

Town of Holland

Town Board Meeting Minutes

Sheboygan County, Wisconsin

December 14, 2015

The monthly meeting of the Town of Holland Board was called to order by Chairman Don Becker, at 7:30 P.M. on December 14, 2015, The Clerk certified that the requirements of the Wisconsin Open Meeting Law had been met.

Roll Call showed Steve Jones, Stan Lammers, Dave Huenink, Martin Elmer, and Don Becker present from the Town Board. Also present were Treasurer Craig Droppers and Clerk Sharon Claerbaut.

Adopt Agenda as official order of business: There were requests to move item 24 to as soon as Kevin Struck arrives at the meeting, and to move items 21 and 25 to directly follow item 14 so people involved in these items can leave earlier if they choose to do so. Motion by Dave, seconded by Stan, to adopt the agenda with the changes as the official order of business. Motion carried.

Minutes of the November 9, 2015 Regular Board meeting, the minutes of the November 16, 2015 Special Board meeting, and the minutes of the November 30, 2015 Special Board meeting were posted on the web site, and previously provided to the Board. Motion by Dave, seconded by Stan, to approve the meeting minutes as presented. Motion carried.

Record retention: Record retention is up to date.

Public Input: Sharon presented a form from our Auditor, Paul Corson, and asked that the form be signed. The form was signed.

Financial/Treasurer's Report: The financial report was presented by Craig. Craig was asked if CG Services had paid delinquent personal property taxes. Craig answered that they were not paid. In response to Craig Droppers, Treasure reporting that CG Services is delinquent in paying their personal property taxes by nearly one year the Board decided to have Attorney, Gerry Antoine write a letter to CG Services outlining requirements to continue to operate. Don made a motion, seconded by Steve, that:

1. The Town of Holland stop processing the CG Services CUP for CG Services Smies Road facility until the personal property tax bill that had been due on January 31, 2015 is paid in full including all late fees. If the personal property tax bill is not paid in full by December 31, 2015 all action on the CUP will cease, the applicant will be required to reapply for a CUP if they still desire to operate any part of the landscape business from this location, and CG Services will be required to cease all landscape operations and landscape equipment/supplies storage at this location on January 1, 2016 until such time as they reapply and have been issued a conditional use permit.

2. CG Services be notified that the taxes due January 31, 2016, must be paid by the due date.

3. CG Services be notified that in the future the Town will take immediate action to revoke both CUP's held by CG Services if CG Services fails to pay on time any future financial obligation to the Town of Holland, such as the personal property tax. Motion passed by unanimous roll call vote.

Motion by Dave, seconded by Steve, to approve the financial reports as presented. Motion carried.

Approval of Vouchers: A couple of late arriving vouchers were added to the list. Motion by Stan, seconded by Steve, to approve the voucher list with the additions. Motion carried.

Accounts Receivable: There are none at the present time. Sharon was told that she should check with Louise each month and report any outstanding Plan Commission bills to the Town Board.

Discuss/act on draft Town of Holland web site including possible changes of email addresses for Town officials: Pattie Pilz was unable to be at the meeting. This item will be discussed at our next Board meeting.

Plan Commission Recommendations:

A. Discuss/act on training for Board of Appeals Members and future members. Nothing further until next month.

B. Request by Dan Teunissen to rezone a five acre parcel (as identified on CSM) from A-1 to A-5, contingent on the County completing the boundary line adjustment. Plan Commission recommends approval of this request: Motion by Steve, seconded by Dave, to concur with Plan Commission and approve the rezoning from A-1 to A-5 and sign the CSM. Motion carried by unanimous roll call vote.

Discuss/act on Land Rental Contract which expires on 12/31/2015: Motion by Don, seconded by Stan, to send out a new five (5) year lease to Teunissen Custom Heifers at the same rate as the prior lease. Motion carried.

Discuss/act on the Town's Road Supervisor position (Item 21): Stan believes we should get an 'Employment Opportunity' ad out by February. The Administrative Committee will draft the ad, and Roger TeStroete will draft the job description by the January meeting.

Discuss/act on purchase of riding lawn mower and trailer (Item 25): Roger had provided bids from Bares Enterprises and Gibbsville Implement for the mower. Motion by Stan, seconded by Steve, to purchase the lawn mower from Gibbsville Implement. Motion passed by unanimous roll call vote. Roger also provided bids from Gibbsville Implement and Bruggink's Inc. for the trailer. Motion by Steve, seconded by Stan, to purchase the trailer from Bruggink's Inc. for \$1,415,00. Motion carried by unanimous roll call vote.

Discuss/act on procedures as affected by Wisconsin Act 79 (posting of legal notices) and Act 105 (elector approval of roads budget): Since Act 79 failed to address all posting situations, the

Town would be left to determine when the more relaxed posting could be used and when current practices would need to be followed. Consequently, the Board decided to make no changes to our current posting practices. The Town matters will continue to be posted in three places and on the web site as we have been doing. However, there is no longer a need to have the electorate approve the Roads Budget.

Discuss/act on resolution regarding changes to the fee schedule: Marty had already submitted changes to the fees charged for disposal of certain electronic waste items due to the increased charges imposed on the Town by the recycling contractor. There was also a recommendation to increase the charge for utility permits to \$75 and the charge for excavating permits to \$75. Motion by Dave, seconded by Marty, to adopt Resolution # 2015-2 entitled 'Setting Fee Schedule' which reflects these changes. Motion carried by unanimous roll call vote.

