

**2015 Annual Meeting Minutes**  
**Tuesday, April 21, 2015 at the Rockland Town Hall**  
**Called to order at 7:30 p.m.**  
**Adjourned at approximately 9:24 p.m.**

The Clerk, Treasurer and all Board members were present together with 15 electors, Joe Daul & Jay Graetz from Greenleaf Fire Department; David Krutz, Sr. from Greenleaf Wayside Bank. Supervisor Glen Schwalbach arrived at 9:17 p.m. Chairman Cashman verified with Clerk Charette that the meeting was properly noticed; the agenda was presented by Chairman Cashman after the pledge of allegiance was recited.

**Prior Minute Approvals**

Clerk Charette read the minutes from the April 15, 2014, Annual Town Meeting.

M/M by Dave Stubenvoll to approve the minutes as presented; seconded by Terry Vertz. Motion carried by voice vote.

Clerk Charette read the minutes of the November 17, 2014, Special Town Meeting. Clerk Charette noted that the three resolutions should be Resolutions #2014-5, #2014-6 and #2014-7, not Resolutions #2013-5, #2013-6 and #2013-7.

M/M by Terry Vertz to approve the minutes with corrections; seconded by Karen Cashman. Motion carried by voice vote.

**Administer Oath(s) of Office for new town official(s)**

Clerk Charette took her oath of office. Chairman Cashman, Town Board Supervisors Vicky Van Vonderen and Alan Lasee, and Treasurer Mary Van Dyck took their respective oaths of office.

**Introduction of Town Officials present**

Chairman Cashman introduced the Board members, Treasurer and the Clerk.

**Set Date for 2016 Annual Meeting**

M/M by Edwin Schuh to hold the 2016 Annual Meeting on Tuesday, April 19, 2016, at 7:30 p.m.;  
seconded by Don Van Deurzen. Motion carried by voice vote.

**Fire Departments Report**

Chairman Cashman explained that residences and businesses east of Highway PP are serviced by the Morrison Volunteer Fire Department. Residences and businesses west of Highway PP are serviced by the Greenleaf Volunteer Fire Department. Both departments along with other municipal fire departments work together to services everyone in the Town. Chairman Cashman stated that the Town expends approximately \$131,000 for fire services. Chairman Cashman introduced Joe Daul and Jay Graetz from the Greenleaf Fire Department. Daul stated that there are 43 members in the Greenleaf Fire Department. Chief Daul explained that they purchased another set of jaws in order to cut through the new type of steel used for vehicles. The Department will also need to replace a tender in the next couple

of years. The last pumper purchased last year was \$600,000 bare without equipment. It is projected to last 30 years. The Department is switching trucks out every 5 years due to the effect that salt has on them.

Chairman Cashman and residents expressed their gratitude for the service the volunteers from the fire departments provide to the residents.

Chief Daul mentioned that the Town may want to address driveway issues regarding access to the home. The Town may want to review the ordinance that Wrightstown adopted. Chief Daul is finding that the trees along the driveway have matured and are now preventing access to the home. Last fall, the department inspected properties along the Fox River and discussed the work that needed to be done to enable access with the residents.

Supervisor Lasee asked whether there was anything the Town could do to require residents to have access on the driveways? Chief Daul stated that the Village of Wrightstown adopted an ordinance which requires prior approval for a driveway longer than 400 feet. Chief Daul stated that once you get over 400' it involves relay pumping and requires many more personnel to provide service to the building.

### **Approval of 2014 Annual Report**

Chairman Cashman introduced Bob Gerbers, Zoning and Building Inspector.

Chairman Cashman presented the Annual Report going over receipts and disbursements page by page.

Cashman broke down the general fund balance of each of the following accounts:

- 1) The General Fund Ending Balance is \$188,896.80.
- 2) The 2014 Bridge Fund balance is \$112,612.36.
- 3) The Road Escrow balance for the cul-de-sac at Windchime Way if the road was ever extended was \$4,404.49.
- 4) Capital Improvements Contingency Fund balance is \$51,611.64.
- 5) Segregated Fund (Specials for Garbage and Recycling) is \$15,964.05.
- 6) Chairman Cashman explained that the new home security deposit balance is for security deposits collected in case damage is done during the construction process. Its balance as of December 31, 2014, is \$ 9,316.40. Bob Gerbers explained the requirements of the \$1,000 New Home Security deposit on certain projects.

The total combined value of all liquid resources as of December 31, 2014, is \$353,120.80.

As of December 31, 2014, the outstanding liabilities is \$57,292.54 for the two outstanding road loans. Both loans were paid off on April 7, 2015.

Supervisor Lasee asked what the \$10,741.85 in the bridge fund was spent for. Chairman Cashman explained that was for a culvert replacement.

Chairman Cashman walked through the Income and Disbursements Summary Comparison. He explained that the \$425,000.00 Hickory Ridge Loan Proceeds is for a loan that can be utilized if needed for the Hickory Ridge project. Chairman Cashman explained that currently the Town has about \$38,000 left in the snowplowing budget for this year. Chairman Cashman stated that Kim Winkler is the new Custodian/Opener for the Town.

