

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

1. CALL TO ORDER: Town Chair Donald Becker called to order the Board of Supervisors monthly meeting at 7:35 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: Interim Administrative Assistant Janelle Kaiser 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, and Dave Huenink
  - b. Members Absent: Town Supervisor Doug Hamilton
  - c. Others Present: Treasurer Craig Droppers, Town Clerk Sharon Claerbaut, Interim Administrative Assistant Janelle Kaiser, and residents David Veldbloom, Todd Johnson, and Elizabeth Jentges
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: Motion by Lammers, seconded by Jones, to adopt the agenda as presented; the motion was carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES: Motion by Huenink, seconded by Lammers, all voting in favor of approving the minutes from the February 12, 2018 board meeting with one minor addition. Motion carried by unanimous voice vote. The addition was made as follows:
  - a. Page 2, under "Financial/Treasurer's Report", Paragraph A, seventh line: "County Treasurer Laura Henning-Lorenz will be working to resolve this error. "
7. RECORD RETENTION CERTIFICATION: Holland Clerk Sharon Claerbaut certified that everything is up to date.
8. PUBLIC INPUT: None.
9. FINANCIAL/TREASURER'S REPORT: Motion by Lammers, seconded by Jones, to approve the financial/treasurer's report as presented; the motion was carried by unanimous voice vote.
10. APPROVAL OF VOUCHERS: Janelle Kaiser added one item to the voucher list. Motion by Huenink, seconded by Lammers, to approve the modified voucher list; the motion carried by unanimous voice vote. Motion by Huenink, seconded by Lammers, authorizing Chair Becker or Supervisor Jones to approve payment of invoices related to the Town Hall Improvements project prior to the April board meeting; the motion was carried by unanimous voice vote.

11. ACCOUNTS RECEIVABLE: Clerk Sharon Claerbaut reported that the Town will send a billing notice to the insurance company of a driver who received services from the Cedar Grove Fire Department in response to a car accident on I-43 near Smies Road earlier this year.
12. PLAN COMMISSION RECOMMENDATION
  - a. DISCUSS/ACT ON A REQUEST BY TODD JOHNSON FOR A MINOR LAND DIVISION: The property is located on Pine Beach Rd S, parcel number 59006074470 (2.71 acres, zoned R-1). Supervisor Huenink gave a summary of the minor land division, referencing the certified survey map provided to the board by Todd Johnson. Motion by Becker, supported by Lammers, to approve the request by Todd Johnson for a minor land division; the motion was carried by unanimous roll-call vote.
  - b. DISCUSS/ACT ON A REQUEST BY PETER DEPAGTER FOR A REZONING: The property is located at N1998 Sauk Trail Road, parcel number 59006072620 (9.01 acres, zoned A-3). Rezoning to A-5 is requested for approximately 3.0 acres which includes the existing house and outbuildings. Motion by Lammers, seconded by Jones, to approve the rezoning request by Peter DePagter, contingent upon the Sheboygan County Planning Department completing the boundary line adjustment associated with the request; the motion was carried by unanimous roll-call vote.
13. DISCUSS/ACT ON ADVERTISEMENT IN LOCAL PAPERS FOR ANNUAL MEETING: Chair Becker requested that a meeting notice be posted in the Lakeshore Weekly, the Sounder, and the Sheboygan Press. The notice should include an additional paragraph notifying residents that Clerk Sharon Claerbaut and Treasurer Craig Droppers will be honored for their years of service at the meeting. Residents and those who worked with Sharon and Craig will be encouraged to attend. Janelle Kaiser will draft an advertisement to appear in local publications in early April.
14. SET DATES FOR BOARD OF REVIEW AND OPEN BOOK: The Township assessor requested that the Open Book and Board of Review be scheduled for June 13<sup>th</sup> from 4-6pm and June 20<sup>th</sup> from 4-6pm, respectively. There will be a brief Board of Review meeting prior to the start of the May board meeting to announce that the tax roll is not ready for review due to a market update. At that session, it will be announced that the Board of Review will recess until June 20<sup>th</sup> at 4pm. Becker requested that the posting for the initial Board of Review meeting clearly state that no business will be conducted at the meeting due to above stated reason and that the meeting will be recessed to the above date.
15. APPOINT CLERK-TREASURER, PLAN COMMISSION CLERK, AND BOARD OF APPEALS CLERK FOR ONE-YEAR TERM: Motion by Jones, supported by Lammers, to appoint Janelle Kaiser as the Clerk-Treasurer, Plan Commission clerk, and Board of Appeals clerk, effective April 1, 2018 through March 31, 2019. The motion was carried by unanimous roll-call vote.
16. DISCUSS/ACT ON CLERK-TREASURER OFFICE HOURS AND BACK-UP PROCEDURE: The Clerk-Treasurer's office hours will be modified upon her appointment, effective April 1, 2018. The Clerk-Treasurer will be available to the public on Wednesdays from 5:30-7:30pm, Thursdays from 4-6pm, and Fridays from 8-10am. In the event of Janelle's absence, Sharon Claerbaut will fill in as her schedule allows.

