notice verified. Board members present – McAndrews, Reinke, and Kavanaugh. Town officials present at roll call – Administrator/Clerk Gregozeski, Other members of the public were also in attendance. Supervisor Lawrence arrived at 6:17 p.m.
4. **TOWN BOARD CANDIDATE INTERVIEWS FOR SUPERVISOR IV VACANCY** – The Town Board and Administrator/Clerk interviewed candidates for the Supervisor IV seat. The following individuals submitted and application of interest and were interviewed: Tom Walsh, Johnathan Kirner, Tony Desmond, Jane Drager, Jennifer Hughson, Michael Jensema, Alan Sherrill, David Schneider, Terry Kass, Brian Starszak, and Rob Vandermoss.
5. **DISCUSSION AND APPOINTMENT OF CANDIDATE TO SEAT OF SUPERVISOR IV (Term expiring April, 2016) – For Approval/Denial<sup>1</sup>:** The Town Board reviewed and discussed the candidates for the seat of Supervisor IV.

*Motion by McAndrews/Reinke to appoint Tom Walsh to Supervisor IV. Roll call vote: Kavanaugh, nay, McAndrews aye, Reinke, aye, Lawrence, nay, Gregozeski abstained. Motion failed.*

*Motion by Lawrence/Kavanaugh to appoint Jennifer Hughson to Supervisor IV. Roll call vote: Kavanaugh, aye, McAndrews aye, Reinke aye, Lawrence aye, Gregozeski abstained. Motion carried.*

Jennifer Hughson took her seat at the Board's dais at 7:14 p.m. for the remainder of the meeting.

6. **CONSENT AGENDA**
  - a). Approval of the Minutes of October 20, 2015 Town Board Meeting.
  - b). Approval of October 2015 Treasurer Report & Approve Bills.
  - c). Approval of Operator's License Applications, With No Applicable Violations per Town Policy.

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

7. **PUBLIC COMMENT FORUM** - The following members of the public spoke: No one addressed the Town Board.
8. **PRESENTATIONS: NONE**
9. **ROUTINE REPORTS:**
  - a). Town Deputies – Update/Monthly Report on Town Law Enforcement Activities: Deputy Burke provided a monthly report of law enforcement activities.
  - b). Fire, EMS & Emergency Management – Update/Monthly Report on Fire, EMS & Emergency Management: Chief Schroeder provided a review of the monthly memorandum as provided to the Board.
  - c). Town Engineer – Update/Report from Town Engineer; to include the following items: Town Engineer Majkowski provided a report on the following items:
    - i. 2015 Projects; including pay requests, change orders and contract closeouts for Contracts A-15, B-15, C-15 and/or D-15.

<sup>1</sup> Town Administrator/Clerk, in addition to Town Board shall vote on agenda item #5.

- ii. Update on Eisenhower Drive Study.
- iii. Update on Building Space Needs Study.
- d). Town Administrator – Update/Monthly Report on Administrative Activities: Administrator/Clerk Gregozeski reviewed administrative activities for the month.

**10. PLAN COMMISSION ITEMS FOR DISCUSSION & POSSIBLE ACTION:**

- a). Application for Final Plat (DJ Estates): Applicant: Bob Reider of Carow Land Surveying on behalf of Tony Kohl. Existing Parcel Number 030 051103: The Board reviewed and discussed the application and Plan Commission recommendation.

*Motion by Reinke/Hughson to approve the final plat for DJ Estates on the condition the plat meets the following condition: 1. Review and approval by Outagamie County Planning and Zoning. Motion passed unanimously by voice vote.*

- b). Application for CSM (2015-12): Applicants: James Sehloff, Davel Engineering & Environmental Inc. on behalf of Mike Bongers. Parcel: 030 060000, 030 074400; CSM creating four lots: The Board reviewed and discussed the application and Plan Commission recommendation.

*Motion by Lawrence/Reinke to approve the application for CSM (2015-12) as presented with the following notation: 1. The Town Board remove the future parkland designation for proposed lots 1, 2 & 3. Motion passed unanimously by voice vote.*

**11. UNFINISHED BUSINESS FOR DISCUSSION & POSSIBLE ACTION: NONE**

**12. NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION:**

- a). Resolution 2015-07 Adopting the 2016 Town Budget. The Board reviewed and discussed Resolution 2015-07 adopting the 2016 Town Budget.

*Motion by Lawrence/Kavanaugh to approve Resolution 2015-07 Adopting the 2016 Town Budget as presented. Motion carried unanimously by voice vote.*

- b). Resolution 2015-04 Amending the Fees and Licenses Schedule. The Board reviewed and discussed Resolution 2015-04 amending the fees schedule for the Town of Buchanan.

*Motion by Reinke/Hughson to approve Resolution 2015-04 Amending the Fees and Licenses Schedule as presented. Motion carried unanimously by voice vote.*

- c). Intergovernmental Funding Agreements for CTH ZZ/Haas Road Reconstruction & Jurisdictional Transfer. Andrew Rowell from Outagamie County Highway Department was present and provided an overview of the CTH ZZ / Haas Road reconstruction project scheduled for 2017. The Town Board reviewed and discussed the proposed project and intergovernmental agreement.

*Motion by Lawrence/Kavanaugh to approve Intergovernmental Funding Agreements for CTH ZZ/Haas Road Reconstruction & Jurisdictional Transfer as presented. Motion carried unanimously by voice vote*

- d). Request for Transfer of Remaining Radio Project Funds for Fire Inspection Mobile Client and Device: Chief Schroeder provided an overview of the fire inspection mobile client device. The Town Board reviewed and discussed the purpose to transfer funds to support the program.

*Motion by Reinke/Lawrence to the request for Transfer of Remaining Radio Project Funds for Fire Inspection Mobile Client and Device. Motion carried unanimously by voice vote.*

- e). Audit Services Contract Extension with Schenck: The Town Board reviewed and discussed the proposal to extend the contract for audit services with Schenck SC.

*Motion by Kavanaugh/Hughson to approve the contract extension for Audit Services with Schenck SC as presented. Motion carried unanimously by voice vote.*

- f). Appointment to Fill Town Plan Commission Vacancy (McAndrews): McAndrews requested the Town Board confirm his appointment of Ted Erdmann to the Town Plan Commission for the term expiring July 1, 2017.

*Motion by Reinke/Lawrence to approve the appointment of Ted Erdmann to the Town Plan Commission for the remainder of the term expiring July 1, 2017. Motion carried unanimously by voice vote.*

**13. CLOSED SESSION: NONE**

**14. FUTURE AGENDA ITEMS: NONE**

**15. ADJOURNMENT:** *Motion by Kavanaugh/Reinke to adjourn at 8:08 p.m. Motion carried unanimously by voice vote.*

Joel Gregozeski, Administrator/Clerk

Dated:

Motion to approve by: \_\_\_\_\_ Date: \_\_\_\_\_ Carried \_\_\_ to \_\_\_

DRAFT

**TOWN BOARD MEETING:**

**December 15, 2015**

**AGENDA ITEM #: 4c**

**ACTION TYPE:**

**Administrative Action**

**(For Approval/Denial)**



*"In the Spirit of Town Government"*

## **AGENDA MEMORANDUM**

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**To:** Honorable Town Chairperson and Town Supervisors  
**From:** Joel Gregozeski, Administrator/Clerk  
**Date:** December 10, 2015  
**RE:** **Treasurer's Report & Approval of Bills**

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**RECOMMENDED ACTION:** This is an administrative action<sup>1</sup> item for Town Board Approval/Denial.

