



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
NOTICE OF THE REGULAR TOWN BOARD MEETING
TUESDAY, JUNE 24, 2025 AT 6:45 PM
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI**

AGENDA

IMMEDIATELY FOLLOWING THE STORMWATER UTILITY MEETING

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL & VERIFY PUBLIC NOTICE

4. PRESENTATIONS

4.a CTH KK Study Grant– Outagamie County

5. PUBLIC HEARINGS: NONE

6. PUBLIC COMMENT FORUM

Members of the public are welcome to address the Town Board. Individuals wishing to speak on any agenda item must sign in prior to the start of the meeting and may speak during the Public Comment Forum. The Public Comment Forum allows any member of the public to make their comments prior to Town Board discussion or action on an agenda related matter. Commentators must state name and address for the record. Individual comments are limited to no more than five minutes each. Once the public comment forum ends there will be no additional discussion from the audience. The Town Board may suspend this rule if deemed necessary.

7. CONSENT AGENDA

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.

- 7.a**
- **Approval of the Minutes of the May 20, 2025 Town Board Meeting.**
 - **Approval of May 2025 Treasurer Statement & Approve Bills.**
 - **Operator’s Licenses with No Applicable Violations per Town Policy.**
 - **Law Enforcement – Monthly/Quarterly Update on Town Law Enforcement Activities.**
 - **Fire, EMS & Emergency Management - Report on Fire, EMS & Emergency Management Activities.**
 - **Town Engineer - Update on Town Engineer Activities.**
 - i. Contract A-25 Roadway Construction**
 - ii. Eisenhower Drive Multi-Use Trail - TAP Grant**
 - iii. Contract B-25 Oakridge Dr. and Main St. Pond Trail Paving**
 - iv. Buchanan Road-Block Road Intersection - Preliminary Engineering Study**
 - v. Eisenhower Drive – Culvert Replacement**
 - vi. Warranty Review Items**
 - **Clerk/Treasurer Report on Clerk/Treasurer Activities.**
 - i. Fireworks Sellers Permit, Applicant: Matt Sokol, Location: Pick N Save, N315 Stoneybrook Rd, Appleton; For June 20 to July 5, 2025**
 - ii. Fire Fireworks User Permit, Applicant: Spielbauer Fireworks Co., Location: WIR Racetrack; For July 3, 2025**

- iii. **Fire Fireworks User Permit, Applicant: Spielbauer Fireworks Co., Location: WIR Racetrack; For September 5, 2025**
- iv. **Fire Fireworks User Permit, Applicant: Jeff Kosmosky, Location: W178 Erv Ct, Kaukauna; For July 12, 2025**
- v. **Annexation of Lauer Parcel**
- **Town Administrator Report on Administrative Activities.**
 - i. **Major Project Update**
 - ii. **Darboy Sanitary District Minutes**

Motion to approve the consent agenda as presented

[5.20.25 Town Board Minutes.docx](#)
[M-TB Monthly Treasurers Report and Bills for May 2025.docx](#)
[2025 Monthly Report.pdf](#)
[June 2025 Bills.pdf](#)
[June 2025 Deposits.pdf](#)
[May 2025 Budget.pdf](#)
[May 2025 P-Card.pdf](#)
[M-TB Operator's License for June 2025.docx](#)
[June Operators.pdf](#)
[2025-2026 Operator Renewals.pdf](#)
[L-Lund Potential Violation.pdf](#)
[L-Krause Potential Violation.pdf](#)
[M-TB Monthly Law Enforcement Report May 2025.docx](#)
[Sheriff Report.pdf](#)
[M-TB Monthly BFR May 2025.docx](#)
[Fire-EMS May 2025 Town Board Report.pdf](#)
[M-TB Monthly Engineers Report June 2025.docx](#)
[Engineer's Report.pdf](#)
[M-TB Monthly Clerk-Treasurer Report June 2025.docx](#)
[Sokol Fireworks Sellers Permit.pdf](#)
[WIR Fireworks Permit 7.3.25.pdf](#)
[WIR Fireworks Permit 9.5.25.pdf](#)
[Kosmosky Fireworks Permit.pdf](#)
[Lauer Annexation.pdf](#)
[M-TB Monthly Administrator Report June 2025.docx](#)
[2025-05-13 Approved DSD Minutes.pdf](#)
[2025-05-27 Approved DSD Minutes.pdf](#)

8. PLAN COMMISSION ITEMS FOR DISCUSSION & POSSIBLE ACTION

8.a Resolution 2025-03 Comprehensive Rezoning – For Approval/Denial.

