

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
Town Holland Hall
W3005 County Road G, Cedar Grove
Monday, February 12, 2018 7:30 PM

1. CALL TO ORDER: Town Chair Donald Becker called to order the Board of Supervisors monthly meeting at 7:30 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: Clerk Sharon Claerbaut certified 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, Doug Hamilton, and Dave Huenink
 - b. Members Absent: None
 - c. Others Present: Treasurer Craig Droppers, Town Clerk Sharon Claerbaut, Interim Administrative Assistant Janelle Kaiser, and a member of the Sheboygan County Sheriff's Department
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: Supervisor Jones made a motion to move item 19 up to item 14 and to approve agenda as modified. Motion was seconded by Supervisor Huenink and carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES: A motion to approve the minutes as presented was requested by Chair Becker. A motion to approve was made by Supervisor Hamilton and seconded by Supervisor Huenink. Motion to approve the January 8, 2018 minutes as presented carried by unanimous voice vote.
7. RECORD RETENTION CERTIFICATION: Holland Clerk Sharon Claerbaut certified that everything is up to date.
8. PUBLIC INPUT: Treasurer Craig Droppers received a compliment on behalf of the local volunteer fire departments that worked together to put out a fire in the Town earlier this month. A new resident commented on a job well done, giving high praise to our local volunteer departments' performance at the fire and the caliber of their volunteer work.
Clerk Sharon Claerbaut stated that the fire department responded to a car accident on Interstate 43 earlier this year. Supervisor Lammers recalled a Town of Holland billing requirement regardless of fire, and Supervisor Huenink agreed. Clerk Claerbaut and Interim Administrative Assistant Janelle Kaiser will follow up on this procedure and ensure appropriate billing measures are taken.

9. FINANCIAL/TREASURER'S REPORT: Town Treasurer Craig Droppers provided the January financial report. Craig stated that property tax collection is complete, and payout will occur soon. Chair Becker inquired about the status of the Town's tax collection. Craig noted that collection is on par when comparing January's financial report to that of January 2017. After providing his report, Craig Droppers commented on an assessment previously completed on Keith Dulmes' property. An assessor error occurred, and the error was included in the submitted tax roll. This error may be addressed in the upcoming Board of Review meeting.
Chair Becker requested that three corrections be made to the January profit and loss statement to improve presentation and accuracy. The corrections were noted by Clerk Claerbaut and Janelle Kaiser and will be addressed prior to the March board meeting.
Supervisor Jones made a motion to approve the financial report as presented; Supervisor Lammers seconded the motion. Motion carried by unanimous voice vote.
10. APPROVAL OF VOUCHERS: Interim Administrative Assistant Janelle Kaiser requested to add one item to the February voucher list and that the dollar amount of three vouchers be changed. Clerk Sharon Claerbaut requested that two invoices be added to the voucher list. Chair Becker stated that an invoice related to Town hall improvements was received and paid; this invoice will be added to the March voucher list as paid. Supervisor Hamilton stated that his personal schedule may not allow him to review invoices prior to the March board meeting. Chair Becker suggested that these payments be placed on the March voucher list. He explained that the board has authorized payment in the past pending subsequent review and favorable findings by the responsible Supervisor. Supervisor Huenink made a motion to approve the modified voucher list; Supervisor Jones seconded the motion. Motion carried by unanimous voice vote.
11. ACCOUNTS RECEIVABLE: A check in the amount of \$154.40 will be received from Frontier Communications, the Town's former telephone service provider, because of a credit on the Town's account as of the contract cancellation date.
12. APPOINT SALARY COMMITTEE FOR ELECTED OFFICIALS: Chair Becker suggested that board supervisor salaries be reviewed, as many years have passed since the last review. Chair Becker welcomed open discussion amongst the supervisors, during which Supervisor Huenink agreed that a review of these salaries would be appropriate. Supervisor Huenink suggested that research could be completed before the April annual meeting if things progressed quickly and made a motion that Chair Becker identify salary committee members. Supervisor Lammers and Clerk Claerbaut stated that they could provide names of potential committee members. Motion carried by unanimous voice vote.
13. PLAN COMMISSION RECOMMENDATIONS: The Town's Plan Commission has drafted an ordinance to adopt amendments to the current zoning ordinance, Chapter 330 of the Town of Holland code. The ordinance includes several opportunities to improve the zoning ordinances in non-farmland preservation zoning districts, which will not affect the DATCP recertification that the Town went through in 2015-2016. Chair Becker provided a summary of the work the commission has completed and included a draft copy of the ordinance for adopting the zoning ordinance changes for the board's review. Chair Becker provided a supplement in the form of a handout that outlined the zoning framework of the "A" districts, which aided in the explanation of the proposed ordinance

updates. Chair Becker explained each opportunity to enhance the current ordinances affecting primarily non-farmland preservation zoning districts. The board directed the Plan Commission to proceed with the public hearing on the draft ordinance changes.

Chair Becker also presented a resolution to approve the formal recognition of the “Town of Holland Transitional Area Map.” A copy of the Town of Holland transitional area map was provided to supplement the resolution. The board will review these documents and a vote on this resolution will occur at the March board meeting.

14. CLOSED SESSION: Chair Becker moved that the Board enter closed session at 9:00pm; the motion was seconded by Supervisor Jones. Motion carried by unanimous roll call vote. The closed session occurred to discuss matters under Section 19.85(c) of the Wisconsin Stats, ‘considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.’ The Board returned to open session at 9:22pm following a motion made by Supervisor Lammers; seconded by Supervisor Hamilton. Motion carried by unanimous roll call vote. Supervisor Jones was excused from the meeting at 9:24pm.