**SUMMARY:** The attached Treasurer's Report is for the period ending November 30, 2015. Also attached is a list which includes all bills and deposits for the period November 8, 2015 through December 5, 2015. Included is the Administrator/Clerk's working budget summary for the period ending November 30, 2015

**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. November 2015 Treasurer's Report
2. November 8 through December 5, 2015 Bills & Deposits List
3. Town Budget Summary for period ending November 30, 2015

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<sup>1</sup> 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

November 2015

<b>Operating Account</b> The Business Bank	Previous Balance	\$ 907,682.70
	Deposits	\$ 137,983.73
	Checks	\$ 584,408.24
	Interest Credited on 11/30/15	\$ 146.07
	<b>Balance as of 11/30/15</b>	<b>\$ 461,404.26</b>
	<i>(Interest Year to Date: \$11,504.16)</i>	
	<b>Segregated Funds (included in above total)</b>	
	Intersection Improvement Fund	\$ 523,886.00
Fire Apparatus Fund	\$ 76,405.00	
Building Improvement Fund	\$ 21,601.00	
Trail Development Fund	\$ 10,024.00	
<b>Contingency Account</b> The Business Bank	Previous Balance	\$ 246,533.42
	Deposits	
	Withdrawals	\$ -
	Interest Credited on 11/30/15	\$ 181.97
	<b>Balance as of 11/30/15</b>	<b>\$ 246,715.39</b>
	<i>(Interest Year to Date: \$1947.65)</i>	
<b>Park Impact Fees</b> The Business Bank	Previous Balance	\$ 44,098.55
	Deposits	\$ -
	Withdrawals	\$ 31,280.00
	Interest Credited on 11/30/15	\$ 18.59
	<b>Balance as of 11/30/15</b>	<b>\$ 12,837.14</b>
	<i>(Interest Year to Date: \$283.61)</i>	
<b>Fire/EMS Communication</b> The Business Bank	Previous Balance	\$ 3,055.89
	Withdrawals	\$ -
	Interest Credited on 11/30/15	\$ 0.26
	<b>Balance as of 11/30/15</b>	<b>\$ 3,056.15</b>
	<i>(Interest Year to Date: \$2.80)</i>	
<b>Fire Department Fundraising</b> The Business Bank	Previous Balance	\$ 28,132.76
	Deposit	\$ -
	Withdrawals	\$ -
	Interest Credited on 11/30/15	\$ 17.92
	<b>Balance as of 11/30/15</b>	<b>\$ 28,150.68</b>
	<i>(Interest Year to Date: \$177.86)</i>	
<b>Road Improvements</b> The Business Bank	Previous Balance	\$ 2,000,442.06
	Deposit	\$ -
	Withdrawals	\$ 10.00
	Interest Credited on 11/30/15	\$ 424.75
	<b>Balance as of 11/30/15</b>	<b>\$ 2,000,856.81</b>
	<i>(Interest Year to Date: \$876.81)</i>	

## Loan Balances

Citizens Bank (Van Roy Road/Other Projects)	<b>Balance as of 11/30/15</b>	<b>\$ 175,000.00</b>
<i>(Original Loan Amount - \$1,410,000.00)</i>		
<i>(Int. Paid Year to Date: )</i>		
<i>(Int. Paid Inception to Date: \$242,728.80)</i>		

**TOWN OF BUCHANAN**  
**Bills for 12/15/15 Meeting**  
 November 8 through December 5, 2015

Type	Date	Num	Name	Memo	Paid Amount
<b>11010.0 - Bus Bank-Checking</b>					
Deposit	11/09/2015			Deposit	3,860.26
Deposit	11/11/2015			Deposit	10,407.24
Deposit	11/20/2015			Deposit	2,349.06
Deposit	11/16/2015			Deposit	62,756.89
Deposit	11/24/2015			Deposit	2,840.50
Deposit	11/30/2015			Deposit	2,915.44
Deposit	11/30/2015			Interest	146.07
Paycheck	11/11/2015	ACH	FRANZKE, RICK A		-379.20
Paycheck	11/11/2015	ACH	GIRARD, CHRIS L		-391.19
Paycheck	11/11/2015	ACH	HENNESSEY, PATRICIA A		-696.36
Paycheck	11/11/2015	ACH	HERTER, BILL J		-48.48
Paycheck	11/11/2015	ACH	MENCEL, JR, WILLIAM L		-194.16
Paycheck	11/11/2015	ACH	SIERACKI, CYNTHIA R		-882.81
Paycheck	11/11/2015	ACH	VAN SCHYNDEL, LISA M		-261.12
Paycheck	11/11/2015	ACH	KARRELS, JONATHON A		-110.82
Paycheck	11/11/2015	ACH	GREGOZESKI, JOEL D		-2,201.97
Paycheck	11/11/2015	ACH	BERGHOLZ, SEAN M		-101.59
Paycheck	11/11/2015	ACH	KINNARD, STEFFI A.		-58.88
Liability C...	11/17/2015	ACH	Internal Revenue Service	39-1316254	-1,503.12
Check	11/09/2015	ACH	Network Health Plan	Group 100400,	-3,583.63
Liability C...	11/27/2015	ACH	Wisconsin Dept. of Revenue	036-0000195431-02	-579.22
Liability C...	11/27/2015	ACH	Department of Employee Trust Funds	69-036-0120-000	-1,433.08
Paycheck	11/15/2015	ACH	KAVANAUGH, CHARLES J		-376.17
Paycheck	11/15/2015	ACH	LAWRENCE, KAREN L		-400.17
Paycheck	11/15/2015	ACH	MC ANDREWS, MARK C		-559.20
Paycheck	11/15/2015	ACH	REINKE, DENNIS G		-376.17
Paycheck	11/15/2015	ACH	SCHROEDER, RICK L		-1,220.00
Liability C...	11/19/2015	ACH	Internal Revenue Service	39-1316254	-882.02
Check	11/15/2015	ACH	Paul Hermes	Inspection fees	-1,227.56
Paycheck	11/25/2015	ACH	FRANZKE, RICK A		-391.33
Paycheck	11/25/2015	ACH	GIRARD, CHRIS L		-279.61
Paycheck	11/25/2015	ACH	KARRELS, JONATHON A		-73.88
Paycheck	11/25/2015	ACH	KINNARD, STEFFI A.		-58.88
Paycheck	11/25/2015	ACH	GREGOZESKI, JOEL D		-2,201.97
Paycheck	11/25/2015	ACH	HENNESSEY, PATRICIA A		-696.36
Paycheck	11/25/2015	ACH	SIERACKI, CYNTHIA R		-882.82
Paycheck	11/25/2015	ACH	VAN SCHYNDEL, LISA M		-459.69
Liability C...	12/01/2015	ACH	Internal Revenue Service	39-1316254	-1,467.20
Check	11/27/2015	ACH	USPS	Stamps.com postage purchase	-100.00
Bill Pmt -...	12/01/2015	ACH	Delta Dental of Wisconsin		-179.46
General J...	11/19/2015	477		Hickory Park Shelter	31,280.00
Bill Pmt -...	11/09/2015	34227	C & R Pumpers, Inc.		-170.00
Bill Pmt -...	11/09/2015	34228	Card Service Center	Visa 2495	-167.95
Bill Pmt -...	11/09/2015	34229	Darboy Joint Sanitary District No 1		-146.91
Bill Pmt -...	11/09/2015	34230	Festival Foods	Drill Expense	-110.18
Bill Pmt -...	11/09/2015	34231	Joe's Power Center Inc.		-8.00
Bill Pmt -...	11/09/2015	34232	MCC, Inc		-162,784.13
Bill Pmt -...	11/09/2015	34233	McKeefry & Sons, Inc		-90,307.82

