

**Town Board Meeting Minutes**  
**March 17, 2014 at the Rockland Town Hall**  
**Called to order by Chairman Cashman at 7:30 p.m.**  
**Adjourned at 10:34 p.m.**

The Clerk, Treasurer, and all Town Board members were present. Also present were Randy Hansen, Terry Vertz and Steve Gander. Clerk Charette verified that the meeting was properly noticed; the agenda was presented after the pledge of allegiance was recited.

**Approval of Minutes from March 3, End of Year Financial Review Meeting**

M/M by Dennis Cashman to approve the March 3, 2014, End of Year Financial Review meeting minutes as presented; seconded by Supervisor Van Vonderen. Motion carried unanimously by voice vote.

**Approval of Minutes from March 3, Town Board Meeting**

M/M by Dennis Cashman to approve the March 3, 2014, Town Board minutes as presented; seconded by Supervisor Schwalbach. Motion carried unanimously by voice vote.

**Approval of Financial Records for 2013**

The Board met at 6:30 p.m. this evening to review the 2013 financials. Both the Clerk's and the Treasurer's reconciled with each other.

M/M by Supervisor Van Vonderen to approve the 2013 financial records between the Town Clerk and the Town Treasurer; seconded by Chairman Cashman. Motion carried unanimously by voice vote. All Board members signed and dated the Treasurer's official book.

**Approval of Annual Report**

The draft of the Annual Report was reviewed by the Board at its 6:30 p.m. meeting. It was recommended that in the Checks and Disbursement section that the Memo section clearly identify the purpose for the payment. It was also recommended that the report be sorted by date and then check number so that it could be more easily read.

M/M by Dennis Cashman to approve the Annual Report with corrections; seconded by Supervisor Van Vonderen. Motion carried unanimously by voice vote.

**Set Agenda for Annual Town Meeting**

The Board approved the draft of the Annual Town Meeting agenda that was provided.

**Appointment of Glen Schwalbach & Lee Anderson to Rockland Planning Commission**

M/M by Dennis Cashman to appoint Lee Anderson and Glen Schwalbach to the Rockland Planning Commission for a three year term commencing on April 1, 2014; seconded by Supervisor Van Vonderen. Motion carried unanimously by voice vote.

**Payment of Services to Fire Sign Committee Members & Grant**

Randy Hansen explained that FEMA allows the 3% of the total grant to be used for administrative fees including grant writing expenses. He provided a summary of grant expenses incurred by the Fire Sign Subcommittee. He explained that if the Board chose to reimburse the committee for these expenditures it could get reimbursed for them if the grant is approved. If the grant is not approved then these funds would need to come out of the general fund.

M/M by Supervisor Van Vonderen to reimburse the Fire Sign Committee for their expenses; seconded by Supervisor Schwalbach. Chairman Cashman abstained. Motion carried unanimously by voice vote 2-0.

## **Fire Prevention & Safety Grant Submission to FEMA**

The Board received a final draft of the grant application from Randy Hansen. Based upon the Board's earlier motion to reimburse the subcommittee for the grant writing fees, the grant will need to be amended accordingly.

M/M by Supervisor Van Vonderen to submit the grant application to FEMA with the recommended changes; seconded by Supervisor Schwalbach. Motion carried unanimously by voice vote.

## **Public Right of Way- R-156-2**

Chairman Cashman explained that he received a phone call from Brian Lasee, owner of Parcel R-156-1 regarding access to his property through Parcel R-156-2. Lasee purchased Parcel R-156-1 from the prior owner, Anderson. Anderson, who also owned Parcel R-156-2, at the time, granted an agricultural easement over R-156-2, to Parcel R-156-1, currently owned by Lasee. CQM surveyed the property and recorded the easement with the Register of Deeds office. It also surveyed part of property for a Public Right of Way on R-156-2 and recorded that. The new owner purchased R-156-2 from Anderson and wants to put a shed on property which could infringe on the easement. Chairman Cashman checked with Brown County and it never received anything from the Town of Rockland approving the Right of Way. Chairman Cashman explained that this was because it was never brought to the Town Board by Anderson for approval.

