



**A NEWSLETTER FROM YOUR TOWN**

**WINTER 2024**

### *Town Officials*

#### **Town Board**

**Joe Coenen**, Town Chairperson  
**Karen Lawrence**, Supervisor #1  
**Paul Knuppel**, Supervisor #2  
**Chuck Kavanaugh**, Supervisor #3  
**Tom Walsh**, Supervisor #4

#### **Town Staff**

**Michael J.D. Brown**, Town Administrator  
**Cynthia Sieracki**, Clerk–Treasurer  
**Nichole Nielsen**, Deputy Clerk–Treasurer  
**Dennis Jandrey**, Engineering Tech  
**Ray Mohr**, Fire & Rescue Chief  
**Paul Hermes**, Building Inspector

Dear Residents,

We are excited to move forward in 2024 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.

The following Capital Improvement Projects have been discussed for 2024.

1. Construction of Traffic Lights and turn lanes at the intersection of CTH Rd KK and State Park Road. This project is in partnership with Calumet County and the Village of Harrison.
2. Reconstruction of Van Handel Drive.
3. Springfield Park Phase 2. This includes improvements to Springfield Park as identified in the Master Plan the Town approved at its July 18, 2023 meeting which include new playground equipment, basketball courts, tennis and pickleball courts and a walking trail.

The plan can be found at <https://www.townofbuchanan.org/homeshow-publisheddocument/1162/638257922470670000>

**TOWN FACILITIES WILL BE CLOSED ON  
DECEMBER 25 & 26, 2023 AND JANUARY 1, 2024**

#### **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 10, 2024**. 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 <b>(retain a copy for yourself)</b>		Copy of Rabies Certificate <b>(retain a copy for yourself)</b>	
Fee (plus late fee if after March 31st)		Fee (plus late fee if after March 31st)	
Proof of being Neutered or Spayed <b>(if not on rabies cert)</b>		Proof of being Neutered or Spayed <b>(if not on rabies cert)</b>	
Self-Addressed Stamped Envelope			

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

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

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

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

\_\_\_\_\_

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:	

## SNOW SEASON REMINDERS

### Winter Parking Regulations

Per the Code of the Town of Buchanan, (§495-14 and §495-19), 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 and maintained clear 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.

### 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. When a snow emergency is declared there shall be no parking upon any street in the Town for 48 hours or until snow removal operations have been completed. The Town will make an announcement of such emergency to be broadcast on WHBY and WAPL radio stations, Facebook, Twitter, and the Town website.

### Storage of Boats, Campers & Trailers

From November 1 to March 31st of each year, boats, campers and trailers may no longer be stored within the front yard. These items may be stored year round in the side yard on a gravel/paved surface or in the rear yard. Certain setback restrictions apply. Please visit our website for more information.

### 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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**Alex Nicholas**

[anicholas@lpicommunities.com](mailto:anicholas@lpicommunities.com)

**(800) 950-9952 x2538**



## Information for 2023 Tax Payments

2023 Tax Bills will be mailed in mid-December.

**IN FULL OR 1ST INSTALLMENT:** Payable to the Town of Buchanan by January 31, 2024  
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 Southwest 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, 2024  
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, 2023, 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.

## 2024 Spring Elections

**Spring Primary Election (if needed)**  
Tuesday, February 20, 2024

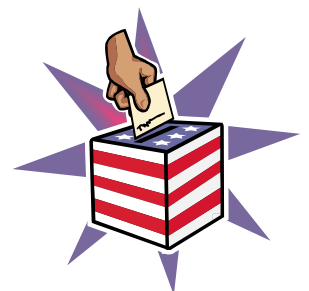
**Spring Election**  
Tuesday, April 2, 2024

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, 2023.**

The final day for filing nomination papers, declarations of candidacy, and campaign registration statements will be 5:00 p.m., Tuesday, January 2, 2024.

<u>Town Offices</u>	<u>Incumbent</u>
Supervisor #2	Paul Knuppel
Supervisor #4	Tom Walsh



## 2024 Town Budget Overview

The Public Hearing and Special Meeting of Electors for the 2024 budget was held on Thursday, November 2, 2023. At that meeting the electors voted to approve the 2023 town tax levy to be paid in 2024 at \$2,801,820.

The Town Board approved the 2024 budget at its November 19, 2023 meeting. You can review the budget at <https://www.townofbuchanan.org/town-services/finance-taxes/budget>.

### 2024 Major Budget Figures

\$8,690,848 in total expenditures.

\$3,147,447 in general operating expenditures.

\$2,801,820 Town tax levy.

\$1,850,000 of available debt proceeds from debt planned to be issued in 2024 to be used for capital projects in 2024 and 2025.

Tax rate of \$2.75/\$1,000 of assessed value.

**NEW IN 2024**  
WE WILL NOW HAVE OUR MEETINGS WITH VIDEO RECORDING ON OUR WEBSITE FOR THOSE UNABLE TO ATTEND



### NOTICE OF MEETING CHANGES

TOWN BOARD WILL NOW BE MEETING AT 6PM INSTEAD OF 7PM MOVING FORWARD

PLAN COMMISSION WILL NOW BE MEETING ON TUESDAY EVENINGS INSTEAD OF MONDAYS AT 7PM

**REMINDER : WATER BILL PAYMENTS ARE MADE AT DARBOY SANITARY LOCATED AT : N398 County Rd N, Appleton, WI 54915**



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# 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.

January '24						
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 '24						
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		

March '24						
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 '24						
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 '24						
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 '24						
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 '24						
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 '24						
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 '24						
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 '24						
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 '24						
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 '24						
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)  
 New Years Day: 1/1/2024  
 Memorial Day: 5/27/2024  
 Independence Day: 7/4/2024  
 Labor Day: 9/2/2024  
 Thanksgiving Day: 11/28/2024  
 Christmas Day: 12/25/2024

**YARD WASTE STICKERS WILL NOT BE AVAILABLE FOR PURCHASE UNTIL MID FEBRUARY FOR THE 2024 CALENDAR YEAR**

## 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 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)  
Ryan Ferguson (member)  
Jenny Rottier (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.

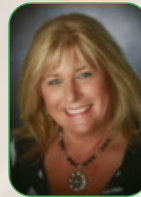
Applications can be found at: <https://www.townofbuchanan.org/your-government/agendas-minutes/other-meetings-notice>

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Town of Buchanan, Appleton, WI

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**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  
Snow Season Reminders, Code Ordinances  
Tax Payments, 2024 Spring Elections  
2023 Town Budget Overview, Water Bill payments  
New for 2024 Meeting Updates  
Garbage, Recycling, Bulk Item Pick Up  
Town Vacancies (We Need You)

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# Town Calendar



*1-Town Offices Closed  
9-Plan Commission Mtg.  
10- Christmas Tree Pick Up  
16-Town Board Mtg.  
17-Large Item Pick-Up \*\**



*13-Plan Commission Mtg.  
20-Spring Primary Election  
21-Large Item Pick-up \*\*  
27-Town Board Mtg.*



*12-Plan Commission Mtg.  
19-Town Board Mtg.  
20-Large Item Pick-up \*\**

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