**TOWN OF BUCHANAN**  
**Bills for 12/15/15 Meeting**  
**November 8 through December 5, 2015**

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -...	11/09/2015	34234	McMahon Associates, Inc.		-1,236.10
Bill Pmt -...	11/09/2015	34235	Menards	Acct. 31110297,	-38.91
Bill Pmt -...	11/09/2015	34236	Office Depot	Acct. 5163,	-189.55
Bill Pmt -...	11/09/2015	34237	Outagamie County Highway Dept.		-1,134.82
Bill Pmt -...	11/09/2015	34238	Staples Advantage		-132.56
Bill Pmt -...	11/09/2015	34239	Suburban Wildlife Solutions LLC		-100.00
Bill Pmt -...	11/09/2015	34240	The Horton Group		-200.00
Bill Pmt -...	11/09/2015	34241	Vinton Construction, Co.		-93,510.53
Bill Pmt -...	11/09/2015	34242	WE Energies-Street Lights	Acct. 3841-040-796	-1,781.99
Bill Pmt -...	11/09/2015	34243	MCC, Inc		-124,778.96
Paycheck	11/11/2015	34244	GARCIA, RAMIRO E		-96.97
Check	11/16/2015	34245	Rick Schroeder		-229.96
Bill Pmt -...	11/16/2015	34246	Advance Disposal-Green Bay-B8		-31,671.94
Bill Pmt -...	11/16/2015	34247	Baycom Inc.		-2,711.00
Bill Pmt -...	11/16/2015	34248	Cedar Corporation		-25,081.02
Bill Pmt -...	11/16/2015	34249	Choice1 Health Care Services, LLC		-312.35
Bill Pmt -...	11/16/2015	34250	Fox Valley Technical College		-80.00
Bill Pmt -...	11/16/2015	34251	Lowe's		-128.76
Bill Pmt -...	11/16/2015	34252	Martenson & Eisele, Inc.		-870.00
Bill Pmt -...	11/16/2015	34253	McMahon Associates, Inc.		-84.00
Bill Pmt -...	11/16/2015	34254	Menards	Acct. 31110297,	-26.92
Bill Pmt -...	11/16/2015	34255	Outagamie County Highway Dept.		-7,248.81
Bill Pmt -...	11/16/2015	34256	Outagamie County Solid Waste		-10.00
Bill Pmt -...	11/16/2015	34257	Paul Conway Shields		-1,860.08
Bill Pmt -...	11/16/2015	34258	Quick Print Center Inc.		-163.20
Bill Pmt -...	11/16/2015	34259	Robinson Florist & Greenhouse		-80.97
Bill Pmt -...	11/16/2015	34260	The Horton Group		-1,624.00
Bill Pmt -...	11/16/2015	34261	Tractor Supply Company		-246.87
Bill Pmt -...	11/16/2015	34262	Verizon		-120.03
Check	11/23/2015	34263	Outagamie County Clerk	2015 Dog licenses	-1,366.00
Bill Pmt -...	11/23/2015	34264	Darboy Corner Store		-389.39
Bill Pmt -...	11/23/2015	34265	Emergency Medical Products, Inc.		-1,139.19
Bill Pmt -...	11/23/2015	34266	Kaukauna Utilities		-127.93
Bill Pmt -...	11/23/2015	34267	News Publishing Company Inc.		-352.93
Bill Pmt -...	11/23/2015	34268	River Valley Testing Corp.		-318.20
Bill Pmt -...	11/23/2015	34269	TDS Metrocom		-646.76
Bill Pmt -...	11/23/2015	34270	Wisconsin Dept. of Justice	G3203	-49.00
Paycheck	11/25/2015	34271	KUMROW, DEREK A		-101.89
Check	11/30/2015	34272	Rick Schroeder		-90.00
Check	11/30/2015	34273	MENCEL, JR, WILLIAM L		-69.66
Bill Pmt -...	11/30/2015	34274	Accent Business Solutions, Inc.		-117.19
Bill Pmt -...	11/30/2015	34275	Cellcom Appleton PCS	Acct # 009-09048840	-49.09
Bill Pmt -...	11/30/2015	34276	Command Central, LLC		-1,590.00
Bill Pmt -...	11/30/2015	34277	Emergency Medical Products, Inc.		-80.94
Bill Pmt -...	11/30/2015	34278	FirstMerit Bank	630434600001000	-176,296.24
Bill Pmt -...	11/30/2015	34279	Kaukauna City of		-290.08
Bill Pmt -...	11/30/2015	34280	Paul Conway Shields		-3,250.40
Bill Pmt -...	11/30/2015	34281	Wisconsin Towns Association		-54.00
Bill Pmt -...	11/30/2015	34282	Quick Print Center Inc.		-115.00

**TOWN OF BUCHANAN**  
**Bills for 12/15/15 Meeting**  
 November 8 through December 5, 2015

Type	Date	Num	Name	Memo	Paid Amount
Bill Pmt -...	11/30/2015	34283	UNUM Life Insurance Company of A...	932511-001	-144.16
Bill Pmt -...	11/30/2015	34284	WCMA	Application	-122.40
Bill Pmt -...	11/30/2015	34285	WE Energies		-701.47
Total 11010.0 · Bus Bank-Checking					-644,609.87
<b>11015.0 · Bus Bank-Contingency Svgs MM</b>					
Deposit	11/27/2015			Interest	181.97
Total 11015.0 · Bus Bank-Contingency Svgs MM					181.97
<b>11020.0 · Bus Bank-Park Impact Fees MM</b>					
Deposit	11/27/2015			Interest	18.59
General J...	11/19/2015	477		Hickory Park Shelter	-31,280.00
Total 11020.0 · Bus Bank-Park Impact Fees MM					-31,261.41
<b>11030.0 · Bus Bank-Fire/EMS Comm Equip MM</b>					
Deposit	11/29/2015			Interest	0.26
Total 11030.0 · Bus Bank-Fire/EMS Comm Equip MM					0.26
<b>11045.0 · Bus. Bank-Fire Dept Fundraising</b>					
Deposit	11/30/2015			Interest	17.92
Total 11045.0 · Bus. Bank-Fire Dept Fundraising					17.92
<b>11050.0 · Bus. Bank-Road Improvement</b>					
Check	11/30/2015			Service Charge	-10.00
Deposit	11/30/2015			Interest	424.75
Total 11050.0 · Bus. Bank-Road Improvement					414.75
<b>TOTAL</b>					<b>-675,256.38</b>

Town of Buchanan						
Year-To-Date Budget Comparison (Expenses)						
Fiscal Year 2015						
					As of:	11/30/2015
					(UNDER)	
		2014	2015	YEAR	OVER	PERCENT
	Department	BUDGET	BUDGET	TO DATE	BUDGET	OF
				11/30/2015	2015	BUDGET
<b>General Government - 51000</b>						
51100	Legislative (Town Board)	\$ 31,930	\$ 31,930	\$ 28,187	\$ (3,743)	88%
51300	Legal Service Fees	\$ 33,000	\$ 33,000	\$ 22,739	\$ (10,261)	69%
51400	General Administration	\$ 225,520	\$ 250,934	\$ 224,588	\$ (26,346)	90%
51500	Financial Administration	\$ 21,500	\$ 21,500	\$ 21,391	\$ (109)	99%
51600	General Building, Town Hall	\$ 55,558	\$ 57,637	\$ 52,220	\$ (5,417)	91%
51900	Other General Government	\$ 23,446	\$ 24,146	\$ 16,173	\$ (7,973)	67%
Subtotal - General Government		\$ 390,953	\$ 419,146	\$ 365,299	\$ (53,847)	87%
<b>Public Safety - 52000</b>						
52100	Law Enforcement	\$ 405,490	\$ 400,002	\$ 377,735	\$ (22,267)	94%
52200	Fire & Rescue	\$ 141,477	\$ 157,847	\$ 107,693	\$ (50,154)	68%
52300	Emergency Management/EMS	\$ 85,480	\$ 91,720	\$ 38,832	\$ (52,888)	42%
52400	Building Inspection	\$ 12,500	\$ 12,500	\$ 14,164	\$ 1,664	113%
Subtotal - Public Safety		\$ 644,947	\$ 662,069	\$ 538,424	\$ (123,645)	81%
<b>Public Works - 53000</b>						
53300	Highway & Street Maintenance	\$ 188,200	\$ 211,400	\$ 169,746	\$ (41,654)	80%
53400	Road Related Facilities	\$ 33,018	\$ 34,068	\$ 32,305	\$ (1,763)	95%
53500	Mass Transit	\$ 60,000	\$ 60,772	\$ 51,018	\$ (9,754)	84%
53600	Sanitation	\$ 320,000	\$ 321,982	\$ 283,811	\$ (38,171)	88%
Subtotal - Public Works		\$ 601,218	\$ 628,222	\$ 536,879	\$ (91,343)	85%
<b>Culture, Recreation &amp; Education - 55000</b>						
55200	Parks	\$ 9,900	\$ 10,500	\$ 5,551	\$ (4,949)	53%
55300	Recreation Programs & Events	\$ 7,500	\$ -	\$ -	\$ -	
Subtotal - Culture, Recreation & Ed.		\$ 17,400	\$ 10,500	\$ 5,551	\$ (4,949)	53%
<b>Conservation &amp; Development - 56000</b>						
56700	Economic Development	\$ 3,637	\$ 185	\$ 210	\$ 25	114%
56900	Planning & Zoning/Erosion/Conservation	\$ 23,370	\$ 25,520	\$ 25,536	\$ 16	100%
Subtotal - Conservation & Development		\$ 27,006	\$ 25,705	\$ 25,746	\$ 41	100%

