

TOWN OF HOLLAND BOARD OF SUPERVISORS  
OFFICIAL PROCEEDINGS OF THE TOWN BOARD MEETING  
Town Holland Hall  
W3005 CTH G, Cedar Grove  
Thursday, November 30, 2017 1PM

1. CALL TO ORDER: Town Chair Donald Becker called to order the Board of Supervisors meeting at 1 pm at the Town of Holland Town Hall.
2. PLEDGE OF ALLEGIANCE: Chair Becker led the attendees in the Pledge of Allegiance.
3. CERTIFY WISCONSIN OPEN MEETING LAW HAS BEEN MET: Holland Clerk Sharon Claerbaut had previously certified to Chair Becker that the requirements of the Wisconsin Open Meeting Law had been met.
4. ROLL CALL:
  - a. Members Present: Town Chair Donald Becker, Town Supervisors Steve Jones, Stan Lammers, Dave Huenink, and Doug Hamilton
  - b. Members Absent: None
  - c. Others Present: Dan Gesch of Patheon Consulting, Town of Holland Administrative Assistant Janelle Kaiser (filled in for absent Holland Clerk Sharon Claerbaut)
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: All in favor to adopt the agenda as official order of business, motion carried.
6. DISCUSS/ACT ON INFORMATION TECHNOLOGY ISSUES FOR THE TOWN OF HOLLAND
  - a. APPLICATION SOFTWARE
    - i. Don Becker noted that Microsoft Office would be used by all employees of the Town, members of the Town of Holland Board, and members of the Town Plan Commission. Current and future employees of the Town will have an installed version of the software, whereas Board and Plan Commission members will likely subscribe to the online version.
      1. Dan Gesch of Patheon Consulting suggested that individual subscriptions to Microsoft Office may streamline the current Town processes related to document sharing for items such as delivering and correcting meeting minutes.
      2. Dan Gesch also suggested that Sharepoint, a web-based, collaborative platform that integrates with Microsoft Office, may be required to fulfill needs of the members. This platform will allow members to share and assign various levels of access to Town documents.

- ii. The future Town of Holland Clerk/Treasurer will have access to Quickbooks and tax software provided by Sheboygan County. Doug Hamilton will forward a software requirements specification to Dan Gesch when he receives them.

b. COMPUTERS/LAPTOPS

- i. The purchase of two new laptop computers for the Town was approved during the Town of Holland Board meeting on November 15, 2017. These computers will be used by two Town of Holland employees: the future Clerk/Treasurer, Janelle Kaiser, and the current Director of Public Works and Property, Nate Voskuil. Janelle Kaiser suggested that the computer used by the future Clerk/Treasurer, which will be stationed in the Clerk/Treasurer office of the Town Hall, could have a docking station and dual monitors for efficiency purposes. An entry-level notebook-style laptop will be purchased for the Director of Public Works and Property. Both laptops will access the Internet using a hotspot that will be located within the Holland Town Hall.

c. PERIPHERALS

- i. The purchase of a printer was discussed during the Town of Holland Board meeting on November 15, 2017. The printer would be located in the Town Hall and would be used by the Town Board, Plan Commission, and employees of the Town. After discussion between members of the Board and Dan Gesch of Patheon, it was concluded that Dan will assist the Board in obtaining potential prices for a printer. The device would likely be a quality, consumer-grade color printer with a document feeder that can scan legal size paper.

d. LAN

- i. The Board concluded that the use of a LAN (local area network) is not necessary at this time. The computers that will be onsite at the Town Hall will access the Internet via hotspot, which does not require the use of a LAN. The use of a LAN will be re-visited if certain changes are made, such as increased security requirements or voting machine technology advancements.

e. INTERNET

- i. After some deliberation, the Board concluded that there are three potential sources from which to obtain Internet access. Doug Hamilton will compare the prices and data transfer speed of the following options:
  - 1. Verizon Wireless - Hotspot and cell phone package. The hotspot would serve as the Town Hall's Internet access, and the cell phone would be used by the Director of Public Works and

Property. The cell phone will have a data package so that the Director can access the Internet via mobile device while conducting Town business.

2. US Cellular - Hotspot and cell phone package. The description of use for this service would be identical to that of Verizon Wireless.
  3. Frontier, Cellcom, and US Cellular - Current data plan for the Town. Frontier is available for landline services, Cellcom provides cell phone service for the Director of Public Works and Property, and the Town currently utilizes US Cellular hotspots to obtain Internet access.
- ii. Don Becker requested that Doug Hamilton have this comparison completed by the next Board meeting, which will be held at the Town Hall on December 11th, 2017. A decision related to Town Internet access will be made at that meeting.

f. OTHER

i. Phone Service

1. The board agreed to pursue one of following three options, and Doug Hamilton was tasked with obtaining cost information the next board meeting, related to phone service for the Town employees:
  - a. Cell phone provision for both the Clerk/Treasurer and the Director of Public Works and Property
  - b. Stationary cell phone service, located at the Town Hall, for the Clerk/Treasurer and cell phone provision to the Director of Public Works and Property
  - c. Landline service, located at the Town Hall, for the Clerk/Treasurer and cell phone provision to the Director of Public Works

ii. Email

1. There was a brief discussion regarding email.
  - a. Don Becker noted that the Board would like to hear any solutions that Dan Gesch may have surrounding email message retention. Dan mentioned that journaling and archiving services may be available to the Town of Holland to help manage this request with help from Patheon. Dan also mentioned that Dave Huenink could check with the Town email service provider to confirm whether or not the provider includes or could provide an archiving service.
  - b. There was discussion related to email addresses being used by Board and Plan Commission members. In order to help comply with statutes related to email retention, it is possible that the Town email service provider could

provide Town-specific email addresses for all Board and Plan Commission members. Don Becker noted that he would like Dan's consult related to moving all Town-related email over if new email addresses are created.

7. ADJOURN: Motion by Becker, seconded by Lammers, all voting in favor to adjourn, motion carried. Time: Approximately 3:45 pm.

Submitted by: Janelle Kaiser  
Interim Town of Holland Administrative Assistant