



**A NEWSLETTER FROM YOUR TOWN**

**WINTER 2023**

***Town Officials***

***Town Board***

- Greg Sprangers** Town Chairperson
- Karen Lawrence**, Supervisor #1
- Paul Knuppel**, Supervisor #2
- Chuck Kavanaugh**, Supervisor #3
- Tom Walsh**, Supervisor #4

***Town Staff***

- Vacant**, Town Administrator
- Cynthia Sieracki**, Clerk–Treasurer
- Nichole Nielsen**, Deputy Clerk–Treasurer
- Dennis Jandrey**, Engineering Technician
- Ray Mohr**, Fire & Rescue Chief
- Paul Hermes**, Building Inspector

Dear Residents,

Happy new year! We are excited to move forward in 2023 with Town projects and initiatives. A reminder that our meeting agendas and minutes are also available on the Town website. Always feel free to contact Town Staff with any questions you may have. We thank you for being part of our community this past year.

**Here are the 2022 Highlights**

- \* Completion of Road Projects on Emons Rd, Westowne Ct and Creekview Ln
- \* The Parks Committee was formed to improve our parks
- \* The Yard Waste Transfer Site was opened
- \* The ATV/UTV ordinance was passed
- \* Badgerbooks were purchased and used during our August & November Election
- \* We have welcomed several new businesses to the Town in 2022
- \* The progress continues with joining the Buchanan & Combined Locks Fire & EMS

**Looking forward to 2023**

- \* Pinewood Court and Pinecrest Court Road Construction
- \* Continuing to update the Zoning Ordinance
- \* Completion of Outagamie Rd & New Rd Bridge

**OUR OFFICE WILL BE CLOSED ON JANUARY 2, 2023**

**To spend time with our family for the Holiday**

**Christmas Tree Pick-up (weather pending)**

Christmas trees will be picked-up by the Outagamie County Highway Department in the Town of Buchanan on **Wednesday, January 11, 2023**. Be sure to have your undecorated tree at the roadside by 6:00 a.m.



# Dog License Application

License Number: \_\_\_\_\_



Town of Buchanan  
N178 County Rd N  
Appleton, WI 54915

Phone: 920-734-8599  
Fax: 920-734-9733  
www.townofbuchanan.org

## Application Requirements: Licenses expire on December 31<sup>st</sup> of each year.

<i>By Mail:</i>		<i>In Person:</i>	
Complete Application Form (below)		Complete Application Form (below)	
Copy of Rabies Certificate (retain a copy for yourself)		Copy of Rabies Certificate (retain a copy for yourself)	
Fee (plus late fee if after March 31st)		Fee (plus late fee if after March 31st)	
Proof of being Neutered or Spayed (if not on rabies cert)		Proof of being Neutered or Spayed (if not on rabies cert)	
Self-Addressed Stamped Envelope			

OWNER NAME: \_\_\_\_\_

NAME OF DOG: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

COLOR: \_\_\_\_\_

PHONE: \_\_\_\_\_

BREED: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

CHIP # \_\_\_\_\_

~~FEE SCHEDULE~~

Neutered Male	\$7.00	Total Amount Paid \$ _____ <b>(exact cash or check appreciated)</b>
Spayed Female	\$7.00	
Male-Not Neutered	\$12.00	
Female-Not Spayed	\$12.00	
Late Charge*	\$5.00	
*A license obtained after March 31 <sup>st</sup> will be charged a \$5.00 late fee per dog		Regardless of when your dog is next due for their rabies shot you need to obtain the license with their current rabies certificate <b>prior to March 31<sup>st</sup></b> . If you obtained a dog license last year but no longer have the dog, please contact the Town of Buchanan so we can remove your information from our database. Thank you!

\*\*\*\*\*

### Notice to Dog Owners:

Dogs running at large and untagged dogs are subject to impoundment; penalties.