17. APPOINT WEED COMMISSIONER FOR ONE-YEAR TERM: Motion by Lammers, supported by Jones, to appoint Michael Kuffel as Weed Commissioner, effective April 1, 2018 through March 31, 2019, contingent upon his acceptance of the position. The motion was carried by unanimous voice vote.
18. APPOINT BOARD OF APPEALS EXPIRING TERMS: Motion by Lammers, supported by Huenink, to re-appoint Terrell Roerdink to the Board of Appeals for a three-year term; the motion was carried by unanimous voice vote.
19. APPOINT PLAN COMMISSION EXPIRING TERMS: Eugene Schmitz and Trevor Mentink, current members of the Plan Commission, have terms expiring in 2018 and will be stepping down. Chair Becker nominated Craig Droppers, Bryan Kaiser, and Faith Opsteen for appointment to the Plan Commission for three-year terms. Two will be appointed as alternates and one will join as a voting member. Motion by Huenink, seconded by Lammers, to appoint Craig Droppers, Bryan Kaiser, and Faith Opsteen to the Plan Commission and to allow the Chairman to decide who will serve as a voting member and who will serve as alternates. The motion was carried by unanimous voice vote.
20. DISCUSS/ACT ON HALL CUSTODIAN POSITION, HALL JANITORIAL SERVICE, AND ASSIGNMENT OF HALL RENTAL RESPONSIBILITY: Chair Becker recommended that the board approach a change in the handling and distribution of duties related to the hall custodian position. The Town Hall has undergone numerous changes over the years, particularly the last year, resulting in reduced duties for the hall custodian. The Town has invested in technology that will fulfill several requirements of the position, such as locking the hall and adjusting the thermostats. There is also a potential for increased foot traffic after the renovation, therefore consistent cleaning and maintenance will be required. The Clerk-Treasurer will be assuming responsibility of hall rental management beginning in April 2018. Considering these factors, Becker recommended that the Town eliminate the hall custodian position, pursue a contract with a cleaning service, and transfer other duties to the Clerk and the Director of Public Works. Following some discussion, Jones made a motion that was supported by Huenink to eliminate the hall custodian position and pursue a contract with a cleaning service; the motion carried by unanimous voice vote.
21. DISCUSS/ACT ON THE DISPOSITION OF THE TOWN HALL SOUND SYSTEM: The sound system was purchased several years ago to counteract reverberations in the Town Hall. Reverberations have decreased exponentially since the renovation; therefore, it has been determined that the sound system is no longer needed. Motion by Becker, supported by Huenink, to list the sound system on the Wisconsin Surplus Online Auction website. If the unit does not sell there, the Town will either donate or recycle the system. The motion carried by unanimous voice vote.
22. DISCUSS/ACT ON DISPOSITION OF TOWN COMPUTER EQUIPMENT: Supervisor Huenink stated that the Town is in possession of four computers (three laptops and one desktop) purchased in 2006, 2009, 2011, and 2013. The Town also owns two older printers, one of which was purchased in 2012 and used by the Plan Commission Clerk. This printer has a worn drum and is not cost effective to repair. The second printer was used by Clerk Claerbaut for many years at her home office. Treasurer Droppers mentioned that he has a desktop computer from many years ago that is not in use and could be disposed of and an HP printer that is still used. Motion by Lammers, seconded by Jones, to recycle the outdated computer equipment. However, before doing so the Town will offer the equipment at no cost to the respective former town employee. The motion was carried by unanimous voice vote. Huenink will handle the dispositions of this equipment.

