

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
Town Holland Hall
W3005 County Road G, Cedar Grove
Monday, May 14, 2018 immediately following Board of Review

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: Clerk-Treasurer Janelle Kaiser certified that the requirements of the Wisconsin Open Meeting Law had been met. The agenda for this meeting was posted in three places within the Township and on the Town's website.
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 Bryce Morgan, Michael Quint, Jason Von Heimburg, Jaden Leider, Blake DeSwarte, Pat Iske, Elizebeth Berndt, Phil Jenks, Brian Bruggink, Steven Arentsen, Ronald Jentges, and Jason Ewert
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: Motion by Huenink, seconded by Jones, to amend the agenda as presented, moving item 23 (d) up to item 10; 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 April 9, 2018 board meeting with one minor addition. Motion carried by unanimous voice vote. The addition was made as follows:
 - a. Page 2, under "Road Damage on Six Mile Road between County Road RR and County Hwy K", second line: "In March 2018, a large bonfire and gathering was reported at N203 Six Mile Road."
7. Record retention certification: Holland Clerk-Treasurer Janelle Kaiser certified that everything is up to date.
8. Public input (comments limited to three minutes per person)
 - a. Resident Steven Arentsen spoke about the speed limit on Risseeuw Road. He stated that the potential speed limit reduction could start at the base of the hill after County Road GW, noting that this would accomplish the goals of the residents on Risseeuw Road while minimizing unnecessary speed limit reductions.
 - b. Resident Elizebeth Berndt suggested that a hidden driveway sign posted on Risseeuw Road could be more effective than a speed limit reduction.
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. CULVERT REPLACEMENT BY JASON EWERT: Jason was present at the meeting and distributed a letter of appeal to the board. Earlier this year, Mr. Ewert agreed to obtain and pay for an after-the-fact building permit and enter a land covenant with the Town of Holland to keep an existing 12-inch culvert, which is not property sized for the area, installed on his property. Jason presented his concerns related to the land covenant at this meeting, to which the board responded that they plan to maintain their position on the culvert, as they have worked extensively to ensure that the agreement suits both Jason and the Township. Jason requested that the board review his letter and reach out with any further questions.
11. APPROVAL OF VOUCHERS: Clerk-Treasurer Janelle Kaiser made three corrections to the May voucher list. Motion by Jones, seconded by Lammers, to approve the modified voucher list; the motion carried by unanimous voice vote.
12. ACCOUNTS RECEIVABLE: Clerk-Treasurer Janelle Kaiser stated that though two invoices had been sent for services provided by the Cedar Grove Fire Department in response to an accident on I-43 in January, no payment had been received. Chair Becker requested that an aging schedule be created to track receivables related to accident and fire billings. Janelle will create and include the schedule in the monthly packet.
13. PLAN COMMISSION RECOMMENDATION: None.
14. APPOINT BOARD MEMBER TO PLAN COMMISSION FOR ONE YEAR: Chair Becker recommended that Supervisor Huenink be appointed to the plan commission for a one-year term. Motion by Jones, seconded by Huenink, to appoint Supervisor Huenink to serve on the plan commission for the 2018-2019 term; the motion was carried by unanimous voice vote.
15. APPOINT CLERK ASSISTANT AND SET DURATION OF TERM: Chair Becker recommended that Sharon Claerbaut be appointed as Clerk Assistant for a one-year term. Motion by Becker, seconded by Lammers, to appoint Sharon Claerbaut as Clerk Assistant with a term beginning April 1, 2018 and commencing on April 1, 2019; the motion carried by unanimous voice vote.
16. TRAINING AND TRANSITION FOR APPOINTED POSITIONS: Supervisor Huenink will create an email address, clerkassist@townofholland.com, for the Clerk Assistant position. An older laptop owned by the Town will be utilized for the position. Resident David Veldboom offered to help set up the laptop at the April 9, 2018 board meeting. Clerk-Treasurer Janelle Kaiser or Supervisor Huenink will contact David when the laptop is at the Town Hall and ready for use.
17. AUTHORIZE PENDING RECODIFICATION OF ORDINANCES: Recodification of Town of Holland ordinances requires authorization by the board. In this case, major changes in the Town's zoning ordinances calls for this authorization. Motion by Becker, seconded by Lammers, to approve a general code update of the Town of Holland ordinances; the motion was carried by unanimous voice vote.
18. PARKING RESTRAINTS IN TOWN HALL PARKING LOT: Motion by Huenink, seconded by Jones, to approve the installation of concrete bollards in the Town Hall parking lot, with the color to be determined by the Town Hall renovation committee. The motion was carried by unanimous voice vote. The installation will occur after the second layer of asphalt is applied to the Town Hall parking lot.