					(UNDER)	
		2014	2015	YEAR	OVER	PERCENT
		BUDGET	BUDGET	TO DATE	BUDGET	OF
	Department	BUDGET	BUDGET	11/30/2015	2015	BUDGET
<b>Other Financing Uses</b>						
	Contingency & Reserves	\$ -	\$ 70,027	\$ -	\$ (70,027)	0%
Subtotal - Other Financing Uses		\$ -	\$ 70,027	\$ -	\$ (70,027)	0%
<b>Debt Service Fund - 58000</b>						
58000	Debt Service	\$ 188,798	\$ 182,593	\$ 182,592	\$ (1)	100%
Subtotal - Debt Service Fund		\$ 188,798	\$ 182,593	\$ 182,592	\$ (1)	100%
<b>Capital Outlay - 57000</b>						
57190	General Government	\$ 6,300	\$ 8,500	\$ 6,691	\$ (1,809)	79%
57620	Parks & Recreation	\$ 10,000	\$ 58,500	\$ -	\$ (58,500)	0%
57220	Fire & Rescue	\$ 29,500	\$ 114,500	\$ 4,372	\$ (110,128)	4%
57230	EMS - Emergency Management	\$ -	\$ 4,500	\$ -	\$ (4,500)	0%
57331	Roads & Public Works	\$ 547,156	\$ 2,384,350	\$ 1,649,145	\$ (735,205)	69%
57348	Stormwater & Drainage	\$ -	\$ -	\$ -	\$ -	
Subtotal - Capital Outlay		\$ 592,956	\$ 2,570,350	\$ 1,660,209	\$ (910,141)	65%
TOTAL - General Fund Operating, Debt & Capital		\$ 2,463,278	\$ 4,568,612	\$ 3,314,700	\$ (1,253,912)	72.55%

Town of Buchanan						
Year-To-Date Budget Comparison (Revenues)						
Fiscal Year 2015						
					<i>As of:</i>	<i>11/30/2015</i>
					(UNDER)	
			YEAR		OVER	PERCENT
		2014	2015	TO DATE	BUDGET	UNDER/
	Department	BUDGET	BUDGET	11/30/2015	2015	OVER
	<b>Taxes - 41000</b>	\$1,525,733	\$1,885,308	\$1,885,759	\$ 451	100%
	General Property Taxes	\$1,523,843	\$1,883,418	\$1,885,759	\$ 2,341	100%
	<b>Special Assessments - 42000</b>	\$0	\$0	\$33,763	\$ 33,763	#DIV/0!
	<b>Intergovernmental Revenues - 43000</b>	\$279,972	\$282,774	\$273,840	\$ (8,934)	97%
	<b>Licenses &amp; Permits - 44000</b>	\$69,495	\$70,495	\$96,970	\$ 26,475	138%
	<b>Fines, Forfeitures &amp; Penalties - 45000</b>	\$14,155	\$14,155	\$25,199	\$ 11,044	178%
	<b>Public Charges for Services - 46000</b>	\$273,654	\$301,480	\$314,493	\$ 13,013	104%
	<b>Intergovernmental Charges for Services - 47000</b>	\$2,225	\$1,900	\$1,905	\$ 5	100%
	<b>Miscellaneous Revenue - 48000</b>	\$191,809	\$615,500	\$21,398	\$ (594,102)	3%
	<b>Proceeds Long Term Debt - 49000</b>	\$0	\$1,397,000	\$2,000,000	\$ 603,000	143%
	<b>TOTAL - Revenues</b>	\$ 2,357,043	\$ 4,568,612	\$ 4,653,327	\$ 84,715	101.85%

**TOWN BOARD MEETING:**

**December 15, 2015**

**AGENDA ITEM #: 4d**

**ACTION TYPE:**

**Administrative Action**

**(For Approval/Denial)**



*"In the Spirit of Town Government"*

## **AGENDA MEMORANDUM**

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**To:** Honorable Town Chairperson and Town Supervisors  
**From:** Joel Gregozeski, Administrator/Clerk  
**Date:** December 10, 2015  
**RE:** **Operator's License Applications for Approval/Denial**

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**RECOMMENDED ACTION:** This is an administrative action<sup>1</sup> item for Town Board Approval/Denial.

**SUMMARY:** The attached list of bartender operator's license and agent applications were submitted for Town Board consideration. No applicants listed have any applicable violations per Town policy.

**POLICY/PLAN REFERENCE(S):**

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

**FISCAL IMPACT: NONE**

*JDG*

**###**

**Attachments:**

1. **New Applicants for Operator's Licenses & Agents for December 2015**

---

<sup>1</sup> *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.*

**DECEMBER 2015 – APPLICANTS FOR BARTENDER OPERATOR'S LICENSES:**

**NEW OR  
RENEWAL**

**VIOLATIONS PERTAINING  
TO LICENSE APPLICATION**

**BUSINESS NAME**

**NAME & ADDRESS OF APPLICANT**

2015-161PV	Arianna D. Raddatz, W6366 Dogwood Ln., Menasha, WI 54952	The Stone Yard	None	New
2015-162PV	Tyler R. Hass, 1827 S. Schaefer St., Apt. #D, Appleton, WI 54915	Festival Foods	None	Renewal
2015-163PV	Kayla M. Burklund, 1107 S. Irma St., Appleton, WI 54915	Buchanan Motomart	(Yes – beyond 24 months)	New

**TOWN BOARD MEETING:**

**December 15, 2015**

**AGENDA ITEM #: 4e**

**ACTION TYPE:**

**Administrative Action**

**(For Approval/Denial)**



*"In the Spirit of Town Government"*

## **AGENDA MEMORANDUM**

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**To:** Honorable Town Chairperson and Town Supervisors  
**From:** Joel Gregozeski, Administrator/Clerk  
**Date:** December 10, 2015  
**RE:** **Election Inspectors for Approval/Denial**

---

**RECOMMENDED ACTION:** This is an administrative action<sup>1</sup> item for Town Board Approval/Denial.

**SUMMARY:** As required under statutory law, the Town of Buchanan Board must appoint election inspectors for a two-year term. The attached list of election inspectors are submitted for Town Board consideration.

**POLICY/PLAN REFERENCE(S):**

1. §7.30 Wis. Stats.

**FISCAL IMPACT: NONE**

*JDG*

**###**

**Attachments:**

1. **Election Inspector's List for 2016-2017 Term**

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<sup>1</sup> *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.*

**LIST OF TOWN OF BUCHANAN ELECTION INSPECTORS FOR 2016/2017:**

\*Diane M. Angeletti  
Sally Bankstahl  
Shelley K. Baumann  
Marlene R. Benzschawel  
Linda Betters  
Stephen J. Blair  
Terri Borths  
Joyce Brantmeier  
Jennifer Broden  
Joyce Bruecker  
Joyce Diedrich  
Georgia Drager  
\*Pat Drephal  
\*Sue Dupont  
Marianne Feldkamp  
\*Diane L. Finster  
Jill Hasseler  
\*Dick Heinan  
Claude Hietpas  
Kathy Hornby  
Terry J. Kass  
\*Alfred Kesler  
Dolores Klister  
\*Marion Kobussen  
Heather LaFleur  
Judy Madison  
Patricia McGowan  
Margaret Miller  
Richard Miller  
Karen Nechodom  
Judy Rottier  
Ken Rottier  
Barbara Santkuyl  
JoAnne Schmalz  
James Schoening  
Jane Schoening  
Debbie Sonnleitner  
Paul Sonnleitner  
Sharon Sonnleitner  
\*Drew F. Tomasovic  
Jeffrey Vanden Hogen  
Joyce Wittmann  
James Zoelk

(New Election Inspector's are marked with an \*)

