

Town Board Meeting Minutes
Monday, July 6, 2015 at the Rockland Town Hall
Called to order by Chairman Cashman at 7:30 p.m.
Adjourned at 9:00 p.m.

The Clerk, Treasurer, and all Board members were present along with Bob Gerbers, Mike Liebman (Ayres Associates), Tim Ambrosius (CQM, Inc.) and other members of the public. Clerk Charette verified that the meeting was properly noticed; the agenda was presented after the pledge of allegiance was recited.

Minutes from June 15, 2015, Town Board meeting

M/M by Supervisor Lasee to approve the minutes from the June 15, 2015, Town Board meeting as presented; seconded by Supervisor Van Vonderen. Motion carried by voice vote.

Review of proposed drainage project manual for Old Military Plat and Old Military 1st Addition Plat (also referred to as Hickory Ridge Subdivision)

The Board received a draft copy of the project specification manual and drawings drafted by Ayres Associates. Chairman Cashman asked Mike Liebman, from Ayres Associates, to present the document. Discussion was had on whether the project was required to meet the prevailing wage rates. Clerk Charette will check on this issue. Sealed bids will be accepted until 2:00 p.m. on Monday, August 3, 2015.

Liebman informed the audience that approximately 12-13000 cubic yards of fill will be cut out for this project. Chairman Cashman explained that he spoke with the Auricchios, owners of parcels R-86 and R-87. The Auricchios are agreeable to having a 20 foot wide drainage easement constructed on the north side of their parcels. In exchange for doing so, they have requested that the Town fill in the existing drainage ditch that runs northwesterly on parcel R-86 and intercept that by constructing a drainage ditch along the west side of the woods. The Board inquired as to what this additional request would cost? Liebman estimated that it would cost an additional \$3,000 to construct the drainage easement along the west side of the woods.

Supervisor Lasee asked if the Town would be able to obtain the drainage easement on Parcel R-86 and R-87 if it did not agree to the Auricchio's requests. Chairman Cashman stated "no."

Chairman Cashman asked Liebman to modify the manual to obtain a separate set of costs for the construction of the drainage easement west of the woods. Supervisor Lasee also requested that a written agreement for a drainage easement be drafted for the owners to sign off on.

The Board also requested that the manual include language regarding the Town's tax-exempt status.

The Board also decided that trees located within the drainage easements that need to be re-located should be done so at the owner's expense. The Board requested that language be put in the manual to address this.

M/M by Chairman Cashman to open the meeting to the public; second by Supervisor Van Vonderen. Motion carried.

Joe Reynolds, 3924 Seven Oaks Drive, and Richard Cleveland, 3868 Stonewall Drive, stated that the drainage easement was never set up properly. They never would have planted the 37 trees in the high area if the water would have drained properly.

Carrie Cleveland, 3868 Stonewall Drive, asked how they will be able to maintain the other side of the easement once the ditch is cut in. She expressed that they would not be able to do so because the lawn mower will not be able to make it through the 15 foot deep ditch.

It was explained that the width of the ditch will be 20-30 feet and the slope of it will allow the ditch to be cut. Chairman Cashman stated that if the ditch is draining properly it should be able to be cut properly.

Mark Mommaerts, 3791 Seven Oaks Drive, asked whether Liebman was referring to the existing easement or the one that is being proposed. Liebman clarified that Mommaerts was speaking about a right of way and that the contractor will avoid destruction of trees in the side slope.

Carrie Cleveland asked what will happen to the electrical box located in the middle of the ditch. Liebman explained that the Town is working with WPS on these issues.

Kevin Derenne, 3950 Seven Oaks Drive, stated that the Town did a great deal of work on the Willow Tree Lane subdivision and it has worked well. He requested that the Town inform the property owners that they need to maintain their ditches and drainage easements in the subdivision or the same problems will arise in the next 10-15 years.

Cashman stated that possibly the Town will want to maintain these in the future.

Kory Derenne, 3943 Stonewall Drive, inquired about the ditch within the road right of way and tying into the ditch to the south.

Liebman explained that the project as proposed removes part of the existing cul-de-sac and then fills in where the old ditch was located. Derenne's culvert will be lowered a few feet.

