

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
Town Holland Hall
W3005 County Road G, Cedar Grove
Monday, April 9, 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-Treasurer 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, Dave Huenink, and Doug Hamilton
 - b. Members Absent: None
 - c. Others Present: Clerk-Treasurer Janelle Kaiser, Plan Commission member Craig Droppers, residents John Dickmann and Phil Parsche, poll workers Christine Burr, Diane Kitelinger, and Sally Lensink, and Kevin Struck of UW-Extension
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, to approve the minutes from the March 12, 2018 board meeting; the motion was carried by unanimous voice vote.
7. RECORD RETENTION CERTIFICATION: Holland Clerk Janelle Kaiser certified that everything is up to date.
8. PUBLIC INPUT: Three poll workers were present to discuss election layout at the Town Hall for future elections. Diane Kitelinger, a Holland poll worker, explained that the current layout could be modified to address acoustic issues in the multi-purpose room. She expressed that the volume level increases in that room when the number of voters increase, making it difficult for poll workers to hear electors state their name. Sally Lensink, a Holland poll worker, added to Diane's point, suggesting that the meeting room be used during elections to address the noise issue. Christine Burr, a Holland poll worker, stated that the acoustics impact voter environment and make Holland poll worker's jobs more difficult. After some discussion, Chairman Becker stated that the Board would discuss this issue in future meetings, noting that the next primary election is in August and the next mid-term national election is in November.
9. FINANCIAL/TREASURER'S REPORT: Motion by Lammers, seconded by Huenink, to approve the financial/treasurer's report as presented; the motion was carried by unanimous voice vote.

10. APPROVAL OF VOUCHERS: Janelle Kaiser added two items to the voucher list. Supervisor Hamilton believes there was an error on the Town's March invoice from Advanced Disposal, therefore a maximum payment amount is set on the voucher list for this month. Motion by Huenink, seconded by Lammers, to approve the modified voucher list; the motion carried by unanimous voice vote.
11. ACCOUNTS RECEIVABLE: Clerk Janelle Kaiser reported that the Town sent a letter to 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. A reminder billing notice will be sent soon.
12. PLAN COMMISSION RECOMMENDATION:
 - a. ADOPT ZONING ORDINANCE CHANGES AS OUTLINED IN ORDINANCE 02-2018:
 - i. Motion by Lammers, supported by Jones, to adopt zoning ordinance changes as outlined in Ordinance 02-2018, Notice to Amend Zoning Ordinance, Chapter 330 of the Town of Holland Code; the motion carried by unanimous roll call vote. Steve Jones – Yes, Stan Lammers – Yes, Don Becker – Yes, Doug Hamilton – Yes, Dave Huenink – Yes.
 - b. ADPOT THE REVISED TRANSITIONAL AREA MAP THROUGH RESOLUTION 02-2018:
 - i. Motion by Lammers, supported by Huenink, to adopt the revised transitional area map through Resolution 02-2018, Resolution Approving the Formal Recognition of the "Town of Holland Transitional Area;" the motion carried by unanimous roll call vote.
13. REQUEST BY JOHN DICKMANN FOR FIREWORKS PERMIT FOR JULY: Mr. Dickmann applied to show Class B fireworks on July 7th, 2018 with alternate dates provided if the weather is not suitable on July 7th. Motion by Lammers, seconded by Jones, to issue the fireworks permit to John Dickmann; the motion carried by unanimous voice vote. Janelle Kaiser will send a copy of the permit to the Sheboygan County Sheriff's Department and the first responding fire department.
14. SPEED LIMIT ON RISSEEUW ROAD BETWEEN COUNTY ROAD CC AND DULMES ROAD: Holland resident Phil Parsche proposed a potential speed limit change near his property on Risseeuw Road. The speed limit on the stretch of Risseeuw Road between County Road CC and Dulmes Road is unmarked, so the default limit is 55mph. Phil expressed concern for speeding vehicles on this road, mostly because of a school bus that needs to turn around in a dangerous area near the crest of a hill on that road. He suggested that a sign reflecting a limit of 45 mph might help reduce speeds. The board discussed a couple of options to address Phil's concern, including a speed study or signs. Phil should discuss the issue with surrounding neighbors and obtain the signatures of neighbors on a petition to reduce the speed limit. Supervisor Lammers stated that this topic will remain on the May board agenda.
15. ROAD DAMAGE ON SIX MILE ROAD BETWEEN COUNTY ROAD RR AND COUNTY HWY K: In March 2018, a large bonfire and gathering was reported at N203 Six Mile Road. The Sheboygan County Sheriff's Department responded to the scene where multiple citations were issued. While at the scene, a significant amount of road damage was observed by law enforcement officials. The Town has assessed the damage and plans to proceed with collection efforts from the property owner under a letter to be drafted by Attorney Antoine.

16. SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT 2018 CONTRACT: Motion by Lammers, supported by Huenink, to approve the Sheboygan County Sheriff's Department 2018 contract; the motion carried by unanimous roll call vote.
17. TRAINING AND TRANSITION FOR THE CLERK-TREASURER: Newly appointed Clerk-Treasurer Janelle Kaiser provided a brief update regarding training progress. The software used for the Town's property tax and dog license collection has been backed up and transferred to the Clerk-Treasurer laptop, necessary authorization and signatory changes have been made with the bank, and most treasurer records have been transferred to the Town Hall. The Clerk-Treasurer's notary commission will be approved soon.
18. COMPENSATION FOR ADDITIONAL CLERK-TREASURER DUTIES: The board discussed changes in the duties of the Clerk-Treasurer. Particularly for the Clerk position, there are always special things that come up. There have been times in the past when the Town paid for extra hours for one-off tasks when the Board recognized that the amount of effort required by the Clerk was very significant. There will be tasks that require extra time to set up but save time in the long run, such as preparing various protocols and procedures or establishing online bill pay and direct deposit for vendors and employees. There are also tasks that will be recognized as a clear addition to the Clerk-Treasurer position, such as drafting of Plan Commission-related documents and retroactive filing of building permits.
Motion by Lammers, supported by Jones, to approve compensation at \$19 per hour for additional Clerk-Treasurer duties completed by Janelle Kaiser determined to be significantly greater than the scope of the position; the motion carried by unanimous roll call vote.
19. APPOINT COMMITTEE MEMBERS AND CHAIRPERSONS: Motion by Huenink, supported by Hamilton, to accept recommendation of Chair Becker that the board committee appointments for 2018-2019 remain the same as 2017-2018; motion carried by unanimous roll call vote. *Appointed positions: Doug Hamilton – Sanitation, Parks & Property, 2nd on Public Safety; Dave Huenink – Public Safety, 2nd on Parks & Property, Plan Commission; Steve Jones – Administration & Finance; Stan Lammers – Roads, 2nd on Administration & Finance; Chair Becker – 2nd on Roads.*
20. PARKING RESTRAINTS AND TRAFFIC FLOW IN TOWN HALL PARKING LOT: Through observation, the board has determined that parking restraints are required to increase pedestrian safety and structure protection in the parking lot. The use of planters, bollards, and pylons were discussed as options for the west and east sides of the building. A highway cable restraint system was discussed as an option along the east edge of the parking lot pavement. The board will further review competing bollard and pylon options around the building to determine which would provide the most protection for the best price, and a cable restraint system along the east edge of pavement; this will be discussed at the May board meeting. Motion by Lammers, supported by Huenink, to approve the installation of a sidewalk at a cost of \$3,390 in the Town Hall parking lot running the length of the parking area west of the Hall, and a smaller section to replace a sidewalk removed during the Hall renovation; the motion carried by unanimous voice vote.
Traffic flow in the parking lot will be improved by creating more parking spaces on the north side of the highway shed building. Signs to guide in and out flow will also be installed.
21. ONGOING ISSUES
 - a. AMSTERDAM DUNES ADVISORY COMMITTEE: No new business to report.