CERTIFICATE OF APPRECIATION  
& YEARS OF SERVICE TO THE TOWN OF  
BUCHANAN

AWARDED TO

**Eugene Reece**

For 1 year of service to the community and the

Town of Buchanan Fire & Rescue

Awarded this 15th day of December, 2015

Mark McAndrews, Town Chairperson



Rick Schroeder, Fire Chief



CERTIFICATE OF APPRECIATION  
& YEARS OF SERVICE TO THE TOWN OF  
BUCHANAN

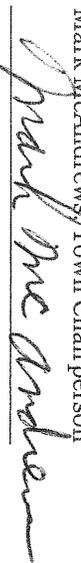
AWARDED TO

**Ben Schmidt**

For 1 year of service to the community and the  
Town of Buchanan Fire & Rescue

Awarded this 15th day of December, 2015

Mark McAndrews, Town Chairperson



Rick Schroeder, Fire Chief



**TOWN BOARD MEETING:**

**December 15, 2015**

**AGENDA ITEM #: 7a**

**ACTION TYPE:**

**Routine Report**

**(For Discussion Only)**



*"In the Spirit of Town Government"*

## **AGENDA MEMORANDUM**

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**To:** Honorable Town Chairperson and Town Supervisors  
**From:** Joel Gregozeski, Administrator/Clerk  
**Date:** December 10, 2015  
**RE:** **Monthly Report on Town Law Enforcement Activities**

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**RECOMMENDED ACTION:** This item is for discussion only.

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

**POLICY/PLAN REFERENCE(S):**

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

**FISCAL IMPACT: NONE**

*JDG*

**###**

**Attachments: NONE**

**TOWN BOARD MEETING:**

**December 15, 2015**

**AGENDA ITEM #: 7b**

**ACTION TYPE:**

**Routine Report**

**(For Discussion Only)**



*"In the Spirit of Town Government"*

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

**DATE:** December 6, 2015  
**TO:** Town Board  
**FROM:** Fire & Rescue Chief Schroeder  
**RE:** Update on Fire & Rescue Activities

The following is a monthly report for Town Board review and discussion. **Only significant and notable activities are listed.** activities completed within the course of day-to-day operations are not listed. Any questions should be directed to Chief Schroeder.

**Monthly/YTD Calls Summary:**

Calls Type	November		Year-to-Date		Last Year Total Call
	2015	2014	2015	2014	
Accident Clean-Up	6	2	51	23	29
Auto Aid (Harrison Fire)	0	0	1	2	2
CO Detector	0	0	3	10	10
Fire Alarm	0	2	9	5	7
Haz-Mat Cleanup	0	1	0	7	7
Home Lockout	0	0	0	0	0
Jaws of Life	1	0	4	3	3
MABAS	0	0	3	7	7
Open/Grass/Brush Burning	1	0	9	15	15
Public Safety/Gas Leak/Wires Down	0	0	7	8	8
Structure Fire	0	1	11	5	5
Vehicle Fire	0	0	1	3	3
Apparatus Medical Response	1	0	2	1	1
<b>TOTAL</b>	<b>9</b>	<b>8</b>	<b>100</b>	<b>89</b>	<b>95</b>

**Notable Department Activities:**

**Training/Drills**

- Cold weather pump operations -20 Members-50 hours of combined training.
- Commercial Structure firefighting -17 members-35 hours of combined training.
- 3 firefighters completed FF1 including Haz-mat training each completing 120 + hours of training. Still needing to complete the State practical test.
- 2 members completed Pumper Driver/Operator

**TOWN BOARD MEETING:**

**December 15, 2015**

**AGENDA ITEM #: 7d**

**ACTION TYPE:**

**Routine Report**

**(For Discussion Only)**



*"In the Spirit of Town Government"*

## **AGENDA MEMORANDUM**

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**To:** Honorable Town Chairperson and Town Supervisors  
**From:** Joel Gregozeski, Administrator/Clerk  
**Date:** December 10, 2015  
**RE:** **Monthly Report on Town Administrator Activities**

---

**RECOMMENDED ACTION:** This item is for discussion only.

**SUMMARY:** An oral report related to the activities of the Town Administrator's office will be provided to the Town Board.

The report will include the following items:

1. Storage of Accessory, Recreation Vehicle Enforcement Updates.
2. B15 Contract – Final Pay Request & Change Order for MCC.
3. Eisenhower Drive Study – January 2016.
4. Building Space Needs Study – January 2016.
5. Contract A16 – Road Construction (Mapleridge Drive/Court, Aspen Court, Hillside Drive & Liberty Lane) Public Information Meeting – Tentatively scheduled for January 19, 2016 5:00 – 6:30p.m.
6. Garners Creek Stormwater Utility Updates on TMDL.
7. Tax Collection & Office Holiday Hours.

**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: NONE**

**TOWN BOARD MEETING:**

**December 15, 2015**

**AGENDA ITEM #: 10a**

**ACTION TYPE:**

**Legislative**

**(For Approval/Denial)**



*"In the Spirit of Town Government"*

## **AGENDA MEMORANDUM**

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**To:** Honorable Town Chairperson and Town Supervisors  
**From:** Joel Gregozeski, Administrator/Clerk  
**Date:** December 10, 2015  
**RE:** **Collection Services Agreement with Finance System of Green Bay, Inc.**

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**RECOMMENDED ACTION:** This is a legislative action<sup>1</sup> item for possible Town Board Approval/Denial.

**SUMMARY BACKGROUND:** The Town of Buchanan institutes special service charges to individuals who are involved in a vehicular accident where fire & rescue related services are rendered. This may include fires, fluid clean-up, hazardous material clean-up or extrication.

In most cases insurance providers or the individual(s) involved pay for the charges. However in some cases we fail to collect the service charges. In those cases, after several internal attempts to collect, we refer the matter to a collection agency. In the event the collection agency is successful, the agency is compensated a percentage of the collection fee. At no time does the Town get charged for the use of a collection agency.

Treasurer Sieracki has secured a proposal to provide collection services. The proposal is attached for your consideration.

**FISCAL IMPACT:** NONE

**POLICY/PLAN REFERENCE(S):**

1. Town of Buchanan Purchasing Policy, Adopted June 2008.

JDG

###

**Attachments:**

- **Proposal & Service Agreement w/ Finance System of Green Bay, Inc.**

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<sup>1</sup> 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.



# FINANCE SYSTEM OF GREEN BAY, INC.

P.O. Box 1597  
301 N. Jackson Street  
Green Bay, WI 54305  
920-431-7220

## PROPOSAL AND AGREEMENT

This agreement made and entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_ by and between TOWN OF BUCHANAN (the "Company") and **FINANCE SYSTEM OF GREEN BAY, INC.**, a collection firm duly licensed under and pursuant to the laws of the State of Wisconsin (the "Agent").

Whereas, the Company desires the Agent to undertake the collection of those accounts and other evidences of indebtedness to the Company that the Company shall identify and turn over to the Agent from time to time, in the manner and under the terms and condition hereinafter set forth.

Now, therefore, in consideration of the mutual covenants and agreements contained herein, the parties hereto agree as follows:

(1) **AGREEMENT OF AGENT.** The Company hereby appoints the Agent as its agent to collect and receive for the Company all sums of money due or payable to the Company for accounts which the Company specifically identifies and turns over to the Agent. The Company will not turn over accounts to the Agent for collection that are subject to or included in a bankruptcy proceeding, identity theft or fraud. Any notices of a bankruptcy filing received by the Company after the account has been turned over to Agent for collection, must be reported to the Agent within 24 hours of receipt of the notice.

(2) **AUTHORITY.** The Agent's authority is limited to collecting accounts and other evidences of indebtedness identified by the Company and turned over to the Agent for collection. The Agent has no authority to enter into any contract or incur any other obligation on behalf of or in the name of the Company.

(3) **COMPENSATION.** The Company shall pay to the Agent the following commission upon the successful collection of Company's accounts, whether paid direct to the Company or to the Agent:

Accounts collected through normal collection efforts.....	33	%
Accounts collected after commencement of legal action.....	50	%
Accounts forwarded to another agency.....	50	%
Accounts collected under \$50.00.....	50	%

The Agent shall have authority to receive payment in cash, check, or money order, and shall have authority to endorse checks, drafts, money orders, and other negotiable instruments which may be received in payment of the accounts turned over for collection. Agent shall remit all money received to the Company, less commissions, within 30 days from the close of the month in which the money was collected.