Chairman Cashman then pointed out the remaining pages in the report- statement of taxes, check disbursement details, building reports, licensed dogs and levy and population history.

Chairman Cashman explained that the checks require three signatures before they are approved. At each meeting, the voucher is approved by the Town Board. Additionally, the Clerk and the Treasurer keep two separate set of books. In March, the Town Board reviews the Clerk and the Treasurer's set of books. If all is good, the Board signs off on the books.

M/M by Steve Gander to approve the Annual Report as presented; seconded by Don Van Deurzen. Motion carried by voice vote.

### **FEMA Fire Prevention & Safety Grant and address signs**

Last year, the Town submitted an application for the FEMA Fire Prevention and Safety Grant but was not awarded the grant. Chairman Cashman reported that Randy Hansen drafted the grant for the Town this year and recently submitted the grant application to FEMA for one project which includes the purchase and installation of fire address signs. The total grant requested is a little over \$39,000 of which the Town would be required to match 5% of the grant. Chairman Cashman expressed that the Town received support letters from the Morrison Fire Department, Greenleaf Fire Department, County Rescue Service, and the Brown County Sheriff's Department. Chairman Cashman showed the three different colored address signs. Only about 8-9% obtain a grant. If the Town does not get the grant, then the Town Board will need to find another way to fund it. Chairman Cashman supports the idea.

Steve Gander stated that he was in a situation a few years ago where the rescue squad was attempting to find a neighboring property and expressed that if the property had an address sign they would have been able to locate the property right away.

Alan Lasee asked whether there are GPS systems in the fire trucks. Jay Graetz from Greenleaf Fire Department stated no. Additionally, it is the first responders that arrive at the location prior to the fire departments with their private vehicles that need to find the location quickly.

Bob Coenen stated that even if we do not get the grant, the Town should pay for the signs.

Karen Cashman asked why the address signs from years ago disappeared. No one had an exact answer but speculated weather and age played a role.

Chairman Cashman stated that if the Town does require fire address signs, they must be maintained or replaced if stolen.

Karen Cashman stated that if it saves lives, shouldn't everyone be required to have a sign? Chairman Cashman stated that if the Town proceeds with the project, all residents will have a sign and have it installed in a coordinated location.

### **Comprehensive Plan update**

Supervisor Van Vonderen reported that the comprehensive plan is required to be updated every ten years. The Town contracted with Aaron Schuette, consultant from Brown County Planning, to review the comprehensive plan. The Planning Commission reviewed the full comprehensive plan and revised it accordingly. Additionally, the members had a visionary session wherein each member listed their top 10 visions for Rockland. Supervisor Van Vonderen read the top 10 picks and noted that the ideas that were important 10 years ago have not changed that much over the past ten years.

The Planning Commission will review the final draft one last time. If the draft is approved, the Planning Commission will make a recommendation to the Town Board to start the public process review. A public hearing will take place to allow the public to review the plan. The recommendations then come before the Town Board for final adoption. Supervisor Van Vonderen stated that the next time the Town reviews the comprehensive plan invitations will go to the public for input and review.

Edwin Schuh asked why this type of planning is even necessary. Supervisor Van Vonderen explained that the Comprehensive Plan keeps us in the game with having a legitimate source to protect our residents and control over what happens within the Town. The City of De Pere is pushing to have the Southern Bridge in the budget to get constructed in the next few years. De Pere is hoping that by 2017, a decision is made as to where the Southern Bridge will be constructed- either Scheuring Road/CTH X or Red Maple/Rockland Road. By 2018, they hope to have plans in place and then by 2020, begin construction.

Recently, the Town Board created an Agricultural Business Ordinance to help support agriculture but also provide business opportunities for agricultural type activities. Supervisor Van Vonderen explained that 3M Back, LLC, purchased the old Steve Hibbard farm on State Highway 57 and is engaged in organic farming and plans to have a retail store.

### **Bridge Petition: Discussion regarding 2015 contribution**

Chairman Cashman explained that as of December 31, 2014, there is \$112,612.36 in the Bridge Fund account. In 2015, expended \$11,218.79. Chairman Cashman explained that culverts 36" in diameter at the centerline can be replaced with bridge fund money. The money is used to make culvert repairs. Chairman Cashman stated that this year money will be used to replace a culvert East Blake Road. The four town bridges were inspected in October of last year through Brown County Public Works. Ryan Road Bridge is rated at 72.2%. Old Martin Road Bridge is rated at 98.1%, Midway Road Bridge is rated at 92.9%; Wrightstown Road Bridge is rated at 100%. The Town will conduct some maintenance on the bridges but they do not need to replace them until at 50% or below.