Update on recertification of agricultural zoning ordinance with DATCP (Item 24): Kevin Struck distributed a 2015-2016 Holland Timeline Farmland Preservation Ordinance-Recertification. Kevin went over the timeline describing the various steps. It was decided to hold a special meeting with Kevin Struck sometime in January. Monday, January 18, 2016 at 7:30 P.M. was selected for this meeting.

Discuss/act on possible changes for Town Hall Rental Contracts: Dave distributed a revised version of the Town Hall Rental Agreement. The Board went over the agreement line by line and made several changes. Motion by Don, seconded by Steve, to adopt the revised version of the agreement including the changes made at the meeting. Motion carried. It was pointed out that administrative changes, such as updating the 'contact person' for hall rentals, may be made without Board action because such changes do not affect the requirements of the rental contract.

Appoint Poll Workers for two year terms- terms to begin January 1, 2016 – Chairman recommends Sally Lensink, Janet Walvoord, Mary Huenink, Diane Kitelinger, Allan Claerbaut, and Christine Burr. (Nancy Heuver and Beverly Garside as further alternates): Motion by Marty, seconded by Stan, to accept the chairman's recommendations and appoint these poll workers. Motion carried. The number of poll workers the clerk appoints for each election is State mandated to be seven unless the Board of a Municipality passes a resolution allowing the clerk to appoint less poll workers if the election is small. A resolution was presented stating that the clerk can use her judgment as long as there are at least three poll workers at each election and that the number present is an odd number. Motion by Stan, seconded by Dave, to adopt Resolution Number 2015-3 entitled 'Resolution Changing Number of Election Officials'. Motion carried by unanimous roll call vote.

Discuss/act on borrowing funds and the loan commitment from Oostburg State Bank: This issue was presented in a resolution. Motion by Dave, seconded by Steve, to adopt Resolution Number 2015-4 entitled 'Resolution Authorizing Borrowing and Issuance of Promissory Note of the Town of Holland'. Motion carried by unanimous roll call vote.

Discuss/act on resolving Town Hall property line issues: Don has not had a chance to work on this. It will be on the agenda again next month.

Discuss/act on Hall Custodian position: A few revisions were made to the job description. Don will provide the revised job description to be given to applicants. Sharon will draft an ad to be placed in the Lakeshore Weekly and The Sounder. Steve will check the draft and then Sharon will have it published for two weeks in both papers. Steve and Marty will do the interviewing. A certificate of appreciation for Ron Lenz was discussed. Sharon was asked to look up the certificate wording, and purchase a frame for it.

Discuss/act on resolution for borrowing funds from Oostburg State Bank: This item was already taken care of.

Discuss/act on Sheboygan County Sheriff's Dept. Agreement: The agreement presented is for more than the budgeted amount. Sharon was asked to call Captain Roeseler to have the agreement changed. Motion by Don, seconded by Stan, to sign an updated agreement that matches our 2016 Budget. Motion carried by unanimous roll call vote.

Amsterdam Dunes advisory committee report: Dave reported that the committee had met, and that the next meeting will be held on March 21, 2016. Dave was asked to notify other Town Board members if he is unable to attend advisory committee meetings.

Discuss/act on the following ongoing issues:

- a. All matters related to the office addition and renovations to Town Hall: Ambrose Engineering did the inspection of the hall before it was decided to remodel within the hall. They have been asked by Quasius if they are interested in being the Architect for the project, and they have agreed to do so. Quasius would be their client. Ambrose Engineering bid was lower than the others received by Quasiua. Motion by Stan, seconded by Marty, to go with Ambrose Architectural Engineering Firm for the Town Hall renovation project with the additional mechanical drawings as required. Motion carried by unanimous roll call vote.
- b. Report on Town Hall rentals: Dave went over a few details of current rentals.
- c. Town ticket instead of a County citation for some Town Code violations: Tabled until next month
- d. Hobby Kennel Licensing: Tabled until next month
- e. Problems with Lake Walk-in Access: Tabled until next month.
- f. Junked Vehicles and Appliance ordinance: In January or February we will have a Public Hearing regarding farm equipment.
- g. Custodial duties at Hall: Keep on the agenda for next month, but it was already addressed for this meeting

Committee Reports

Administration –Steve informed the Board that now we need a water meter for the holding tank. Roger TeStroete will review with the County.

Roads –Nothing to report.

Parks & Property – Marty reported that the compactors will be installed the second week in January. He has also found another electronics waste collector, but they are still working on getting certified by the DNR.

Public Safety –Dave reported that there is no Sheriff’s report yet. There is nothing to discuss for Oostburg Fire Dept. The Cedar Grove Fire Dept. wants to change their by-laws. The safety committees are working on an ordinance or resolution regarding funds collected by volunteers.

Public Input: Nate Voskuil asked if there is any way to get a delinquent taxes report for the Plan Commission.

Correspondence: All in the packet

Adjourn: Motion by Dave, seconded by Stan, to adjourn. Motion carried. Meeting was adjourned at 10:45 P.M.

Respectfully Submitted,
Sharon Claerbaut, Clerk