(4) INSURANCE. The Agent shall carry Worker's Compensation, casualty, liability, and errors and omissions insurance in the amounts normally carried by other agents engaged in the same or similar activities.

(5) TERMINATION. The Company may request return of accounts. The written request of the Company for the return of any account not in the actual process of collection shall be complied with by the Agent in writing within a reasonable length of time, but not in any event to exceed 30 days. Accounts in the actual process of collection including accounts Agent has started legal action, with written approval of Company, will be retained by Agent to continue collection efforts.

(6) INDEMNIFICATION. The Agent agrees to indemnify and hold the Company harmless from and against all actions, claims, demands, liabilities, damages, losses, costs, and expenses, including but not limited to the reasonable attorney fees, resulting exclusively from the Agency's performance of services under this agreement. This indemnification will not be extended to the Company if claims arise from the Company's failure to report payments made directly to them that result in unnecessary collection activities.

(7) CONFIDENTIALITY. The Agent acknowledges and agrees that the Company's accounts, evidences of indebtedness and other information provided to the Agent under this agreement shall be considered confidential information and is being provided to the Agent solely for the purpose of facilitating the collection of debts. The Agent shall not use such information for any other purpose without the prior written consent of the Company. The Agent further agrees that it will not disclose or reveal such information to anyone other than its employees. However, Agent may report delinquent accounts to the credit bureau. The Company considers its accounts to be delinquent:

- 31 Days after last payment or last service.
- \_\_\_\_ Days after last payment or last service.
- Other: \_\_\_\_\_

(8) COMMENCEMENT OF LEGAL ACTION. The Agent shall tender an account to an attorney for commencement of legal action only with the consent of the Company. All costs of litigation, including the attorney fees, shall be the responsibility of the Agent. The Agent further agrees to be responsible for the costs of litigation in the event no money is received on the account tendered.

In the event of a counter suit relating to the underlying debt, the Company shall be responsible for defending said counterclaim. Accordingly, the Company may choose to employ the already hired attorney or seek their own counsel with regard to defense of any counterclaim. In any event, the Company will be responsible for all costs in defending said counterclaim.

(9) FORWARDED ACCOUNTS. The Agent may forward any of the Company's accounts to another collection firm if the debtor has moved out of the general business area of the Agent. Such other collection firms shall have the authority to exercise all ordinary and reasonable collection efforts as permitted by law and consistent with this agreement.

(10) ASSIGNMENT. The Agent shall not assign this agreement or any part thereof without the written consent of the Company, except to forward Company's accounts as provided herein.

Company represents by this agreement that all information provided to the Agency is true and correct to the best of its knowledge.

In witness whereof, the parties have executed this agreement as of the date first written above.

Sign here to fully execute this Proposal and Agreement **OR** sign electronically by filling in the boxes below.

\_\_\_\_\_ (Company)

By: \_\_\_\_\_

Title: \_\_\_\_\_

**FINANCE SYSTEM OF GREEN BAY, INC.** (Agent)

By: \_\_\_\_\_

Title: \_\_\_\_\_

\*\*Enter your credentials below to digitally sign the document. Electronic signatures are legally binding and have the same meaning as a handwritten signature.

Step One: Check box below.

\*By checking this box and typing my name, I am electronically signing my name the same I would with pen on paper.

TOWN OF BUCHANAN (Company)

By: \_\_\_\_\_

Title: \_\_\_\_\_

**FINANCE SYSTEM OF GREEN BAY, INC.** (Agent)

By: \_\_\_\_\_

Title: \_\_\_\_\_



# FINANCE SYSTEM OF GREEN BAY, INC.

P.O. Box 1597  
301 N. Jackson Street  
Green Bay, WI 54305  
920-431-7220

## SECURITY ADDENDUM TO SERVICE AGREEMENT

This Addendum to the Collection Agreement dated \_\_\_\_\_ and signed by the parties is entered into this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_ by and between Finance System of Green Bay, Inc. (hereinafter referred to as the "Agent") and TOWN OF BUCHANAN (hereinafter referred to as the "Company").

The "Company" agrees to take precaution to secure any system or device used to access collection information and will adhere to the following requirements:

- Your subscriber code and password must be protected and should only be known by supervisory personnel. Under no circumstances should unauthorized persons have knowledge of this information. Your subscriber code and password should not be posted in any manner within your company.
- Your subscriber code and password are not to be released by telephone to any unknown callers.
- Any system access software or hardware you use, whether developed by your company or purchased from a vendor, must have your subscriber number and password "hidden" or embedded so that the code and/or password is known only to supervisory personnel.
- The "Company" agrees that it is their responsibility to notify the "Agent" to update/delete/disable the subscriber code and password if there is a change to a user's status or if a user's employment is terminated. The "Agent" will immediately update/delete/disable the subscriber's code and password per "Company" notification.

The parties hereto have executed this agreement as of the month, day, and year first above written.

Sign here to fully execute this agreement **OR** sign electronically by filling in the fields below.

\_\_\_\_\_  
(Company)

FINANCE SYSTEM OF GREEN BAY, INC.  
(Agent)

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

\*\*Enter your credentials below to digitally sign the document. Electronic signatures are legally binding and have the same meaning as a handwritten signature.

Step One: Check box below.

\*By checking this box and typing my name, I am electronically signing my name the same I would with pen on paper.

TOWN OF BUCHANAN  
\_\_\_\_\_  
(Company)

FINANCE SYSTEM OF GREEN BAY, INC.  
(Agent)

By\_\_\_\_\_

By\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_

Date\_\_\_\_\_

**TOWN BOARD MEETING:**

**December 15, 2015**

**AGENDA ITEM #: 10b**

**ACTION TYPE:**

**Legislative**

**(For Approval/Denial)**



*"In the Spirit of Town Government"*

## **AGENDA MEMORANDUM**

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**To:** Honorable Town Chairperson and Town Supervisors  
**From:** Joel Gregozeski, Administrator/Clerk  
**Date:** December 10, 2015  
**RE:** **Codification Supplement No 3.**

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**RECOMMENDED ACTION:** This is a legislative action<sup>1</sup> item for possible Town Board Approval/Denial.

**SUMMARY BACKGROUND:** The 2016 Town budget has allocated funds for the completion of codifying recently adopted Ordinances from 2015. Recently adopted Ordinances should be codified into the Municipal Code annually per Wisconsin State Statutes.

The firm General Code, who completed the full codification process in 2009 along with supplemental codification services annually since, submitted the attached proposal to complete the scope of work planned for 2016.

**FISCAL IMPACT:**

Is there a fiscal impact? Yes; \$750 (estimated)

Is it currently budgeted or planned? Yes, 2016 (FY Budget)

Amount: \$1,000 GL 56900.3 (Conservation & Development) – Zoning Supplies & Expenses

**POLICY/PLAN REFERENCE(S):**

1. Town of Buchanan Purchasing Policy, Adopted June 2008.

*JDG*

**###**

**Attachments:**

- **General Code – Supplement No. 3 Price Estimate**

---

<sup>1</sup> 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.



# Estimate

**TO:** Mr. Joel Gregozeski, MBA  
[joelg@townofbuchanan.org](mailto:joelg@townofbuchanan.org)

**FROM:** Customer Service  
[CustomerService@generalcode.com](mailto:CustomerService@generalcode.com)

**CLIENT:** Town of Buchanan, WI  
(BU2871)

**DATE:** 09/13/2015

**PHONE:** (920) 734-8599

**DESCRIPTION:** Supplement No. 3 Price Estimate

Thank you for sending the legislation for the next Code supplement. Upon review, we estimate that the cost to codify Ord. No. 2015-01, including revisions to the Table of Contents, Disposition List and Index, will be between \$660 and \$750, including shipping and handling.

Our records indicate that you are to receive Code on Disk in Word format and a Code on Disk in PDF format with each supplement.. Since you have eCode360<sup>®</sup>, do you still need these CDs? There is an additional fee of \$25 per CD..