There was discussion of the remaining laptop, purchased in 2013, being utilized at the Town Hall by any assistant to the Clerk-Treasurer. This laptop would need application software installed and will be addressed at a future meeting.

23. DISCUSS/ACT ON TOWN ADMINISTRATIVE PROTOCOLS AND POLICIES: Supervisor Huenink proposed to draft five policies for the Town to consider adopting as we adjust to technology and personnel changes. The board expressed support of Huenink's proposal, and it was determined that he would prepare a draft sample policy to be presented at the next board meeting.
24. DISCUSS/ACT ON SIGNATORIES FOR ALL OOSTBURG STATE BANK ACCOUNTS: Motion by Lammers, seconded by Jones, to terminate the current signature card on March 31, 2018; effective April 1, 2018 to authorize a new signature card with signatories including Chair Don Becker, Administrative Committee Chair Steve Jones, Clerk-Treasurer Janelle Kaiser on all accounts at Oostburg State Bank; and to authorize current Clerk Sharon Claerbaut (Clerk Assistant effective April 1) as signatory on the Town's checking account only. Clerk Claerbaut will remain an employee of the Town after her appointment ends on March 31, 2018 and can sign on behalf of Janelle Kaiser in the event of her absence. The motion was carried by unanimous voice vote.  
Becker will provide a letter to the bank requesting the change. A new signature card will be issued for all accounts.
25. DISCUSS/ACT ON SIMPLE IRA ADOPTION AGREEMENT: Chair Becker stated that he is waiting for documents from Mersberger Financial Group related to a change in platform agreement. This agreement would modify the Simple IRA adoption agreement the Town has with appointed and hired employees and would allow for the immediate start of IRA benefits for employees that are anticipated to make more than \$5,000 per year. Becker requested a motion to modify the Simple IRA adoption agreement to allow for the immediate start of IRA benefits for employees that qualify to receive them. Supervisor Jones motioned to modify the agreement; Supervisor Lammers supported the motion, adding a recommendation that Becker meet with Mersberger Financial Group in person. Becker should follow up with Mersberger Financial Group to ensure the modification of the Town's Simple IRA agreement.
26. ONGOING ISSUES:
  - a. AMSTERDAM DUNES ADVISORY COMMITTEE
    - i. Supervisor Huenink reported that there is an opportunity for restoration funding from the State of Wisconsin, similar to the Wetland Mitigation Bank program the County participates in. This opportunity would apply to land that didn't qualify for the Wetland Mitigation program. The Amsterdam Dunes Advisory Committee recommended applying for the restoration grant for funding to restore woodland that has been affected by the emerald ash borer.
    - ii. Supervisor Huenink also noted that the cost recovery of the Amsterdam Dunes entire purchase price is already at about 90%. No wetland mitigation credits have been sold to date.
  - b. BILLING FOR FIRE DEPARTMENT EXTRICATION SERVICES: Supervisor Huenink presented a draft ordinance with modified wording discussed in prior meetings. Huenink will draft the ordinance in the proper format so the Town of Holland can consider adoption of the ordinance. The ordinance will be drafted with the current standard wording and should be voted upon at the April board meeting.