*Wisconsin State Statute 174.05* requires the owner of any dog more than five (5) months of age **must have their dog licensed and tagged.**

Dogs running at large and untagged dogs are subject to impoundment and the owners may pay penalties. A dog is considered to be running at large if it is off the premises of its owner and not under the control of the owner or some other person. A dog is considered to be untagged if a valid license tag is not attached to a collar which is kept on the dog whenever the dog is outdoors, unless the dog is securely confined in a fenced area. An officer shall attempt to capture and restrain any dog running at large or any untagged dog. If the owner of a dog negligently or otherwise permits the dog to run at large or be untagged, the owner shall forfeit not less that \$25 or more than \$100 for the first offense, and not less than \$50 or more than \$200 for subsequent offenses.

### Dog License Receipt

Town Issued License Number:		Amount Paid: \$	
Notes:		Cash	Check Number:
		Date Received:	

## Winter Ditch Cleaning

Any property owner in the Town of Buchanan who has property which abuts any ditch, watercourse, or other earthen structure, as described above, shall be responsible to control activities upon and maintain the owned property in such a manner as to not cause or contribute to obstructions in the ditch, watercourse or other earthen structure which would restrict, block or prohibit the free, open and continuous flow of water through the ditch, watercourse or other earthen structure. Per code 504-43a.

If you have any questions regarding ditch cleaning please contact Dennis Jandrey, Engineer Technician at 920-257-5844.

## Town EMC Sign Requests

Only Town residents are allowed to request messages for the Town Hall sign.

Reservation requests will only be taken by e-mail to (clerk@townofbuchanan.wi.gov), or you can complete the sign request form online at <https://www.townofbuchanan.org/our-community/forms> or pick up the form in our office during business hours.

## Storage of Boats, Campers & Trailers

From November 1st to March 31st of each year, boats, campers and trailers may no longer be stored within the front or side yard. These items may be stored year round in the rear yard. Certain setback restrictions apply. Please visit our website for more information per code 525-34 (I)2a.



## Abandoned & Junked Vehicles

Pursuant to §492-2 of the Code of the Town of Buchanan, no person owning or having custody of any abandoned or junked motor vehicle shall store or permit any such vehicle to remain on any private property for a period of more than ten (10) days. Such storage is declared to be a public nuisance and may be abated or removed and forfeiture may be imposed.



## Permit Required

A permit shall be required for new installations and additions and alterations to any type of heating, ventilating and air-conditioning installation, and any type of ductwork. This shall include fireplaces, wood-burning stoves, and similar equipment.



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(920) 788-4131

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## Information for 2022 Tax Payments

2022 Tax Bills will be mailed in mid-December.

**IN FULL OR 1ST INSTALLMENT:** Payable to the Town of Buchanan by January 31, 2023  
Address: N178 County Rd. N, Appleton, WI 54915.

*We encourage you to mail your payment, by check or money order and please include your phone number on the check!*

*The Town of Buchanan discourages cash payments. Tax payments can be dropped in our drop box on the South-west corner of Town Hall.*

For details on how to pay property taxes by E-Check, Credit or Debit card, go to Outagamie County's website: [www.outagamie.org](http://www.outagamie.org) (Department-Treasurer).

**SECOND INSTALLMENT:** Payable to Outagamie County Treasurer by July 31, 2023  
Address: 320 S. Walnut St., Appleton, WI 54911.

*The Town of Buchanan cannot accept second installment payments!*

### RECEIPTS

Receipts will be dated the date on which the monies are physically received at the Treasurer's office.

*If you require a receipt, enclose a self-addressed, stamped envelope along with your tax bill stub and payment.*

All paid tax information is available on Outagamie County's website as soon as payments are posted, and you can print payment information for your records.

### TAX OVER PAYMENT REFUNDS

No refund is given, unless payment is over the full tax bill amount. There are **NO CASH REFUNDS** for amounts over \$30.00. Refund checks will be issued within three weeks after payment is applied.

### IN-PERSON HOURS OF COLLECTION:

(Town of Buchanan, N178 County Rd. N)

**DURING NORMAL BUSINESS HOURS**

\*\*\*\*\*

### **NEW HOME OWNER-LOTTERY CREDIT APPLICATIONS AVAILABLE:**

If your home was your primary residence as of January 1, 2022, forms are available at the Town Hall and the Department of Revenue's website at <https://www.revenue.wi.gov>.