Motion to approve Resolution 2025-03

[M - Comprehensive Rezoning 20250624.docx](#)
[Resolution 2025-03 Comprehensive Rezoning.pdf](#)

8.b Ordinance 2025-02 Zoning Ordinance Update – For Approval/Denial.

Motion to approve Ordinance 2025-02

[M - Zoning Ordinance Update 20250624.docx](#)
[Ordinance 2025-02.pdf](#)

9. UNFINISHED BUSINESS FOR DISCUSSION & POSSIBLE ACTION

9.a Town Board Plan Commission Member Appointment – For Discussion and Possible Action.

9.b Borrowing v. Referendum – For Discussion and Possible Action.

[M - Borrowing v. Referendum Memo 20250624.docx](#)
[Baird Borrowing v. Referendum Cost Scenarios.pdf](#)

10. NEW BUSINESS FOR DISCUSSION & POSSIBLE ACTION

10.a Resolution 2025-06 CTH KK Study Grant– For Approval/Denial.

Motion to approve Resolution 2025-06

[M - CTH KK Study 20250624.docx](#)
[Resolution 2025-06.docx](#)

10.b Fire/EMS Needs Analysis Proposals– For Approval/Denial.

Motion to select McGrath Consulting Group, Inc. to complete the Fire/EMS Needs Analysis in the amount of \$27,950 and authorize staff to execute necessary contracts

[M - Fire and EMS Department Needs Analysis 20250624.docx](#)
[Proposals.pdf](#)

10.c 2026 Budget – For Discussion and Possible Action.

*Motion to allocate \$300,000 of General Fund Fund Balance to the Fire Reserve Fund
and*

*Motion to allocate \$200,000 of General Fund Fund Balance to the Parks and Recreation Fund
and*

Motion to allocate \$100,000 of General Fund Fund Balance to the Building Improvement Fund.

[M - Budget Memo 20250624.docx](#)
[2026 Budget Adoption Calendar.pdf](#)

10.d Comprehensive Plan Update – For Discussion and Possible Action

[M - Comprehensive Plan 2050 20250624.docx](#)

10.e Speedway Lane Construction Access – For Discussion and Possible Action.

[M - Speedway Construction Access 20250624.docx](#)

10.f Preliminary Resolution 2025-01 Declaring Intent to Exercise Special Assessments for Stoney Brook Rd. – For Approval/Denial.

Motion to approve Resolution 2025-01

[M - Preliminary Resolution Special Assessments.docx](#)
[Resolution 2025-01.docx](#)
[A-25 Preliminary Commercial Roadway Assessment Engineers Report.pdf](#)
[A-25 Preliminary Residential Roadway Assessment Engineers Report.pdf](#)

10.g Bid Award for Oakridge Dr. Pulverize and Pave and Main St. Pond Trail Paving – For Approval/Denial

Motion to award project to the responsive low bidder, MCC, Inc. for \$149,591.27

[M-B-25 Bid Award Memo.pdf](#)
[Bid Analysis wTabulation.pdf](#)
[Notice of Award.pdf](#)

10.h Letter of Authorization for Springfield Dr – For Approval/Denial.

Motion to approve the Letter of Authorization for Springfield Drive to Cedar Corp at a cost estimate of \$120,000 - \$128,000

[LOA Springfield Dr A-26.pdf](#)

10.i Capital Improvement Plan – Discussion Only.

[M - CIP 20250624.docx](#)

[Current CIP.pdf](#)

[Draft CIP Plan Double Spending.pdf](#)

[Draft CIP Plan Double Spending Prioritize Block Road.pdf](#)

[Baird Borrowing v. Referendum Cost Scenarios.pdf](#)

11. CLOSED SESSION

11.a Closed session pursuant to section 19.85(1)(g) of the Wisconsin State Statutes: Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Outagamie Rd.

Motion to move into closed session

12. FUTURE AGENDA ITEMS – *The next regularly scheduled meeting is July 15, 2025 at 6:00 pm or immediately following the Stormwater Utility meeting. 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

Other Future Meetings:

July 8, 2025 Parks Committee Meeting 5:30 p.m.

July 8, 2025 Plan Commission Meeting 7:00 p.m.

July 15, 2025 Stormwater Utility Meeting 6:00 p.m. (if needed)

Cynthia Sieracki, Clerk

Posted: June 18, 2025

Public Notice: Agendas are posted in the following locations: Town Hall bulletin board, Town website:www.townofbuchanan.org, Buchanan Festival Foods and Darboy Joint Sanitary District.

Special Accommodations: Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Clerk’s Office at (920) 734-8599 with as much advance notice as possible.

Notice of Possible Quorum: A quorum of the Plan Commission, Board of Review, and/or Board of Appeals may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Plan Commission, Board of Review, and/or Board of Appeals will be taken at this meeting.