- c. TOWN HALL RENOVATION:
  - i. Becker reported that there are very few items left on the punch list for the project; these items will be completed when the weather warms up. This includes handrail modifications as well as coating and striping the parking lot. Following Becker's report, Lammers suggested that a sidewalk with a curb be installed on the west side of the building to increase safety in the parking lot. The sidewalk would connect the north and west entrance walkways. Board members expressed interest in this suggestion and Becker noted that he would discuss the matter with Nate Voskuil. On a related note, Becker reported that the Town will need to install pilasters on the east side of the building to protect the structure, as well as a guardrail in front of the ravine next to the east parking lot.
  - ii. The kitchen and bathroom improvement project is nearly complete. At the time of the meeting, the installation of two storage doors was the only item that remained on the punch list.
  - iii. Becker also reported that the service window in the Clerk's office is set to be installed soon.
- d. ICE AND SNOW STRIPS ON HALL ROOF: Pending installation on the north side of the building. This item will remain on the agenda and should be discussed at the April board meeting.
- e. CELL PHONE SERVICE CHANGE, COMPUTER, SERVER, AND INTERNET SERVICE TO TOWN HALL: No new business to report. This will remain on the agenda and should be discussed at the April board meeting.
- f. DEMASTER ROAD RAILROAD CROSSING WARNING: No new business to report.
- g. CULVERT REPLACEMENT BY JASON EWERT: No new business to report, but Becker will touch base with Jason soon.
- h. BOX STRUCTURE CHANGES: Supervisor Huenink met with both Becker and Janelle Kaiser on separate occasions to discuss progress with the electronic records project. Supervisor Huenink provided a brief update to the board about the project and Becker suggested that the projector may be used at the April board meeting to provide a demonstration of how BOX works and how the Town plans to utilize its properties.
- i. DISCUSS/ACT ON UPDATED HALL RENTAL AGREEMENT AND APPLICATION: The latest version was provided in the meeting packet for the board's review. Motion by Jones, supported by Becker, to adopt the updated hall rental agreement and application as presented. Motion passed by unanimous voice vote.
- j. DISCUSS/ACT ON PLAN COMMISSION RECOMMENDATION FOR ZONING ORDINANCE CHANGES AS WELL AS ADOPTING THE PROPOSED TRANSITIONAL AREA MAP: No new business to report. This will be discussed at the April board meeting after a Public Hearing before the Plan Commission.
- k. DISCUSS/ACT ON BUILDING INSPECTOR WORKFLOW AND PAYMENT STRUCTURE: Supervisor Lammers continues to do research on this topic. He has collected data from a few towns similar in size and scope. This topic will carry over to next month, and Lammers will collaborate with Hamilton about revamping the current spreadsheet used to manage building inspector payments.

- I. DISCUSS/ACT ON REVALUATION OF PROPERTY TAXES POLICY OR RESOLUTION: Becker has drafted and provided a policy to board members that will be discussed at the April board meeting. He noted that the numbers can be changed, but the concept has been outlined in the draft. The draft policy will be included in next month's meeting packet.

## 27. COMMITTEE REPORTS

- a. ADMINISTRATION: Steve Jones discussed an ordinance that was recently passed by the Village of Random Lake. The ordinance is related to short-term rentals and could be pertinent in the Town of Holland. Supervisor Jones will begin researching the potential ordinance and provide more information at the April board meeting.
- b. PARKS AND PROPERTY: Supervisor Huenink reported that there was a hit and run at Amsterdam Park in February. A red vehicle made contact with a post in the parking lot, breaking it off at ground level. Replacement of the post is required and will be taken care of after the ground thaws.
- c. ROADS: Supervisor Lammers stated that he is waiting to hear back from the Department of Transportation about bridge estimates.
- d. PUBLIC SAFETY: Supervisor Huenink reported that contracted hours with the Sheboygan County Sheriff's Department will resume April 1, 2018 and run through October 31, 2018. Huenink also noted that he is working on a true-up of 2017 Town of Holland payments related to the Cedar Grove Fire Department compared to their actual 2017 costs.

## 28. PUBLIC INPUT:

- a. On behalf of Nate Voskuil, Janelle Kaiser suggested that the Town may benefit from opening a PayPal account. This could increase security when procuring road and office supplies online using a credit card as a payment method. Janelle Kaiser also suggested that the Town may benefit from the use of an Amazon Prime account. The cost savings on supplies, shipping charges, or fuel costs to pick up supplies could outweigh the annual cost of Amazon Prime. Janelle Kaiser will discuss further with Nate Voskuil to determine whether to draft a proposal and to include on the April Board agenda.
- b. Chair Becker requested that Clerk Sharon Claerbaut and Treasurer Craig Droppers modify their home answering machines to state that their residences are no longer the office of the Clerk and Treasurer and to direct callers to the Town Hall phone number.

## 29. CORRESPONDENCE: None to report.

30. ADJOURN: Supervisor Lammers made a motion to adjourn at 9:58pm; Supervisor Jones supported the motion. Motion passed by unanimous consent.