If you have received the credit in past years and have not moved, you do not need to reapply.

## 2023 Spring Elections

**Spring Primary Election** (if needed)  
Tuesday, February 21, 2023

**Spring Election**  
Tuesday, April 4, 2023

If you are interested in running for a local office, please contact the Clerk at 920-734-8599 or stop in the Town Hall office during normal business hours.

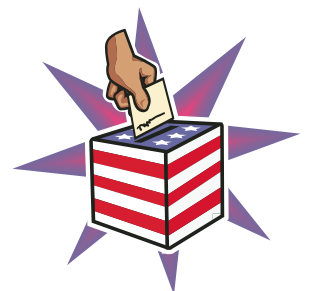
The first day to circulate nomination papers is December 1, 2022. The final day for filing nomination papers, declarations of candidacy, and campaign registration statements will be 5:00 p.m., Tuesday, January 3, 2023.

### Town Offices

Chairperson  
Supervisor #1  
Supervisor #3

### Incumbent

Greg Sprangers  
Karen Lawrence  
Chuck Kavanaugh





## Snow Emergencies!

There may be occasions when the Town must declare a snow emergency.

The decision to declare a snow emergency is made on a case-by-case basis and is determined on conditions and available resources.

**If a snow emergency is declared, there shall be no parking on Town roads for 48 hours or until snow operations have been completed.**

The Town will make announcements on broadcasts such as WHBY and WAPL radio stations, Twitter & the Town website.



## Winter Parking Regulations

Per the Code of the Town of Buchanan, (§495-19 and §495-14), no person shall park any vehicle upon any street in the Town between the hours of 2:00 a.m. and 6:00 a.m. from November 1st through March 31st.

## Snow & Ice on Sidewalks

Residents and business owners are reminded that sidewalks adjacent to their property need to be cleared of snow and ice throughout the winter season. Please note that shoveling, blowing, or plowing snow into the street is against the law and endangers the motoring public.

## Fire Hydrants & Snow

Snow fall combined with frozen plowed snow, buries fire hydrants under large amounts of compacted snow, thus making them difficult to find and use in an emergency.

**Don't let your neighborhood hydrant remain "undercover" this winter!**

We ask that you help us by keeping the fire hydrant closest to your home or business clear of snow. Snow should be removed about three feet (3') away from the hydrant in all directions and a pathway cleared between the hydrant and the nearest roadway.



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Town of Buchanan, Appleton, WI

B 4C 01-1388

# 2023 Garbage, Recycling & Yard Waste Info

## Bulky Item & Appliance Pick-Up

Bulky items must have stickers on them. All stickers need to be purchased at the Town Hall office before noon on the Tuesday before pick-up each month. Pick-up for these items is scheduled **on the third Wednesday of each month.**

Large bulky items and appliances will cost \$20.00 each. Small bulky items will cost \$10.00 each.

<https://www.townofbuchanan.org/town-services/garbage-recycling/appliances-large-items>



**Note: TV's, Electronic items or anything with Freon can not be picked up.**

## Holiday Week Pick-Ups

When your garbage day falls within the week of a holiday, **everyone who normally has their pick-up on that holiday, and everyone after the holiday during that week will be delayed one day for pick-up.**

### When is Garbage & Recycling pick-up?

Recycling is picked up every other week on the same collection day as your garbage. To find out the collection day for your specific street, go to the Town's website under Town Services.

<https://www.townofbuchanan.org/town-services/garbage-recycling>

## RECYCLE/LARGE ITEM PICK UP CALENDAR

\*Dates in **Purple** are holidays no collection of any kind.