- b. BILLING FOR FIRE DEPT. EMERGENCY SERVICES COSTS: Motion by Huenink, supported by Jones, to approve Ordinance 03-2018, Fire Department Reimbursement, an ordinance creating §275 of the code of the Town of Holland; the motion carried by unanimous roll call vote.
- c. TOWN HALL RENOVATION: Purchase orders were sent for handrail modifications. The work will be completed when weather permits.
- d. ICE AND SNOW STRIPS ON HALL ROOF: Installation will occur Friday, April 13th or early the following week, weather permitting.
- e. CELL PHONE SERVICE CHANGE, COMPUTER, SERVER, AND INTERNET SERVICE TO TOWN HALL: All service provider changes have been made and invoices are issued and sent to the correct individuals. The Town's cell phone, hall phone, and internet is now serviced by one provider under a government contract. This consolidation has decreased the Town's expenditures for such services. Monthly service charges for this contract should be identical each month, therefore Clerk-Treasurer Janelle Kaiser does not need to obtain approval after Supervisor Hamilton's invoice review unless the service charge differs in amount for any reason. The invoices will remain on the voucher list for monthly payment authorization.
- f. DEMASTER ROAD RAILROAD CROSSING: No new business to report.
- g. CULVERT REPLACEMENT BY JASON EWERT: A letter will be sent to Jason Ewert the week of April 9, 2018, to gather necessary information. Upon receipt of the required information, Janelle Kaiser will send a land covenant and Town agreement for Jason to sign. No further action is required at this time.
- h. BOX STRUCTURE CHANGES: Chair Becker used the projector to give a short presentation of the Town's transition to BOX, a cloud-based filing system. Don discussed the naming convention used to organize files that have been uploaded to the system, as well as the methodology behind file structure. Interested board members may request to have access to this filing system, which is intended to serve as a platform used to store historical records and share current files.
- i. BUILDING INSPECTOR WORKFLOW AND PAYMENT STRUCTURE: Supervisor Lammers will continue his research. Supervisor Hamilton may be able to provide a spreadsheet or database that would help track inspections and payment.
- j. REVALUATION OF PROPERTY TAX POLICY OR RESOLUTION: A draft copy of the resolution was provided in the packet by Chair Becker. Becker requested that this topic be discussed further at the May meeting. Supervisor Hamilton inquired about what would trigger the board to hear cases of revaluation from a timing perspective.
- k. DISPOSITION OF TOWN COMPUTER EQUIPMENT: No new business to report. The status of the computer and computer equipment disposals will be discussed at the May board meeting.
- l. TOWN ADMINISTRATIVE PROTOCOLS/POLICIES: No new business to report. Dave Huenink anticipates have some drafts for discussion at the May board meeting.
- m. SIMPLE IRA ADOPTION AGREEMENT: Chair Becker worked with Mersberger's Financial Group to set up a Simple IRA for Clerk-Treasurer Janelle Kaiser. Mersberger's should reach out to Janelle during the week of April 9, 2018 to sign the appropriate documents.

22. COMMITTEE REPORTS

- a. ADMINISTRATION: Supervisor Jones presented new information about a potential short-term rentals ordinance. Jones and Chair Becker reviewed a draft version of the potential ordinance prepared by Town attorney Gerry Antoine. Supervisor Hamilton stated that resident protection is needed when it comes to neighbors renting out their own properties,

noting that complaints have been reported in the past. However, he questioned the level of detail used in the ordinance. The board concluded that the Town will take more time to review and contemplate this ordinance before taking further action. Supervisor Jones requested that any suggestions to improve the draft of the ordinance be emailed to him.

- b. ROADS: Supervisor Hamilton inquired about a blind spot where County Road KW and County Road D meet. Supervisor Lammers stated that this road is expected to be re-done in 2018 with an eye on fixing this vision problem. Lammers also reported that bridge estimates came in and will likely leave the Town in a favorable position.
- c. PUBLIC SAFETY: Supervisor Huenink reported that Oostburg Fire Partners will hold a meeting on April 26, 2018. Huenink also reported that additional coverage as contracted with the Sheboygan County Sheriff's Department began April 1, 2018.
- d. Supervisor Hamilton presented a checklist that Janelle Kaiser will provide to individuals who rent the Town Hall. This checklist will help renters understand tasks to be completed before and after their event. Hamilton also stated that the annual shred event will be held at Oostburg State Bank's parking lot in Oostburg on July 14th from 8am-11am.

23. PUBLIC INPUT

- a. Janelle Kaiser received a request from the Salvation Army for the Town to donate a hall rental on July 7th, 2018 for their annual bike ride. The rental would include access for riders to the east restrooms and the kitchen to store beverages and supplies. Janelle will reach out to the organization to confirm the donation, but request that they provide their own mats to protect the Hall's newly installed restroom floors against clip-on biking shoes.
- b. Supervisor Jones stated that a Hall chair was damaged at the April 3rd election. The chair is upholstered with fabric and could require professional cleaning.
- c. Craig Droppers mentioned a committee that he had served on many years ago that dealt with abandoned wells in the Township. He inquired about whether the Board would allow him to continue to work on this task. The Board was supportive of his efforts.

24. CORRESPONDENCE – None to report.

25. ADJOURN – Motion by Jones to adjourn at 11:08pm, supported by Lammers; the motion was carried by unanimous consent.