- Yes. Please send the CD in word format only.
- Yes. Please send the CD in PDF format only.
- Yes. Please send both CDs.
- No. We do not require any CDs any longer.

To authorize the supplement, sign this ESTIMATE and FAX (585-328-8189) or EMAIL ([ezsupp@generalcode.com](mailto:ezsupp@generalcode.com)) it back to us. We look forward to hearing from you shortly.

I authorize General Code to proceed with the supplement as outlined above. This order is subject to General Code's Codification Terms and Conditions, which are available at [www.generalcode.com/TCdocs](http://www.generalcode.com/TCdocs).

Signature \_\_\_\_\_ Date \_\_\_\_\_

*"In the Spirit of Town Government"*

## AGENDA MEMORANDUM

**To:** Honorable Town Chairperson and Town Supervisors  
**From:** Joel Gregozeski, Administrator/Clerk  
**Date:** December 10, 2015  
**RE:** **Network Server Replacement Proposal**

**RECOMMENDED ACTION:** This is a legislative action<sup>1</sup> item for possible Town Board Approval/Denial.

**SUMMARY BACKGROUND:** The 2016 Town budget has allocated funds for the replacement of the Town Hall network server. This project is necessary due to the obsolescence of the existing network server and the inability to warranty its operating system. This has put our network at significant risk.

The Town's IT Consultant, Corporate Network Solutions has provided the attached quote to replace the server, provide the necessary software licenses and improve archiving abilities. All pricing is government unit pricing through Hewlett Packard. This pricing is valid through all vendors, negating the need to seek competitive proposals.

In addition, Corporate Network Solutions has provide a support block of 50 hours. Although it is not anticipated this amount will be necessary, we are requesting this amount in the unlikely scenario that the network migration is not smooth. Any unused hours will be pooled and can be used for future IT related issues.

**FISCAL IMPACT:**

Is there a fiscal impact? Yes; \$17,488 (estimated)

Is it currently budgeted or planned? Yes, 2016 (FY Budget)

Amount: \$25,000 GL 57190 (Capital Outlay) – General Government Expenses

**POLICY/PLAN REFERENCE(S):**

1. Town of Buchanan Purchasing Policy, Adopted June 2008.

JDG

###

**Attachments: Network Server Replacement Quote – Corporate Network Solutions**

<sup>1</sup> 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.



Corporate Network Solutions, Inc.  
 1624 East Wisconsin Ave.  
 Appleton, WI 54911  
 Phone: (920)-832-8406  
 Fax: (920)-832-8485

**QUOTE**

Quote # AAAQ19272  
 Date 12/01/15  
 Sales Rep. Todd J. Schroeder

**Quote To:**

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

**Ship To:**

Corporate Network Solutions, Inc.  
 Todd J. Schroeder  
 1624 E Wisconsin Ave  
 Appleton, WI 54911

Qty	Description	Unit Price	Ext. Price
1	HP ProLiant DL380 G9 2U Rack Server - 1 x Intel Xeon E5-2620 v3 Hexa-core (6 Core) 2.40 GHz - 2 Processor Support - 16 GB Standard DDR4 SDRAM Maximum RAM - 12Gb/s SAS RAID Supported Controller - Gigabit Ethernet - RAID Level: 0, 1, 5 x 500 W - Matrox G200eH2 16 MB Graphic Card	\$2,150.00	\$2,150.00
1	HP 16GB DDR4 SDRAM Memory Module - 16 GB (1 x 16 GB) - DDR4 SDRAM - 2133 MHz DDR4-2133/PC4-17000 - Registered	\$260.00	\$260.00
3	HP 300 GB 2.5" Internal Hard Drive - SAS - 10000 rpm	\$235.00	\$705.00
1	HP Integrated Lights-Out Advanced Pack - License - 1 Server	\$325.00	\$325.00
1	Microsoft Windows Server 2012 R.2 Standard - License - 1 Server, 2 CPU - Government Use - Volume, Government - MOLP: Open License for Government - PC - English	\$695.00	\$695.00
10	Microsoft Windows Server 2012 - License - 1 User CAL - Government Use - Volume, Local Government - MOLP: Open License for Government - PC - English	\$30.00	\$300.00
1	Microsoft Exchange Server 2016 Standard - License - 1 server - local - MOLP: Government - Win - English	\$550.00	\$550.00
16	Microsoft Exchange 2016 Standard CAL - License - 1 User CAL - Local Government - MOLP: Open License for Government - PC - English	\$68.00	\$1,088.00
1	VMware vSphere v.6.0 Essentials Kit - License - 2 Processor Per Host, 3 Host	\$465.00	\$465.00
1	VMware Per Incident Support - 1 Year - Service - 12 x 5 x 4 Business Hour - Technical - Electronic Service(Next Business Day, Next Business Day, Next Business Day) - Web Support, Email Support, Web Knowledge Base Access	\$325.00	\$325.00
1	VMware vSphere Essentials Kit ( v. 6 ) - subscription license ( 3 years ) Product Type Subscription license - 3 years Category Utilities - server virtualization Version 6 License Qty 1 license	\$175.00	\$175.00
50	CNSI - Pre-Paid Contract Support Block of Labor - A block of time contract is a support solution for businesses that need prompt and reliable on-site assistance but don't need to cover their equipment with a hardware service contract. With a block of time contract, your business will receive priority response, an assigned engineer, and discounted labor rates. The block is	\$120.00	\$6,000.00

ALL orders require 50% payment at time of order and the REMAINDER DUE upon product receipt.

\*\*\*\* NO LABOR (PC SETUPS, CONVERSIONS, ETC) IS INCLUDED, UNLESS OTHERWISE SPECIFIED AND DOCUMENTED \*\*

Prices Subject to CHANGE. Prices based upon total purchase - all delivery, training or consulting services to be billed at PUBLISHED rates for each activity involved. All hardware computer components proposed above are covered by a LIMITED Manufacturer's WARRANTY - Covering parts and labor on a depot basis. We specifically disclaim ANY and ALL warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. We SHALL NOT BE LIABLE for any loss of profits, business, goodwill, data, interruption of business, or for incidental or consequential merchantability or fitness of purpose, damages related to this agreement. MINIMUM 30% restocking fee for unopened material with original packaging.

Qty	Description	Unit Price	Ext. Price
	non-expiring and non-refundable.		
		SubTotal	\$13,038.00
		Sales Tax	\$0.00
		Shipping	\$0.00
		<b>Total</b>	<b>\$13,038.00</b>

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Corporate Network Solutions, Inc.  
 1624 East Wisconsin Ave.  
 Appleton, WI 54911  
 Phone: (920)-832-8406  
 Fax: (920)-832-8485

**QUOTE**

Quote # AAAQ19269  
 Date 12/01/15  
 Sales Rep. Todd J. Schroeder

**Quote To:**

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

**Ship To:**

Corporate Network Solutions, Inc.  
 Todd J. Schroeder  
 1624 E Wisconsin Ave  
 Appleton, WI 54911

Qty	Description	Unit Price	Ext. Price
1	Barracuda Networks - Message Archiver 150 provides multiple tools, enabling archiving and historical imports, search and retrieval, message storage, and roles to provide in-depth control over individual and organization-wide email archives. Capabilities include:	\$1,895.00	\$1,895.00

- Archiving. With multiple modes of deployment, getting started with email archiving is easy. Emails intended to be archived can either be pushed to the Barracuda Message Archiver via SMTP, or the Barracuda Message Archiver can pull emails via standard email access protocols (POP3 or IMAP). The Barracuda Message Archiver can also be deployed in conjunction with the Barracuda Spam & Virus Firewall, leveraging its capabilities to journal inbound and outbound email. •MAPI email import. Using Microsoft's Message Application Protocol Interface (MAPI), you can import emails from other sources to consolidate the historical emails stored on a Microsoft Exchange server into one secure email archive.
- PST file import. Scattered PST files stored on users' desktops or laptops can also be imported. In conjunction with the MAPI email import feature, this allows you to create a comprehensive archive of new and historical emails.
- SMTP relay. The Barracuda Message Archiver can work as an SMTP relay to forward emails to your designated email server. This capability allows you to capture inter-company emails for archiving if journaling is not practical.
- Indexing. Using a thorough list of all message components, emails are fully indexed by message content and attachments with the option to add tags for customized searches.
- Search and retrieval. The Archive Search tool located in the Web user interface conducts quick full-text searches based on tags or message content. Users can easily search personal email archives, view emails in the archive and forward emails to active mailboxes.
- Message storage. Built-in storage and redundancy is provided through internal or external mirroring, as well as swappable drive trays that enable added control and email management across the organization's network. This allows you to move emails from costly, transaction-based storage required for production email servers to less expensive storage options.