The Board inquired how school buses and emergency vehicles will get in and out of that area. The Wilson and Derenne driveways will be used to turn around these types of vehicles.

Supervisor Lasee asked whether the Town should just condemn that property for use by the public. Derenne stated that he is not interested in selling that part of the property. Derenne would like his property regraded and tied in with the southern property line west of the oak tree.

Richard Cleveland stated that everyone is telling them what is best for them. They took care of the drainage issues on their own. They do not want it filled in on their land and do not want more water crossing their property.

Chairman Cashman explained that there will be less water. Presently the ditches are flat. The water spreads out and is not in the ditch. The project will correct this.

Richard Cleveland asked why the ditches are getting deeper and wider and why can't the plan just follow the natural drainage easement.

Terry Vertz, 4312 County Road PP, stated that when the ditches are fixed, you fix the road issues. If the ditch is not deep enough it causes heaving in the culverts and roadways.

Supervisor Van Vonderen stated that the Town looks at the overall project and can't just fix pieces of it. The proposal is not perfect but it is going after the whole project.

Kevin Derenne reiterated that the Town hired licensed design professionals to put this plan together.

Joe Reynolds asked what will happen if a landowner decides to fill in a drainage easement after this project again.

Cashman explained that the Town will have to address that issue then.

Dean Kerlinske, 3419 Old Military Road, asked whether his property is included in the project. Liebman confirmed that ditching work is going to be done to the western edge of his property.

Darrin Butry, 3887 Stonewall Drive, inquired about the anticipated start date and length of project.

Liebman explained that the contract gives the contractor 30 days to complete the project. It will take about a week to get the contract signed. The best case scenario is that the project would be done before Labor Day. The worst case scenario would be 1 to 2 weeks after Labor Day.

Dean Kerlinske asked whether the Town could extend the project over his driveway about 40 feet. He indicated that the neighbor's culvert is lower than his.

Mike Swaney, 3677 Hickory Ridge Road, asked whether the culverts are being replaced. Liebman stated that they are being replaced and lowered. Swaney explained that he is fine with just using the existing culvert on his second driveway since it was replaced only five years ago.

Cashman stated that each culvert is going to need to be inspected to determine whether they are reusable.

Kevin Derenne asked whether the landowners will have the first right to obtain the old culvert pipe. It was explained that the extremely good culvert pipes may be reused.

Sara Noel asked where the water will now go. Cashman explained that it will be diverted to the south side of Wilson property and then run into the ravine located south of Bill Van Noie's property.

Joe Reynolds asked whether this project includes the roads. Cashman explained that it will just address the ditches, road re-construction and driveways.

M/M by Chairman Cashman to approve the Hickory Ridge project specification manual with the following revisions: 1) adding language to address the ditching project proposed for Parcel R-86 (Auricchio Property); 2) adding language to address having private property owners hire the contractor to relocate their trees; 3) adding language to address that all purchases are tax exempt; 4) adding language for prevailing wage rates if the project is required to do so; 5) adding language to have the contractor submit a certificate of liability insurance with the bid; 6) adding language to allow the project to reuse qualifying culvert pipes; seconded by Supervisor Van Vonderen. Motion carried by voice vote.

Public bidding process for Old Military Plat and Old Military 1st Addition Plat (also referred to as Hickory Ridge Subdivision) drainage project

Mike Liebman, Ayres Associates, provided a draft Notice of Bid to the Board. Clerk Charette recommended that a line be added to address that the sealed bids will be opened on Monday, August 3rd at the Town Board meeting.

Cashman Drive reconstruction, cul-de-sac construction and culvert work project update

Clerk Charette informed the Board that five contractors have requested copies of the project manual thus far. Tim Ambrosius indicated that another contractor would be picking up a manual the following day.

Clerk Charette also provided e-mail correspondence from Attorney Rossmeissel regarding when the dedication should be accepted by the Board and regarding the resolution required for financing.

Clerk Charette also informed the Board that if they want the Cashman Drive project to be considered for TRIP funding in place of Tetzlaff Road they would need to complete paperwork for approval from the County and State of Wisconsin.

