

Town of Holland

Town Board Meeting Minutes

Sheboygan County, Wisconsin

December 11, 2017

The monthly meeting of the Town of Holland Board was called to order by Chairman Don Becker at 7:30 p.m. on Monday, December 11, 2017. This meeting was the first Town Board meeting to be held in the newly renovated Town Hall, and was held in the new Conference Room. 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. Our sympathy was expressed to Stan in the passing of his sister. Don introduced Janelle Kaiser who has recently been hired to work with the clerk until Clerk Sharon Claerbaut and Treasurer Craig Droppers' appointments expire at the end of March 2018, and then Janelle will become the first clerk/treasurer of the Township. We welcome her.

Adopt Agenda as official order of business: Don asked that we strike item 13 'Discuss/act on resolution dealing with setting parameters triggering the need for a reassessment' and place it on the agenda for January 2018. Motion by Stan, seconded by Doug, to adopt the agenda with the revision as the official order of business. Motion carried.

Minutes of the November 15, 2017 Regular Board meeting, the November 22 Special Board meeting, and the November 30, 2017 Special Board meeting were posted on the web site, and previously provided to the Board. Motion by Stan, seconded by Steve, to approve the minutes of all three meetings as presented. Motion carried

Record retention certification: Everything is up to date.

Public Input: David Veldboom was present at the meeting as a Town resident, and he also works for Patheon Consulting, the company that is assisting with the newly purchased laptop computers. Mr. Veldboom was asked a few questions about 'Quick Books', the program the Town has been using for payroll and all financial operations. The newest version of 'Quick Books' will be purchased and installed on the new computer.

Financial/Treasurer's Report: Craig presented the October Financial Report. Motion by Stan, seconded by Dave, to approve the financial report as presented. Motion carried.

Approval of Vouchers: Sharon asked that several vouchers be added to the voucher list. Dave Huenink asked that we pay the 4th quarter of our obligation to the Village of Cedar Grove for our portion of the Cedar Grove Fire Dept. of \$18,900 and our 4th quarter portion of the Cedar Grove

First Responders to the Village of Cedar Grove in the amount of \$3,050. Don Becker and Steve Jones will be reimbursed for a number of items that they had paid with their personal credit cards for items for the hall renovations and furnishings. Motion by Dave, seconded by Doug, to approve the voucher list with the additions. Motion carried.

Accounts Receivable: There was no report included in the packet, because there are no accounts receivable at this time.

Plan Commission Recommendation: None. The December Plan Commission meeting was cancelled because there was not much business to address.

Discuss/act on the training and transfer of duties for the clerk and treasurer with regard to timing, location of training, the physical move of town assets to the Town Hall and preliminary Town Hall office hours: it was decided that the Superintendent of Roads and his assistant along with Board member volunteers will meet at 10:00 a.m. on January 3, 2018 to get items from Sharon's home to be placed and organized in the new office. Janelle suggested that public office hours would be Wednesdays from 5:30 p.m. to 7:30 p.m., Thursdays from noon until 2:00 p.m., and Fridays from 9:00 a.m. until 11:00 a.m. These hours will be on a temporary basis until determined if this works out well or if the hours need to be changed. Sharon will work the Thursday and Friday hours and Janelle will work the Wednesday hours. Sharon was asked to publish the public office hours, the new phone number for the office as (920) 668-6625, and the new mailing address as W3005 County Road G, Cedar Grove, WI 53013. The publication will appear in the Lakeshore Weekly and The Sounder.

Discuss/act on Town Hall Custodian job description: Janelle will take over the scheduling of the Hall rentals. Motion by Dave, seconded by Stan, to adopt the job description with the change to the activity calendar being handled by Janelle. Motion carried.

The Board may go into closed session to confer with legal counsel under Section 19.85 (1) (g) of the Wisconsin Stats. The Board will come back into open session following the closed session: Don-Yes, Stan-Yes, Steve-Yes, Dave-Yes, Doug-Yes. Motion carried. Board into closed session at 8:50 p.m.

Motion by Doug, seconded by Don, to come back into open session. Don-Yes, Stan-Yes, Steve-Yes, Dave-Yes, Doug-Yes. Motion carried. Meeting back into open session at 9:10 p.m.

