

Town of Holland

Town Board Meeting Minutes

Sheboygan County, Wisconsin

June 14, 2017

The monthly meeting of the Town of Holland Board was called to order by Chairman Don Becker at 7:30 p.m. on Wednesday, June 14, 2017 at 7:30 PM. This meeting normally held on the second Monday of the month (June 12, 2017) had been postponed until June 14th because the meeting had not been posted in the required time frame. The Pledge of Allegiance was led by Chairman Becker. The Clerk certified that the requirements of the Wisconsin Open Meeting Law had been met.

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

Adopt Agenda as official order of business. Motion by Dave, seconded by Stan, to adopt the agenda as the official order of business. Motion carried.

Minutes of the May 8, 2017 Regular Board meeting, the May 17, 2017 Special Board Meeting, the May 12, 2017 Administrative Committee meeting, and the May 17 Board of Review meeting, were posted on the web site, and previously provided to the Board. Chairman Becker stated that the minutes of the Administrative Committee meeting and the Board of Review meeting are not for the Board to approve, but were included in the packet for information. There was a request to change a couple of minor spelling errors in the May 17th Special Board meeting. Motion by Stan, seconded by Steve, to approve the minutes of the May 8, 2017 and the May 17, 2017 meetings with the three spelling errors corrected. Motion carried

Record retention certification: Everything is up to date.

Public Input: Sharon asked a couple of questions regarding payment to individuals who were hired by the Board for certain jobs. She then informed the Board that she had spent 15 extra hours updating the Ordinance Books. These hours were approved. Sharon also said she was in possession of a new complete hard copy set of the State Statutes, and asked the Board if they want them to be kept. The replied 'No' because the statutes are available online. Another matter that was brought up was the assessed value of lakefront property. Sharon was asked to contact Luke Mack at Associated Appraisal and remind him that he was going to provide a proposal to address discrepancy between the assessed value and resale value of lakefront properties in the Town of Holland.

Financial/Treasurer's Report: Craig presented the May Financial Report. Don reminded Sharon that the category of 'Administrative Expenses' had been eliminated by the Board in 2014 and

to transfer the expenses in this account to 'Clerk Expenses'. Motion by Steve, seconded by Dave, to approve the financial report. Motion carried.

Approval of Vouchers: Dave said that one of the items appearing on the voucher list had been paid in May. This item involving the Oostburg Fire Dept. quarterly payment will be removed from the voucher list. Motion by Dave, seconded by Stan, to approve the voucher list with the one deletion. Motion carried.

Accounts Receivable: Judi O'Connell had provided a report about fire calls. There are no accounts receivable.

Discuss/act on stored town records: Rhonda Klatt, clerk/treasurer of the Town of Sherman was present at the meeting. She had been hired by the Board to go through all the stored records which had been stored in various places in the Town Hall. These records were all assembled in the hall kitchen in preparation of the Hall renovation project. She has had experience in the field and is in the process of checking all the records and choosing which records need to be kept. Rhonda reported that all the records she checked over had been stored and well labeled which makes her job much easier. She also reported that some records need to be kept as long as 15 years so she had organized and kept all records that are less than 15 years old. Minutes, financial reports, and legal opinions need to be kept forever. This had been done and they are in fire proof files. It was noted that when Bruce Tronka was Town Chairman for a brief time in 1997 he had destroyed some of these permanent records. All other records older than 15 years must first be offered to the State. If the State signs off on them, they are offered to the Sheboygan County Historical Society which in the past microfilmed what they wanted to keep and then returned the records to the Town for destruction. Sharon was told to follow this procedure with the older records. Then these records will be shredded at the Shred Event in July.

Plan Commission Recommendations: None

Request by Bonnie and William Deppies for a Retail Class "A" Liquor License and a Cigarette License for their place of business at Hy-Way Transit, 509 Sauk Trail Road, Cedar Grove, WI. They also requested that operator licenses be issued to nine applicants. All submitted applications had been presented to the Board and had been checked for accuracy. Motion by Dave, seconded by Steve, to grant the Class "A" Liquor License and the Cigarette License to Hy-Way Transit. Motion carried. Motion by Dave, seconded by Stan, to grant operator licenses to Melissa Childers, Jessica Crist, Alexandria DeRuyter, Tamlyn Dutter, Sherry Heinecke, Monica Hoffman, Marian Hopeman, Susan Mirles, and Gary Winkelhorst. Motion carried.

Request from Nicholas Bichler for a Retail Class B Combination Liquor License for his place of business, Mirror Bar, located at W4254 Hwy K, Random Lake, WI. He also requested that operator licenses be issued to two applicants: Motion by Dave, seconded by Steve, to grant a Retail Class B Combination Liquor License to Mirror Bar and operator licenses to Christopher J. Bichler and Marilyn Birenbaum. Motion carried.

Discuss/act on training for appointed positions: Rhonda Klatt said that Kevin Struck will be speaking at the next Wisconsin Towns Association – Sheboygan County Unit meeting which will be held in July at the Town of Rhine., His topic will be about training for various committees and positions. She said that Kevin does training for these types of positions. This topic will be back on the agenda under ‘Ongoing Issues’.

Discuss/act on changing speed limit on all of Frontage Road: Motion by Stan, seconded by Steve, that our attorney, Gerry Antoine, draft an ordinance that will reduce the speed limit the entire length of Frontage Road to 45 mph. Motion carried.

Discuss/act on changing speed limit on DeMaster Road from DeWitt Road east to where it dead ends: This Road is shared with the Village of Oostburg. Motion by Stan, seconded by Steve, that Attorney Antoine draft an ordinance to set speed limit at 35 mph on DeMaster Road from DeWitt Road east to where DeMaster Road dead ends. Motion carried. The final passage of the ordinance will be subject to the Village of Oostburg also passing an identical ordinance.