Motion by Jones, seconded by Huenink, to approve the installation of black and white wood posts on the east side of the Town Hall parking lot. Lammers suggested that the Township consider using flexible spring posts instead of wooden posts. Supervisor Jones rescinded his motion. This topic will be discussed at the board meeting on June 11, 2018.

19. POTENTIAL DONATIONS FROM ELECTORS FOR LANDSCAPING: A Town of Holland resident recently inquired about the Township's position on tree donations as a contribution to the landscaping portion of the Hall renovation. Supervisor Hamilton will draft a donation policy for the board to review, and this topic will be discussed at the board meeting on June 11, 2018.
20. REMOVAL OF PARKING AREA FOR INTERURBAN TRAIL ON HOFTIEZER ROAD: Three residents were present to speak about the removal of the parking area. Brian Bruggink spoke about witnessing suspicious activity, potentially drug-related, in the parking lot on multiple occasions. The individuals associated with this activity are not using the parking lot as intended, which is for trail use only. Ronald Jentges suggested that a no-parking-after-dark sign might help, to which Brian replied that he has observed this activity during both daytime and nighttime hours. Ronald has observed similar activity and both he and Brian have discussed the matter with the Sheboygan County Sheriff's Office on separate occasions. Craig Droppers commented that the removal of the parking lot could present an issue for farmers passing through with machinery, as there are several people that use the parking lot for its intended purpose and would likely park on the road if the parking lot were removed. The board requested that a representative from the Sheboygan County Sheriff's Department be present for consult on this issue at the board meeting on June 11, 2018. Clerk-Treasurer Janelle Kaiser will arrange this. The board will also consider drafting an ordinance to set hours for official parking areas on the Interurban Trail; Supervisor Huenink will draft the first version of this ordinance. The board discussed installing photo surveillance devices and lights to increase security in the parking lot; these options will be considered further after an analysis of cost and effectiveness. Supervisor Jones will bring information on options for lighting through the power company to the June Board meeting.
21. BOX ACCESS FOR BOARD MEMBERS: Chair Don Becker and Supervisor Dave Huenink currently have access to BOX, the Town's cloud-based record filing system. No other board members have requested access at this time but could do so in the future.
22. SIMPLE IRA OPTIONS: Motion by Jones, seconded by Becker, to move our Simple IRA retirement accounts in the form of an in-kind transfer from Mersberger Financial Group, Inc. to Oostburg Financial Services; the motion carried by unanimous roll-call vote. Dave -Yes; Doug -Yes; Don - Yes; Stan - Yes; Steve - Yes. The accounts will transfer as is with no selling, buying, or tax consequences to occur. Chair Becker will contact Steve Ratajczak to advise him of the change.
23. REVIEW LIQUOR LICENSE REQUESTS: To date, two businesses in the Township have applied for liquor and/or tobacco product licenses that would be effective from July 2018 to July 2019. The board reviewed the applications for any errors before approval decisions occur at the June 11, 2018 board meeting.
24. ONGOING ISSUES:
 - a. TOWN HALL RENOVATION:
 - i. HANDRAIL/PAINTING: The handrails will be installed soon, with painting to occur soon after.

