

**Town Board Meeting Minutes**  
**February 3, 2014 at the Rockland Town Hall**  
**Called to order by Chairman Cashman at 7:30 p.m.**  
**Adjourned at 8:15 p.m.**

The Clerk, Treasurer, and all Town Board members were present. Also present were Kayla Guns (Wrightstown Spirit), Terry Vertz, Steve Gander, and Bob Gerbers. Clerk Charette verified that the meeting was properly noticed; the agenda was presented after the pledge of allegiance was recited.

**Approval of Minutes from January 20, 2014 Town Board Meeting**

M/M by Chairman Cashman to approve the January 20, 2014, Town Board meeting minutes as presented; seconded by Supervisor Van Vonderen. Motion carried unanimously by voice vote.

**2014 Assessor's Contract**

As a follow up to the questions the Board had at the January 6, 2014 meeting, Clerk Charette provided an e-mail from Rural Insurance Company clarifying which vendors would be required to carry worker's compensation insurance. Charette explained that the e-mail indicated that per Wisconsin law, independent contractors are not required to carry worker's compensation if they have no employees and can meet the 9- Point Independent Contractor's test. Clerk Charette obtained completed 9-point test forms from the lawn mowing vendor and the Assessor confirming that they were independent contractors without employees. Charette provided these forms along with their Certificates of Insurance to the Board.

Discussion was then had on whether any other sections of the recommended WTA Assessor's contract should be incorporated into the new 2014 Assessor contract. Supervisor Schwalbach recommended that the 2014 Assessor's contract be revised to include language: 1) holding the Assessor responsible for conducting Open Book session; 2) Requiring the Assessor to carry sufficient insurance and provide a Certificate of Insurance to the Board; and 3) Noting that the Assessor is not an employee of the Town of Rockland; and 4) Requiring the Assessor to provide an electronic copy of the assessment records to the Town each year.

These revisions will be incorporated into the new contract and then brought back to the Board at a future date for final approval.

**Intergovernmental Agreement w/Brown County for DS-200 Election Tabulation Equipment**

Clerk Charette provided a copy of the Intergovernmental Agreement between Brown County and Rockland for the utilization of tabulation equipment. She explained that per the contract, the County owns the new DS-200 election machine which the Town will use at its elections. She further explained that commencing on January 1, 2016, the County will invoice the Town for the annual maintenance costs of the machine. Charette further explained that additional insurance was required to cover the replacement of the machine if it were lost, stolen or damaged since it is not owned by the Town of Rockland

M/M by Supervisor Schwalbach to enter into the Intergovernmental Agreement with Brown County for the DS-200 Election Equipment; seconded by Supervisor Van Vonderen. Motion carried unanimously by voice vote.

**Appointment of Steve Gander to Brown County Planning Commission Board of Directors**

Chairman Cashman stated that Steve Gander completed the final year of Pat Kolarik's term of serving as co-representative for the Towns of Rockland and Glenmore after she resigned last year. Gander's current appointment on the Brown County Planning Commission Board of Directors expires March 1, 2014. Chairman Cashman spoke with Steve Gander and he is willing to serve for another three years. Cashman also spoke with Chairman Loppnow from Glenmore whose Board will be reappointing Gander as well.

M/M by Chairman Cashman to appoint Steve Gander to serve on the Brown County Planning Commission's Board of Director's for three years commencing March 2, 2014; seconded by Supervisor Van Vonderen. Motion carried unanimously by voice vote.

### **Set Date for Financial Review of Books**

Review of finances scheduled for March 3, 2014 at 6:30 p.m. prior to the regularly scheduled Town Board meeting.

### **Building Inspector's Report**

Bob Gerbers reported that there was one permit granted in January for a new home on Old Military Road. Total fees received were \$1,790 of which \$500.00 was paid to the Building Inspector.

Gerbers reported that he also spoke with Jeff Smet regarding the vehicles being stored on his property on Highway PP. Smet has removed one vehicle since that discussion. Gerbers is meeting with Smet this week to discuss the removal of the additional vehicles that should not be parked there.

### **Chairman's report**

Chairman Cashman reported that the snowplowing is going well.

### **Planning Commission Update**

Supervisor Van Vonderen reported that there is a Planning Commission meeting scheduled for next Tuesday, February 11, 2014 at 7:00 p.m. Items to be addressed include the Comprehensive Land Use Plan; House Numbering Ordinance; and possibly the Cell Tower Ordinance.

### **Wind Siting Update**

Supervisor Schwalbach reported that the Wind Siting Council is having a meeting tomorrow in Madison which he will attend. The Council will review its first draft at that meeting.

### **Treasurer's Report**

Treasurer Van Dyck provided a copy of her report to the Board. She reported that the 2014 amount of taxes collected on her report represents the amount collected less those taxes already paid out in January to the schools and the County. She reported that \$335 has been collected in dog licenses.

M/M by Chairman Cashman to accept the Treasurer's Report; seconded by Supervisor Schwalbach. Motion carried unanimously by voice vote.

### **Announcements and Distribution of Correspondence**

Clerk Charette stated that a letter was received from the Alzheimer's Association thanking the Town for the donation made in Omar Smit's behalf. She also reported receiving the 2013 Brown County Recycling Composition Report which was provided to Treasurer Van Dyck; and receiving a check from the City of De Pere as their first of five payments due for the property annexed in 2012. Treasurer Van Dyck stated that the annual report on recycling is due the end of March.

**Items for future meetings-** Closed session review of Clerk on March 17th after the TB meeting; Planning Commission; bids for gravel, chip seal, and grass cutting.

### **Public comment**

None

### **Voucher for Approval**

Clerk Charette provided the Voucher for Approval through February 3, 2014 to the Board.

M/M by Chairman Cashman to pay the voucher in the amount of \$41,7000.20 for checks #8402 through #8421 with one voided check; seconded by Supervisor Schwalbach. Motion carried unanimously by voice vote.

**Adjournment**

M/M by Chairman Cashman to adjourn at 8:15 p.m.; seconded by Supervisor Van Vonderen. Motion passed unanimously by voice vote.

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

Jann B. Charette,  
Town Clerk

Minutes approved as written / with corrections (**strike one**) by the Town Board on Wednesday, February 19, 2014.

Dennis J. Cashman  
Town Chairman