Motion by Save, seconded by Doug, that we approve up to \$4,000 on additional hall renovation expenditures identified by Building Inspection. Doug,-Yes, Steve-Yes, Stan-Yes, Don-Yes, Dave-Yes. Motion carried.

Discuss/act on the following Ongoing Issues:

- a. Amsterdam Dunes Advisory Committee report. No report
- b. Billing for Fire Dept. extrication services. No report

- c. Town Hall Renovations/restroom and kitchen repairs in the Town Hall addition area. Don will meet with contractors. The renovations are to be completed by the end of March 2018.
- d. Ice and snow strips on hall roof. Doug reported that this will be done by the end of this week.
- e. Possible change of cell phone service for Town employees. Motion by Steve, seconded by Stan, to select Verizon for cell phone service for the clerk/treasurer's desk, cell phone service for Nate, and hot spots for the internet service. Steve-Yes, Stan-Yes, Don-Yes, Doug-Yes, Dave-Yes. Motion carried. Email retention was also discussed. Dave explained that the current way emails are saved is just on our PC's, but we should have a system to save all emails. This can be done for \$19.75 per year. Motion by Steve, seconded by Stan, to purchase an HP all in one printer, Model # 477FDW for \$578.99. The motion was carried by a unanimous voice vote.
- f. DeMaster Road Railroad Crossing Warning: Nothing until next spring.
- g. Culvert replacement by Jason Ewer. Don has written a letter to Jason Ewert stating his options regarding the culvert he had placed at his property.
- h. Review and modification of ordinance for minimum culvert size. Don will draft an ordinance modification.
- i. Ordinance Regarding Cedar Grove Fire Dept. Volunteer Funds for new Jaws unit, quoted for about \$25,000. Motion by Dave, seconded by Steve, to adopt the ordinance, a duplicate of which the Village of Cedar Grove has already adopted. Stan-Yes, Dave-Yes, Steve-Yes, Doug-Yes, Don-Yes. Motion carried. The Cedar Grove Fire Department has asked to purchase the unit. Motion by Stan, seconded by Don, to authorize the Cedar Grove Fire Department to expend up to \$27,000 on the new Jaws unit. Dave-Yes, Steve-Yes, Doug-Yes, Stan-Yes, Don-Yes. Motion carried.

Committee Reports:

Administration – Steve has checked on voting machines.

Roads –Nothing to report.

Parks & Property –Doug reported that we need to tighten up on turning in fees from the recycling center in a more timely manner..

Public Safety – Dave reported 25.5 hours of Sheriff's Dept. contract time for October with four written warnings, three verbal warnings, and one arrest. Dave said that regarding the repair of the Cedar Grove Fire Department Engine 61, a Village Board member has volunteered to drive the truck up to Darley for the repair work and will go back to pick it up. Dave also reported that Oostburg Fire now also has a 1993 engine with a broken pump. It can be repaired in January 2018 for an estimated \$3,000 to \$6,000 split evenly between the four fire partners. This engine is too old for replacement parts. Motion by Dave, seconded by Doug, for repair not to exceed our portion of the possible \$6,000 for emergency repairs to the Oostburg Fire Dept. pumper engine. Dave-Yes, Doug-Yes, Don-Yes, Stan-Yes, Steve-Yes. Motion carried.

Public Input: Don gave a brief update on the DeWitt Road property issue.

Correspondence: Sharon presented a letter from Judi O'Connell which Don read to the Board thanking the Board for the opportunity she had to work with the clerk for the past 10 years, stating that she will officially resign as of the end of the year, and expressing her willingness to come in to train the new clerk/treasurer in the duties that she had taken care of. The Board agreed that they wanted to thank Judi for her service to the Township. Don will draft a letter, and Sharon was asked to purchase a gift card from a local restaurant as a token of their appreciation for Judi's service. Don also will draft a letter to the Village of Oostburg expressing our appreciation for allowing us to use their meeting room for our meetings during the Town Hall renovation process. Doug commented on this being our first meeting in the newly renovated Hall, and expressed his thanks and appreciation for all of the work done by Don and Steve regarding this project. Stan had brought in cookies to share with Board members and guests in celebration of the completion of the renovation project. We thank him for the treats.

Adjourn: Motion by Steve, seconded by Doug, to adjourn. Motion carried. Meeting adjourned at 10:55 p.m.

Respectfully Submitted,
Sharon Claerbaut, Clerk

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