# 2023

January '23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '23						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '23						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July '23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August '23						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Recycling Weeks**  
**Large Item Pick-Ups**  
**NO PICK UP ON PURPLE**  
**Days of holiday pickup will be pushed back one day for that week**

**GFL HOLIDAY SCHEDULE (OFF)**  
**Memorial Day 5/29/2023**  
**Independence Day 7/4/2023**  
**Labor Day 9/4/2023**  
**Thanksgiving Day 11/23/2023**  
**Christmas Day 12/25/2023**

**Yard Waste Stickers**  
**Pick up at the Town Hall during business hours, fee of \$40 will need to be paid in order to obtain sticker.**

## WE NEED YOU!

**The Board of Appeals (BOA)** is a five-member body appointed by the Town Board to hear and decide appeals, interpret the Zoning Ordinance, and to approve or deny variances. Another responsibility of the BOA is to provide an appeal mechanism for property owners who believe that the Town Administration has made an error in interpreting the zoning ordinance. The Board of Appeals meets on an as-needed-basis. Meetings are open to the public and are held at the Town Hall.

### Members of the Board of Appeals:

Linda Olson, Commission Chairperson  
Kati Stahmann (member)  
Mark Lenz (member)  
Jennifer Rottier (member)  
**Seat Vacant**, (member)

**Seat Vacant**, Alternate Member #1  
**Seat Vacant**, Alternate Member #2

Applications can be found at: <https://www.townofbuchanan.org/your-government/agendas-minutes/board-of-appeals>

**The Town of Buchanan is looking for dedicated paid-on-call Firefighters & EMS responders.**

Do you believe in being a part of something "bigger"? Are you motivated by helping others in need? Would you like to experience the satisfaction of selflessly serving your community? Become a Paid-on-Call Firefighter/First Responder with the Buchanan Fire & Rescue Department!

**For more information or to apply, go to:**

<http://www.townofbuchanan.org/our-community/>

**The Board of Review (BOR)** of the Town shall be composed of seven members, which shall include all members of the Town Board and two electors of the Town who shall be appointed for one-year terms by the Town Chairperson. The Board of Review meets once a year. The Town Clerk shall keep an accurate record of all proceedings of the Board of Review. Meetings are open to the public and are held at the Town Hall. Currently there are openings for the (2) two electors.

Applications can be found at: <https://www.townofbuchanan.org/your-government/agendas-minutes/other-meetings-notice>

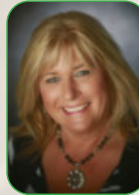
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(800) 950-9952 x2538







**N178 County Road N  
Appleton, WI 54915**

Phone: 920-734-8599

Fax: 920-734-9733

E-mail: [clerk@townofbuchanan.wi.gov](mailto:clerk@townofbuchanan.wi.gov)

Office Hours:

7:00 a.m. to 4:00 p.m. Monday - Thursday

7:00 a.m. to 12:00 p.m. Friday

Website: [www.townofbuchanan.org](http://www.townofbuchanan.org)

Questions & input regarding the *Buchanan Town Spirit* newsletter should be directed to:

**Town Administrator  
N178 County Road N  
Appleton, WI 54915**

You may also access the newsletter online at:  
[www.townofbuchanan.org](http://www.townofbuchanan.org)

# What's Inside

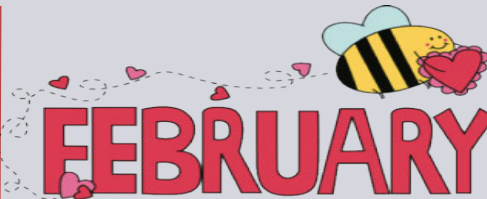
Facility Closures, Christmas Tree Pick Up  
Dog License Application  
Tax Payments, 2023 Spring Elections  
Ordinance reminders, EMC Sign Requests  
Garbage, Recycling, Bulk Item Pick Up  
Yard Waste Stickers  
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# Town Calendar



2-Town Offices Closed  
9-Plan Commission Mtg.  
12-Utility Commission Mtg.  
17-Town Board Mtg.  
18-Large Item Pick-Up \*\*



2-Utility Commission Mtg.  
13-Plan Commission Mtg.  
15-Large Item Pick-up \*\*  
21-Spring Primary Election  
28-Town Board Mtg.



2-Utility Commission Mtg.  
13-Plan Commission Mtg.  
15-Large Item Pick-up \*\*  
21-Town Board Mtg.

**\*\* You must first purchase a sticker for Large items \*\***