ALL orders require 50% payment at time of order and the REMAINDER DUE upon product receipt.

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Prices Subject to CHANGE. Prices based upon total purchase - all delivery, training or consulting services to be billed at PUBLISHED rates for each activity involved. All hardware computer components proposed above are covered by a LIMITED Manufacturer's WARRANTY - Covering parts and labor on a depot basis. We specifically disclaim ANY and ALL warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. We SHALL NOT BE LIABLE for any loss of profits, business, goodwill, data, interruption of business, or for incidental or consequential merchantability or fitness of purpose, damages related to this agreement. MINIMUM 30% restocking fee for unopened material with original packaging.

Qty	Description	Unit Price	Ext. Price
	<ul style="list-style-type: none"> <li>•Single instance storage. With the use of single instance storage, the Barracuda Message Archiver intelligently removes duplicate emails or attachments from a message thread, ensuring only one copy is compressed before storing it in a file system to maximize storage capacity.</li> <li>•Tamper resistant. End users can monitor the status of email messages sent to their archive by checking to see if it has been corrupted or deleted.</li> </ul>		
1	Barracuda Networks - Message Archiver 150 - 1 Year Annual Subscription For Energize Updates - Required Annual Service Fee	\$475.00	\$475.00
1	Barracuda Networks - Message Archiver 150 - 1 Year Instant Replacement Subscription - OPTIONAL But Highly Recommended Annual Service Fee	\$425.00	\$425.00
1	Barracuda Networks - No free shipping on this item because it is shipped directly from the manufacturer.	\$60.00	\$60.00
		SubTotal	\$2,855.00
		Sales Tax	\$0.00
		Shipping	\$0.00
		<b>Total</b>	<b>\$2,855.00</b>

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Corporate Network Solutions, Inc.  
 1624 East Wisconsin Ave.  
 Appleton, WI 54911  
 Phone: (920)-832-8406  
 Fax: (920)-832-8485

**QUOTE**

Quote # AAAQ19276  
 Date 12/01/15  
 Sales Rep. Todd J. Schroeder

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

Ship To:  
 Corporate Network Solutions, Inc.  
 Todd J. Schroeder  
 1624 E Wisconsin Ave  
 Appleton, WI 54911

Qty	Description	Unit Price	Ext. Price
1	APC Smart-UPS X 1500 VA Tower/Rack Mountable UPS - 1500VA/1200W - 5.8 Minute Full Load - 8 x NEMA 5-15R	\$750.00	\$750.00
1	Tripp Lite 24U Rack Enclosure Server Cabinet 33" Deep - With Doors & Sides - Black	\$795.00	\$795.00
1	Tripp Lite Rack Enclosure Cantilever Toolless Mount Fixed Shelf 2URM - 19" 2U Wide Rack-mountable - Black - (50 lb / 22.7 kg capacity; 18-in. / 457 mm depth)	\$50.00	\$50.00
		SubTotal	\$1,595.00
		Sales Tax	\$0.00
		Shipping	\$0.00
		<b>Total</b>	<b>\$1,595.00</b>

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*"In the Spirit of Town Government"*

## AGENDA MEMORANDUM

**To:** Honorable Town Chairperson and Town Supervisors  
**From:** Joel Gregozeski, Administrator/Clerk  
**Date:** December 10, 2015  
**RE:** **Request for Assistance with Tree Removal**

**RECOMMENDED ACTION:** This is a legislative action<sup>1</sup> item for possible Town Board Approval/Denial.

**SUMMARY BACKGROUND:** Town residents, Lucy Konop and Ann Hatch are requesting assistance to remove a tree that is near the rear property line at N179 Van Handel; abutting Town Hall Park. The large Box Elder tree is showing signs of decay and stress. Two large limbs over hang into the Town Hall Park and pose a safety risk to park users. Additionally, if the limbs were to fall, damage to our fence is likely to occur. Since the two limbs are overhanging into the Town's property, liability for those limbs resides with the Town.

The homeowners are asking the Town for assistance with the removal of the tree. An estimate has been secured from Treeo's Tree Service. Ms. Konop and Ms. Hatch are requesting \$750 in support of the removal as shown on the estimate.

**FISCAL IMPACT:**

Is there a fiscal impact? Yes; \$750 (estimated)

Is it currently budgeted or planned? No;

The Town has budgeted \$6,500 for general park maintenance. If approved, the expenditure would be charged to this account (#55200.1)

**POLICY/PLAN REFERENCE(S):**

1. Town of Buchanan Purchasing Policy, Adopted June 2008.

*JDG*

###

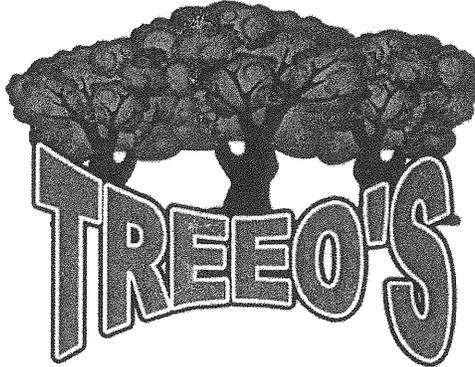
**Attachments:**

- **Treeo's Tree Service Estimate for N179 Van Handel Drive.**
- **Photograph of Box Elder Tree.**

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Matt 920-257-3769



Mark

920-268-2919

Office

920-836-3036

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Web site: <http://www.treeos.net>

691 S. Green Bay Road #255 • Neenah, WI 54956

Proposal For

Name: Lucy Konop	Date: Dec 13 2015
Address: N179 Van Handel Rd Appleton WI 54915	Phone 1: (920) 475-3043
	Phone 2: ( ) -

We hereby propose to furnish the materials and perform the labor necessary for the completion of	Price
Remove box elder tree right near corner of yard dispose of wood & brush Grind stump	950-
Clean up grindings & back fill hole with top soil	200-
	250-
OR	
Remove 2 stems off of Box Elder tree right near corner of backyard dispose of wood & debris	750-
Call ahead to schedule Yes No	+ 5% Sales Tax

**Terms of payment:** Payment is due on completion of work, unless specified otherwise.  
Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Sub Total	
Tax	
Total	

### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**TOWN MEETING:**

**December 15, 2015**

**AGENDA ITEM #: 11a**

**ACTION TYPE:**

**Closed Session**

**(For Discussion Only)**



*"In the Spirit of Town Government"*

## **AGENDA MEMORANDUM**

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**To:** Honorable Town Chairperson and Town Supervisors  
**From:** Joel Gregozeski, Administrator/Clerk  
**Date:** December 10, 2015  
**RE:** **Closed Session – Employment, promotion, compensation or performance evaluation for Fire Chief– Buchanan Fire & Rescue**

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**RECOMMENDED ACTION:** This item is for discussion only.

**SUMMARY:** If necessary, the Board may enter into Closed Session Pursuant to section 19.85(1)(c) of the Wisconsin State Statutes: The Town Board will discuss employment, promotion, compensation or performance evaluation data of the Fire Chief – Buchanan Fire & Rescue. Any Town Board action will need to be made after reconvening back into open session.

Information related to this item can be disseminated at the meeting.

**NOTE:** ONLY TOWN BOARD MEMBERS ARE ENTITLED TO PARTICIPATE IN A CLOSED SESSION UNDER SECTION 19.85(1) (C). IT IS UP TO THE TOWN BOARD TO INVITE OTHERS IN THE MEETING, SUCH AS THE EMPLOYEE.

**POLICY/PLAN REFERENCE(S):**

1. Wis. Stats. §19.85 (1)(c)

**FISCAL IMPACT: NONE**

*JDG*

**###**

**Attachments: None**