Beverage Operator License Applications for Kelly Tollar and Amber Van Veghel

Clerk Charette provided copies of the operator license applications received from Kelly Rae Tollar and Amber Marie Van Veghel. These applications are hereby incorporated by reference. Clerk Charette indicated that these two applicants are employees of Scray's Cheese and are applying for a new license. Charette conducted background checks have been conducted on each of the applicants. No significant criminal history was reported. Clerk Charette also informed the Board that they had both completed the required course online. Charette recommended that these applicants be approved for an operator's license for the period of July 7, 2015 through June 30, 2017.

M/M by Chairman Cashman to approve the beverage server license applications for Kelly Rae Tollar and Amber Van Veghel for the period of July 7, 2015 through June 30, 2017; seconded by Supervisor Lasee.
Motion carried by voice vote.

East Blake Road- Bridge Fund Reimbursement Request

A copy of the request to seek reimbursement from Brown County for the work done to replace a culvert on East Blake Road was provided to each member.

M/M by Chairman Cashman to submit the request for reimbursement in the amount of \$9,463.95 to Brown County for the work completed on the East Blake Road Culvert; seconded by Supervisor Van Vonderen.
Motion carried unanimously by voice vote.

Building/Zoning Report

Bob Gerbers provided a copy of the June building report to the Board. Gerbers noted that five permits were issued for three new single family homes, a farm storage shed and an in-ground pool & deck. Total permits received were \$2,970.00 of which Gerbers received \$2,200.00 for inspection fees.

Gerbers reported that he met with Mr. Van De Hey regarding the culverts installed on Old Military and Tetzlaff Roads. Van De Hey stated that the one on Tetzlaff Road he will widened. Van De Hey also will pull the plastic culvert pipes out on two of the four located on Old Military Road. Van De hey should be done with these projects in the next two weeks.

Gerbers also reported that CQM conducted surveying on the Jing Gao property. Once the CSM is approved by Brown County, Gerbers will meet with Gao to get the appropriate Town permits for the construction of her storage shed.

Chairman's Report

Chairman Cashman reported that the town road ditches have been cut. Greenleaf Greenscapes will cut Meadow Ledge this week.

Scott Construction has finished chip sealing all of the roads except for Pouwels Court which the Town is waiting for the owner to finish construction on his new storage shed.

Chairman Cashman asked Scott Construction to wedge School Road. Gerbers reported that the hole on Old Martin Road has opened again.

Planning Commission Report

Supervisor Van Vonderen stated that the June meeting was cancelled and the next meeting is scheduled for July 15, 2015 at 7:00 p.m.

Treasurer's Report

Treasurer Van Dyck provided a written report to the Board. She received one dog license this month.

M/M by Chairman Cashman to accept the Treasurer's report as presented; seconded by Supervisor Van Vonderen. Motion carried.

Announcements and Distribution of Correspondence-

Clerk Charette distributed 1) agenda for De Pere City Council meeting; 2) updated Hickory Ridge contact list; 3) Brown County Highway Division schedule.

Treasurer Van Dyck provided e-mail correspondence from Mark Walter indicating that the Town will be charged a recycling tip fee of \$5.00 per ton for recyclables.

Supervisor Van Vonderen contacted two planners. They are willing to meet with the Board when it is convenient to do so.

M/M by Chairman Lasee to have Clerk Charette contact Attorney Rossmeissel regarding condemning the cul-de-sac on Stonewall Drive; seconded by Supervisor Van Vonderen. Motion carried by voice vote.

Items for future meetings- Cashman Drive Sealed Bids; Hickory Ridge Sealed Bids; Leick CUP renewal; resolution to revise loan documents; resolution accepting Cashman Drive dedication

Public comment-

None

Voucher in Payment of Bills

Clerk Charette provided the Voucher in Payment of bills to the Board.

M/M by Chairman Cashman to approve checks #9051-9070 for a total of \$39,452.20 with no voided checks and no online payments; seconded by Supervisor Lasee. Motion carried unanimously by voice vote.

Adjournment

M/M by Chairman Cashman to adjourn the meeting at 9:00 p.m.; seconded by Supervisor Van Vonderen. Motion carried by voice vote.

All minutes have been taken truthfully and honestly and to the best of my knowledge and ability.

Jann B. Charette, Clerk

Minutes approved as written / with corrections (**strike one**) by the Town Board on Monday, July 20, 2015.

Dennis J. Cashman, Chairman