Chairman Cashman explained that the Brown County Highway Department changed its policy on contributing money to the Bridge Fund account. The Town needs to provide a list of its projects demonstrating how the funds will be used over the next five years. Chairman Cashman explained that it is up to the residents whether they want to place money aside in a capital improvement fund for future expenses or not deposit any money at all.

Terry Vertz asked whether the Capital Improvement fund will affect the levy. Chairman Cashman stated no. Supervisor Van Vonderen explained that the capital improvement fund was started if needed for unexpected expenses, legal fees or road projects.

Each year, the Board puts \$5,000 into the Capital Improvement account for general capital improvements. Supervisor Van Vonderen explained that the money put into the capital improvement fund for future bridge fund projects comes out of the general tax levy.

M/M by Steve Gander to put \$10,000 into the capital improvement fund for bridge fund; seconded by Bob Coenen. Motion carried by voice vote.

Treasurer Van Dyck asked what happened to the culvert on Ryan Road south of Scray's Cheese. Chairman Cashman stated that it will need to get repaired.

### **Garbage / Recycling report**

Treasurer Van Dyck congratulated the residents on the great job they did to recycle this year. The Town recycled about 168.75 tons of recyclables in 2014. This equates to each resident recycling 192 pounds of recyclables. The Town is required to collect 106.55 pounds per resident. Treasurer Van Dyck also reported that 14,330 pounds of electronics were collected at the e-recycling event. The Rockland 4H is hosting another e-recycling event on May 2, 2015. This Saturday, April 25th, the Rockland 4H will be hosting a paper shredding event.

Treasurer Van Dyck reminded residents to place the lids of the recycling and garbage bins facing the road.

### **Chairman's Report**

Chairman Cashman reported that the Town hired a private contractor, Carter Trucking & Excavating, Inc., to snowplow and salt the town roads. Carter Trucking currently plows for Glenmore. The Town of Rockland will have its own designated truck to service the Town. Chairman Cashman explained one of the reasons for the change was that in 2016, Brown County wanted the Town to commit to one truck at \$75,000 per year. If the Town only used \$50,000, the other \$25,000 would need to be used for other work conducted by the county. Cashman explained that the Town could not justify going with the County if it did not need to use that full amount. The most the Town used for snowplowing and salting was \$67,000. The Town will now purchase the salt from the State of Wisconsin and Carter will store the salt. As of this date, the Town roughly has \$38,000 left in snowplowing budget. The Town will utilize some of these funds to purchase salt this year. Chairman Cashman believes that a private contractor also will perform the services faster.

On April 17th, the Board toured the roads with Scott Construction. Scott Construction is preparing a list of costs for a number of roads including Wrightstown Road from the highway to the bridge. The Town also is working with CQM to look at the Hickory Ridge Subdivision. The ditches are in need of repair and have affected the roads in that subdivision. Cashman Drive is 250 feet long and 15 feet wide. The Board is working with the three landowners to build the cul-de-sac and Town will upgrade Cashman Drive.

A new law was passed affecting Implements of Husbandry. The Town had five different options it could have chosen and adopted Option F. In effect, if equipment is more than 92,000 pounds, a no-fee

permit is required. Also, if the weight exceeds 23,000 per axle, a no fee permit is required. The Town has received seven no-fee permits but has not received any permits from manure haulers.

Bob Gerbers questioned whether the permit should include a condition that the trucks not remain parked on the roadways.

Supervisor Glen Schwalbach appeared at 9:17 p.m.

Bob Gerbers asked whether the culvert on Cashman Drive will be over 36" and whether the Town could utilize the bridge fund. Gerbers also asked whether there will be a cap over the culvert near Irv Hutjens property. Chairman Cashman stated that these will be reviewed.

Terry Vertz stated that the west end of Midway Road Bridge needs to be looked at. Cashman stated that the inspection report noted that and it will be repaired this year.

### **Announcements**

Clean up day was last Saturday. Fifteen tires were picked up along the Town roads.

The Rockland annual rummage sale is on Saturday, April 25, 2015, from 8 a.m. to 3 p.m. Currently, there are 10 homes signed up.

Chairman Cashman thanked the Planning Commission members, the Board of Appeals members, and all the election poll workers for their service and work to the Town.

Open Book is on Monday, April 27th from 2:00 p.m. to 4:00 p.m. at the town hall. The Board of Review is scheduled for Tuesday, May 12th from 6:00 p.m. to 8:00 p.m. at the town hall.

### **Other public comment**

Supervisor Schwalbach announced that a Wind Energy Conference will take place in June at the Radisson hotel for people from around the world. Glen thanked the residents for their support and what he learned about government during his two terms on the board.

Chairman Cashman thanked David Krutz from Greenleaf Bank for the food and drinks.

### **Adjournment**

M/M by Bob Gerbers to adjourn; seconded by Steve Gander. Motion carried by voice vote. Adjourned at 9:24 p.m.

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

  
Jann Charette  
Town Clerk

Minutes approved as written ~~(with corrections)~~ (strike one) by the Town Electors on Tuesday, April 19, 2016.

  
Town Elector 