- ii. SIDEWALK ON WEST SIDE OF HALL: Installation of a concrete sidewalk on the west side is not possible because of storm water drainage problems. Don Becker recommended that the bollards be placed about 3-3 ½ feet from the edge of asphalt so the existing asphalt can be used as a sidewalk. He noted that only an extended bed crew cab pickup truck would extend slightly into the traffic lane. Board members concurred with this approach.
- iii. LANDSCAPING QUOTES/OPTIONS: Motion by Lammers, seconded by Jones, to approve a quote obtained from a local landscaping company within the parameters of the lowest quote received to date with a 15% variance in either direction; the motion was carried by unanimous voice vote.
- iv. WI-FI CAPABLE THERMOSTAT CONTROL: Supervisor Hamilton will add required functionality for the thermostat.
- v. ICE AND SNOW STRIPS ON HALL ROOF: Installation is complete.
- b. DEMASTER ROAD RAILROAD CROSSING WARNING: Supervisor Lammers will obtain further information this summer.
- c. BUILDING INSPECTOR WORKFLOW AND PAYMENT STRUCTURE: No new business to report; this item will remain on the agenda for next month.
- d. PROPERTY REASSESSMENT RESOLUTION: Per the board, Clerk-Treasurer Janelle Kaiser will make two changes to the resolution and bring an amended version for review at the June 11 board meeting.
- e. DISPOSITION OF TOWN COMPUTER EQUIPMENT: Supervisor Huenink reported that a printer and computer will be recycled; this equipment was previously used for plan commission and treasury purposes. Disposition of unused Town computer equipment is now complete.
- f. TOWN ADMINISTRATIVE PROTOCOLS/POLICIES: Supervisor Huenink will complete his draft and send out for review. This will be discussed at the June 11 board meeting.
- g. SHORT-TERM PRIVATE RESIDENCE RENTAL ORDINANCE: Supervisor Jones and Chair Becker will draft an application that property owners would fill out to accompany the ordinance. A draft will be sent to the Town's attorney for review and a draft will be ready for the June or July board meeting. The ordinance is still under board review and will remain on the agenda.
- h. SPEED LIMIT ON RISSEEUW ROAD BETWEEN COUNTY ROAD CC AND DULMES ROAD: Motion by Lammers, seconded by Jones, to install hidden driveway signs in front of W4412 and W4430 Risseeuw Road in the Town of Holland. The signs should be appropriately positioned per the Director of Public Works. The motion was carried by a unanimous roll-call vote.
- i. ROAD DAMAGE ON SIX MILE ROAD BETWEEN COUNTY ROAD RR AND COUNTY HWY K: The Town's attorney recently drafted a letter to the property owner and indicated that the property owner should contact the Town board and set up a meeting with Chair Becker and Supervisor Huenink. Becker and Huenink will report back on the results of this meeting.

25. COMMITTEE REPORTS:

- a. ADMINISTRATION: No new business to report.
- b. ROADS: No new business to report.
- c. PARKS/PROPERTY/AMSTERDAM PARK: The hotspot used for internet service was moved at the Town Hall to acquire faster upload and download speeds. There have been complaints regarding trash blowing out of the compacters at the recycling center as residents are putting in trash or recyclables. Supervisor Hamilton will gather further information to determine if action is required.
- d. Public Safety: The Sheriff's Department reported 29 hours of contract time in April. Oostburg Fire Partners met in April; the agenda was included in this month's meeting packet.

26. PUBLIC INPUT – None.

27. CLOSED SESSION: The board did not enter closed session at this meeting. This topic will be on the agenda for next month's meeting.

28. CORRESPONDENCE – None.

29. ADJOURN – Motion by Jones, seconded by Hamilton, to adjourn at 10:40pm. The motion carried with unanimous consent.