## **Chairman's Report**

Chairman Cashman reported that last Wednesday a ditch was frozen and Carter Trucking was hired to clean it out. Chairman Cashman received another call stating that culvert is frozen but is currently flowing ok. The town hall was rented this past weekend by Jerry Van Elzen. When they arrived, they saw that the parking lot was flooded. Van Elzen brought his skidster to the lot and pushed the banks back and laid some salt down to take care of the issue. The Board recommended refunding Van Elzen the cost of the town hall rental for providing such services. Chairman Cashman reported the current snowplowing bill is \$4800. Thus far, the Town has used about 75% of its budgeted funds for snowplowing and salting.

## **Planning Commission Update**

Supervisor Van Vonderen reported that the Planning Commission met on March 11th to review the FEMA Fire Protection and Safety grant. It recommended that it be forwarded to the Town Board for approval. The Planning Commission also reviewed the current House Number Ordinance. This issue was tabled until such time that the FEMA Fire Protection and Safety grant is approved or denied.

## **Wind Siting Update**

Supervisor Schwalbach stated that he drafted comments, on behalf of the towns, and sent them to the Wind Citing Council for review.

## **DNR Municipal Storm Water Permit Update**

Supervisor Schwalbach has not had a chance to speak with the DNR regarding whether Rockland will be included in the permitting process. He will follow up on this issue and report back next time.

## **Announcements and Distribution of Correspondence**

Clerk Charette distributed letters from Herrling Clark regarding an increase in legal fees starting June 1st; Ruckert-Mielke regarding providing services to the Town in seeking an Urban Non-Point Source grant, and Brown County regarding meeting with other affected communities on the future Southern Bridge.

Treasurer Van Dyck updated the Board on the possibility of hosting a town-wide Electronics Recycling event at the town hall which the 4H would provide volunteer assistance for. She reported that Saturday, May 3, 2014, is

available for the event. Supervisor Schwalbach reported that he will be attending the grant seminar in Appleton on Thursday put on by Representative Ribble's office.

**Items for future meetings-** Joint Municipal Court Deposit Schedule; Board of Appeals Appointments; Website Rebuild; R-156-2; Planning Commission Report; Bids

### **Public comment**

Steve Gander reported that the Brown County Planning Commission Director reviewed the make-up of the Brown County Planning Commission Board. It was questions whether due to changes in population and growth via 2010 census the make-up of the Board should be revised. Gander reported that a motion was made to have the Planning Commission Director and his staff come up with recommendations on how to address this issue.

### **Cash Flow Analysis-March**

Clerk Charette provided a copy of the cash flow analysis for March to all Board members and the Treasurer.

### **Voucher for Approval**

Clerk Charette provided the Voucher for Approval through March 31, 2014 to the Board.

M/M by Chairman Cashman to pay the voucher in the amount of \$25,128.42 for checks #8466 through #8475 with one voided check #8476 and two online payments; seconded by Supervisor Schwalbach. Motion carried unanimously by voice vote.

### **Closed Session**

M/M by Chairman Cashman to convene into closed session at 9:10 p.m. pursuant to Sec. 19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility; seconded by Supervisor Van Vonderen. Topic for discussion: review of Town Clerk. Chairman Cashman-aye; Supervisor Van Vonderen-aye; Supervisor Schwalbach-aye. Motion carried. Treasurer Van Dyck was also present.

M/M by Chairman Cashman to reconvene in Open Session at 10:33 p.m.; seconded by Supervisor Van Vonderen. Chairman Cashman-aye; Supervisor Van Vonderen-aye; Supervisor Schwalbach-aye. Motion carried.

### **Adjournment**

M/M by Chairman Cashman to adjourn at 10:34 p.m.; seconded by Supervisor Schwalbach. 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 Monday, April 7, 2014.

Dennis J. Cashman  
Town Chairman