

# Town of Holland

## Town Board Meeting Minutes

### Sheboygan County, Wisconsin

#### July 12, 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, July 12, 2017 at 7:30 p.m. This meeting was held at the Oostburg Municipal Building due to the Town of Holland Hall renovation project. The next several meetings will be held at this location until the renovation project is completed. The meeting night has also changed temporarily to the Wednesday evening following the second Monday of each month due to the availability of the Oostburg Municipal building. 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 June 14, 2017 Regular Board meeting were posted on the web site, and previously provided to the Board. There was a request to change the date in the heading of the minutes to June 14 instead of June 12. Motion by Dave, seconded by Steve, to approve the minutes with that one correction.. Motion carried

Record retention certification: Everything is up to date.

Public Input: Rhonda Klatt who is the clerk of the Wisconsin Towns Association – Sheboygan County Unit was present at the meeting, and reminded the Board of the upcoming quarterly meeting of the Sheboygan County Unit which will take place this Friday night at the Town of Rhine.

Financial/Treasurer's Report: Craig presented the June Financial Report. There were a few questions regarding the report some of which Sharon answered and one that she will check into on the computer. This question was about whether the Village of Cedar Grove was paid for the 2<sup>nd</sup> quarter of fire protection services. After checking Sharon reported that it was paid, but had been placed in the Cedar First Responders line item by mistake instead of in the Cedar Grove Fire Department line item. Motion by Steve, seconded by Dave, to approve the financial report. Motion carried.

Approval of Vouchers: Sharon had a couple of vouchers to add to the list. Don explained that the first Silvercrest Construction application (invoice) did not have the agreed upon retainer withheld. Further applications will have the retained applied to all items – labor and materials. This check will be withheld until Tom Dekker of Ambrose Associates reviews and approves it. The Sheboygan County Highway check will also be held until Nate Voskuil checks over that billing. Motion by Dave, seconded by Doug, to approve the voucher list with the stipulations. Motion carried.

Accounts Receivable: There was no report included in the packet, but there has been no change from last month. There are no accounts receivable at this time.

Plan Commission Recommendations: There were no recommendations to consider because the Plan Commission did not meet in July.

Set tentative timeline for budget activities: The date of September 18, 2017 at 1:00 p.m. was chosen to be the first budget planning meeting. It will be held in Stan's shop or in the Village of Oostburg Municipal building depending on the availability of the Oostburg location. Don will get worksheets out to each committee chairman for them to fill out. Don asked that the deadline for returning the filled out budget spreadsheets would be September 5<sup>th</sup> so that he can make out a tentative budget to be discussed on the 18<sup>th</sup>. Don will be gone from August 17<sup>th</sup> to September 4<sup>th</sup>. It was decided that the Board should appoint another person to get certified by Oostburg State Bank to sign checks when the Chairman is not available. Rhonda Klatt stated that she believes that this must be done by a resolution or ordinance. Don will look into this matter. The Board decided that the Chairman of the Administrative Committee, who is presently Steve Jones, would be the person to be certified. This will be acted upon at the August meeting with input from Gerry Antoine.

Discuss/act on possibility of getting insurance quotes: Steve will look into this, but stated that in the past Rural Insurance seemed to be the best choice, and was named as a good source by the Wisconsin Town's Association.

Discuss/act on ordinance regarding speed limits on Frontage Road and DeMaster Road: DeMaster Road is a road shared with the Village of Oostburg. Doug stated that he believed that there was no reason to lower the speed limit on Frontage Road. After much discussion on the matter there was a motion by Doug, seconded by Dave, that the ordinance draft should be changed to eliminate the proposed speed limit of 45 mph on Frontage Road, but to have a traffic study done there, to change Stokdyk- Ingelse Road to 35 mph, and to leave DeMaster Road as stated in the draft ordinance with the understanding that the Village of Oostburg pass a similar ordinance. Voice vote showed three (3) people in favor of the motion and two (2) people opposed. Motion carried by a 3 to 2 voice vote. Dave will check with the Village of Oostburg to see if they have passed the required ordinance on DeMaster Road.

Discuss/act on stored town records: Steve reported that all boxes of old records that had been deemed disposable after checking with the State and County Historical organizations had been shredded at the Shred Event held on July 8<sup>th</sup>. Rhonda Klatt, who had been hired by the Town

Board to go over old records, gave her final report on her work. This report is attached to these minutes.

Discuss/act on the following Ongoing Issues

- a. Amsterdam Dunes Advisory Committee report. Dave reported that the Committee will meet in September. There has not been much progress on invasive species, and they are working on an informational sign on the corner of Amsterdam Road and Sauk Trail Road.
- b. Billing for Fire Dept. extrication services. Nothing to report
- c. Town Hall Renovations.  
Update on progress – Don reported that the work is about 1½ weeks behind schedule, but he has been assured that they will be able to make that up.  
Color selectins/recommendations – The project is at a point where the Administrative Committee needs to make color selections, and tie in furnishings. They will meet tomorrow. Don has prepared a spreadsheet to track project change orders and to track the cost of the project relative to the budget of anticipated changes. Steve and Don met with two companies who will be preparing furniture recommendations and costs. The cost for furniture has been estimated to be in the area of \$10,000 - \$12,000. One of the firms volunteered their services at no cost to assist with color selections. Stan asked for documentation on possible damage to the holding tank, etc, due to the angles of entry when demolition of the stage area was done.
- d. Ice and snow strips on hall roof. Doug will look into this.
- e. Employee Handbook including possible ST and /or LT disability insurance for full-time employees. No progress made.
- f. Spreadsheet for Building Inspector. This item can be taken off of the agenda..
- g. Possible change of cell phone service for Town employees. This is connected to computer network and internet access. Dave and Doug will need to work towards a plan that can be implemented about the time the hall renovation is completed.
- h. Training for appointed positions. Nothing to act on at this point.

Committee Reports:

Administration – Nothing to report

Roads – Stan reported that there is trouble with the new mower tractor. It runs but does not move. The warranty expired in May. The anticipated cost to fix it is between \$4,000 and \$10,000, but we may be able to get the repairs done at a lower price. Stan also reported that Hoitink Road is completed, and they are working on Rauwerdink Road.

Parks & Property – Doug reported that the Shred Event went well. Our cost was \$160 versus \$220 last year. There was double the revenue and double the participation this year. People were enthusiastic and asked for another shred event next year. The date has already been set for July 14, 2018, from 8:00 a.m. to 11:00 a.m.

Public Safety - Dave said that there is nothing to report from the Fire Departments. He also

said that the Sherriff's Department reported 33 hours of contract time for June with two written warnings and one citation for speeding.

Public Input: Stan questioned the marketing reassessment for lakefront property. Luke Mack must give us a cost estimate on this. We need it for the budgeting process. Sharon had called Luke, but got no reply. She was asked to contact him again.

Correspondence: All in the Packet.

Adjourn: Motion by Stan, seconded by Doug, to adjourn. Motion carried. Meeting adjourned at 9:30 p.m.

Respectfully Submitted,  
Sharon Claerbaut, Clerk