Discuss/act on potential uninhabitable homes in Township: Three houses were mentioned. Attorney Antoine had listed the steps necessary to accomplish declaring homes unfit for human habitation. After much discussion, it was decided to wait for now. This item will be dropped from the agenda for now but will be put back on the agenda in September.

Discuss/act on setting alternate location and dates for meetings during Town Hall renovations: The Village of Oostburg offices are available, but their meeting is also on the second Monday of each month. The regular Town Board meetings will temporarily be changed to the Wednesday evening following the second Monday of each month. Motion by Stan, seconded by Dave, to hold Plan Commission meetings and Regular Board meetings through October 2017 at the Village of Oostburg building located at 1149 Minnesota Avenue, Oostburg, WI, Motion carried.

Discuss/act on hiring of temporary administrative staff during and following the Town Hall renovation: Administrative and technical staff will be needed. Recognizing that some unforeseen items of an administrative and technical nature will come up during and shortly following the Town Hall renovation project, Stan moved and Dave seconded that the Administrative Committee Chairman, Steve Jones, or Town Chairman, Don Becker, be authorized to hire any individual that either finds has the proper skill for the task at hand and to expend up to \$5,000 for such services from May 2017 through January 2018 to facilitate smooth transition to the new Town offices. Don-Yes, Doug-Yes, Dave-Yes, Steve-Yes, Stan-Yes. Motion carried.

Discuss/act on the following Ongoing Issues

- a. Amsterdam Dunes Advisory Committee report. Nothing to report.
- b. Billing for Fire Dept. extrication services. No action taken.
- c. Town Hall Renovation. Steve briefed the Board on the current status.
- d. Employee Handbook including possible ST and /or LT disability insurance for full-time employees. No progress made.
- e. Spreadsheet for Building Inspector. Doug completed the spreadsheet and emailed to the

Building Inspector. Doug described the changes made. Dave mentioned that it was our intent to meet with Tom Huenink to go over the procedures for issuing permits and that we could review the spreadsheet at that time. Don asked Dave to schedule that meeting.

f. Possible change of cell phone service for Town employees. Don stated that the bills for current phone services are too high. He asked for help from Doug and Dave and indicated that would forward information he had previously gathered.

g. Training for appointed positions. This topic had been covered earlier in the agenda.

Committee Reports:

Administration – Steve reported that very good progress has been made on the organization of Town records and, assuming Sharon gets the answer from the State, the records that are not needed will be shredded at the shred event.

Roads –Stan reported that work will begin on Rauwerdink Road and Hoitink Road by the end of June, weather permitting. Doug asked about when the Town will mow certain vision corners. Nate Voskuil was at the meeting and said he will check into this matter.

Parks & Property –Doug reported that the Shred Event will take place on July 8th at the Oostburg State Bank parking lot. The charge will be \$2 per bag or box and there will be no limit on the number of bags or boxes an individual may bring. Doug also reported that there will be an inspection at the Recycling Center at 8:00 a.m. next Monday.

Public Safety - Dave said that there is nothing to report from the Oostburg Fire Dept. at this time. He reported that he had met with Cedar Grove regarding the Fire Dept joint ordinance. Dave also said that the Sherriff's Department contract is reactivated for the summer months There had been 35 and ½ hours of contract time for May with four warnings and three citations.

Public Input: Sharon asked what the Board plans to do with the new curtains from the stage area. The Board had no specific plans for them. Sharon then asked if possibly one of the schools would be able to use them for a secondary curtain on one of their stages. Sharon was asked to make some phone calls and get rid of the curtains if anyone wanted them. Don stated that he is insisting on having the minutes of the meetings in the Boards hands within one week of the meetings and that Sharon should send along a draft copy of the proposed agenda for the next month. She should then not send any more drafts until one week before the next meeting. Dave asked about the Salvation Ride held in July which usually uses the Hall as a stop off point for water and bathroom use. There were questions about safety during the construction. Dave will need to talk to Brad at Silvercrest Construction about this matter.

Motion by Stan, seconded by Steve to go into closed session. Steve-Yes, Stan-Yes, Don-Yes, Doug-Yes, Dave-Yes. Motion carried. The meeting went into closed session at 10:25 p.m.

Motion by Stan, seconded by Dave, to come back into open session. Steve-Yes, Stan-Yes, Don-Yes, Doug-Yes, Dave-Yes. Motion carried. Meeting back into session at 10:45 p.m.

Don reported that the Board had decided to have a resolution drafted to combine the offices of clerk and treasurer into a clerk/treasurer position for presentation to the Town electors in the fall budget meeting. Assuming that the electors approve the resolution to combine the positions, the current appointments of the clerk and treasurer will expire at the end of March 2017. Don also pointed out that there will be a transition period and that there could well be a significant deputy clerk position extending for some after the transition. Motion by Stan, seconded by Dave, to take a resolution combining the positions of clerk and treasurer of the Town of Holland to the Budget Electors meeting in November 2017. Dave-Yes, Doug-Yes, Don-Yes, Stan-Yes, Steve-Yes. Motion carried.

Public Input: Craig stated that he and his wife have discussed the matter and that they would no longer want the job of treasurer after the expiration of his term, but he strongly feels that the Town should continue to have a clerk and a treasurer due to better checks and balances with separate positions. Don stated that he had worked out a check signing schedule so that he and the clerk do not have to meet as frequently for that purpose, and that a last minute signing of a check or checks is unlikely.

Correspondence: All in the Packet.

Adjourn: Motion by Stan, seconded by Steve, to adjourn. Motion carried. Meeting adjourned at 11:00 p.m.

Respectfully Submitted,
Sharon Claerbaut, Clerk

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