15. DISCUSS/ACT ON PURCHASES RECOMMENDED TO SUPPORT CLERK-TREASURER POSITION: Interim Administrative Assistant Janelle Kaiser recommended that two purchases be made. The first is a product license for Adobe Acrobat to utilize the application software and web services to complete various job duties. The recommendation included supplemental documentation of pricing and availability. The second is a carrying case for the Clerk-Treasurer laptop to protect the hardware during times of travel. Chair Becker made a motion to approve the purchase of the carrying case and a standard perpetual Adobe Acrobat product license based on the assumption that the license is transferrable in the case of hardware failure. Supervisor Huenink seconded the motion. Motion carried by unanimous voice vote. Janelle Kaiser stated that she will follow up on the transferability of the product license prior to purchase.

16. DISCUSS/ACT ON BUILDING INSPECTOR PAYMENT STRUCTURE: Supervisor Lammers has begun research on this topic and will continue his efforts to provide feedback. This will continue to be a topic of discussion at next month’s board meeting.

17. DISCUSS/ACT ON ONGOING ISSUES:
 - a. AMSTERDAM DUNES ADVISORY COMMITTEE – The previously scheduled January meeting was canceled and rescheduled in February.

 - b. BILLING FOR FIRE DEPT. EXTRICATION SERVICES – Supervisor Huenink presented the current draft of an ordinance that would allow billing for certain costs of emergency services provided by the Town. These services include usage of extrication equipment due to high cost of maintenance (e.g., Jaws of Life) and the usage of consumable materials, including but not limited to oil and gas absorbent materials. Supervisor Huenink noted that the ordinance should be adopted by all four Oostburg Fire Partners municipalities. This adoption would include a requirement for the municipalities to maintain fee schedules that include the jointly agreed upon billable services and materials.

- c. HALL RENOVATION – Chair Becker reported that a majority of the renovation is complete, but the project has not yet been closed out due to a few loose ends. These loose ends consist of work that cannot be completed until the weather is warmer. Chair Becker noted that Matt McClelland from Silvercrest will be stopping by to wrap up a few smaller items on Wednesday, February 14th.
Becker also reported that the hall kitchen and bathroom improvement project is running smoothly and will be completed in a timely manner. Becker stated that it has been a pleasure working with the local contractors contributing to this project.
- d. ICE AND SNOW STRIPS ON TOWN HALL ROOF – Supervisor Hamilton reported that the installation of ice and snow strips on the west side of the hall roof is complete. Installation on the east side of the hall roof will be completed when the weather is warmer. Supervisor Hamilton also noted that a few icicles have been spotted on the side of the hall. The areas of these icicles will be examined and any issue causing them to develop will be diagnosed soon and corrected.
- e. PHONE SERVICE CHANGE – Supervisor Hamilton stated that the Town received a credit from Verizon to mitigate cancellation charges incurred from Cellcom as a result of the Town’s phone service change. He also confirmed that Verizon account maintenance will be completed before the next board meeting. Chair Becker requested that Supervisor Hamilton change over personal contact information for one of the accounts to that of the town as soon as practicable.
- f. DEMASTER ROAD RAILROAD CROSSING WARNING - No new business to report; further discussion will take place in Spring 2018.
- g. CULVERT REPLACEMENT BY JASON EWERT - A letter was sent to Jason in 2017 regarding a culvert replacement, to which the Town received a response earlier this month. Chair Becker stated that Mr. Ewert elected to keep the existing culvert and enter a land covenant, the cost of which would be covered by Jason Ewert. Jason inquired about who has jurisdiction over this matter and Chair Becker confirmed that the Town of Holland holds jurisdiction. Chair Becker will follow up with Mr. Ewert to inform him of this.
- h. BOX STRUCTURE CHANGES: The Town is currently working towards completion of an electronic records project. The purpose of the project is to organize and digitize both current and historical records of the Town. An electronic file sharing service called ‘Box’ will be used to facilitate completion of this project. Access to ‘Box’ has been granted to Chair Becker, Supervisor Huenink, Interim Administrative Assistant Janelle Kaiser, and Director of Public Works Nate Voskuil. Supervisor Huenink and Chair Becker will meet in the month of February to discuss project progress, after which they will meet with Janelle to finalize the file structure and identify all action items.

- i. DISCUSS/ACT ON UPDATED HALL RENTAL AGREEMENT AND APPLICATION – Supervisor Huenink provided a revised draft copy of the current hall rental agreement and application. Chair Becker requested that a few changes be made before the Board votes upon these documents at the March board meeting.

18. COMMITTEE REPORTS

- a. ADMINISTRATION – No new business to report.
- b. ROADS – Supervisor Lammers stated that the bidding process for work to be completed on Town bridges will start on February 13th, 2018.
- c. PARKS AND PROPERTY - No new business to report.
- d. PUBLIC SAFETY – Supervisor Huenink reported that an analysis of the 2017 fire department call logs has been completed, consolidating data from the fire departments and Sheboygan County dispatch.

19. PUBLIC INPUT - Chair Becker requested that the Board provide any suggestions for potential Plan Commission candidates. An advertisement to notify the public of open positions will be drafted by Interim Administrative Assistant Janelle Kaiser and subsequently posted in the Lakeshore Weekly.

20. CORRESPONDENCE – No new business to report.

21. ADJOURN – Chair Becker made a motion to adjourn the meeting at 10:30 PM, Supervisor Lammers seconded. Motion carried by unanimous voice vote.