

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
Town Holland Hall
W3005 County Road G, Cedar Grove
Monday, June 11, 2018 7:30 P.M.

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. 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, resident Philip Jens, and Sheboygan County Sheriff Cory Roeseler
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: Motion by Huenink, seconded by Lammers, to amend the agenda as presented, moving agenda items 13 and 14 up to item 6 and 7; the motion was carried by unanimous voice vote.
6. PARKING AREA FOR INTERURBAN TRAIL ON HOFTIEZER ROAD: Sheriff Cory Roeseler was present to consult the board on measures to take with the parking area; the first actions taken will be additional coverage of the area as well as an ordinance that the sheriff's department can reference for enforcement purposes. Resident Philip Jens was present to discuss ongoing activity he has witnessed within the parking area. As discussed in the May board meeting, Supervisor David Huenink drafted an ordinance amending §318-20 of the Town of Holland code, which discusses parking restrictions. Supervisor Jones will investigate a potential light installation for the parking area. Motion by Huenink, seconded by Hamilton, to approve Town of Holland Ordinance No. 04-2018, amending §318-20 of the Town of Holland code; the motion was carried by unanimous roll-call vote: Steve – Yes; Stan – Yes; Don – Yes; Doug – Yes; Dave – Yes.
7. SHERIFF'S REPRESENTATIVE PRESENT TO EXCHANGE INFORMATION: Sheriff Cory Roeseler provided a brief report to the board, which included emphasis on the importance of communication between the board and the sheriff's department. The Town can communicate with the department about specific ways to utilize the additional coverage built into the current contract, so the Town should reach out when needed. Sheriff Roeseler also reported that the abandoned vehicles listing provided to the sheriff's department was received, and warning notices were delivered the week of June 11th.
8. DISCUSSION AND APPROVAL OF MINUTES: Motion by Huenink, seconded by Lammers, to approve the minutes from the May 14, 2018 board meeting as presented; the motion carried by unanimous voice vote.

9. RECORD RETENTION CERTIFICATION: Holland Clerk-Treasurer Janelle Kaiser certified that everything is up to date.
10. PUBLIC INPUT: The Salvation Army will receive a donated hall rental for their annual salvation bicycle ride. The Town has donated a hall rental for this purpose in previous years. Clerk-Treasurer Janelle Kaiser spoke with Carrye at the Salvation Army, who stated that the Salvation Army is willing to provide signage and supervision on the day of the rental. The signage will clearly state that no bicycle shoes shall be worn inside the Hall to preserve the newly installed bathroom floors.
11. FINANCIAL/TREASURER'S REPORT: Clerk-Treasurer Janelle Kaiser presented a reconciliation report showing that May's bank balances are appropriately reconciled to May's book balances. This report will be presented to the board monthly. Motion by Lammers, seconded by Huenink, to approve the financial/treasurer's report as presented; the motion was carried by unanimous voice vote.
12. APPROVAL OF VOUCHERS: Clerk-Treasurer Janelle Kaiser added two invoices to the June voucher list. The list was also modified to include a request for authorization to pay the May invoice from the Sheboygan County Highway Department prior to the July board meeting, as it had not been received prior to the June board meeting. Authorization is subject to approval from Public Works Director Nate Voskuil and Supervisor Lammers. Motion by Lammers, seconded by Jones, to approve the modified voucher list; the motion was carried by unanimous voice vote.
13. ACCOUNTS RECEIVABLE: No new receivables to report. An aging schedule was created and presented by Clerk-Treasurer Janelle Kaiser, showing that the Town has one outstanding receivable for services provided by the Cedar Grove Fire Department in response to an accident on I-43 in January. The receivable is aged over 60 days.
14. PLAN COMMISSION RECOMMENDATION: None.
15. MEMORIAL POLICY FOR TOWN EMPLOYEES, ELECTED OFFICIALS, APPOINTEES, AND THEIR IMMEDIATE FAMILIES: A board policy was drafted to guide current and future Town employees through the process of showing sympathy and respect in the event of a death of a Town employee, appointee, or a member of their immediate family. Motion by Becker, seconded by Lammers, to approve Town of Holland Board Policy 01-2018, Showing Sympathy and Respect in the Event of a Death, contingent upon two corrections to the policy; the motion passed by roll call vote: Dave – Yes; Steve – No; Stan – Yes; Don – Yes; Doug – Yes.
16. SMOKE/CARBON MONOXIDE ALARMS IN HALL: Public Works Director Nate Voskuil will gather pricing information related to these necessary additions to the Hall. The devices should be battery operated rather than hard-wired.
17. WISCONSIN FIRST HALL DONATION: Motion by Huenink, seconded by Jones, to donate a hall rental to the Wisconsin First Detector Network, a citizen science network that empowers people to act against invasive species, contingent upon receipt of a signed application and agreement form from the network; the motion was carried by unanimous voice vote.
18. REQUEST FROM BONNIE AND WILLIAM DEPIES FOR A RETAIL CLASS A LIQUOR LICENSE AND A CIGARETTE LICENSE FOR THEIR PLACE OF BUSINESS AT HY-WAY TRANSIT INC., N905 SAUK TRAIL ROAD, CEDAR GROVE, WI. ALSO, A REQUEST TO ISSUE OPERATOR LICENSES TO MARIAN HOPEMAN, MELISSA

CHILDERS, TAMLYN DUTTER, SHERRY HEINECKE, GARY WINKELHORST, SUSAN MIRELES, MONICA HOFFMAN, AND ALEXANDRIA DERUYTER: Motion by Huenink, seconded by Becker, to approve the request from Bonnie and William Depies for a Retail Class A Liquor License, cigarette and tobacco products license, and eight operator permits as listed above, contingent upon one correction to be made before issuing the license; the motion was carried by unanimous voice vote.

19. REQUEST FROM NICHOLAS BICHLER FOR A RETAIL CLASS B LIQUOR LICENSE FOR HIS PLACE OF BUSINESS, MIRROR BAR, LOCATED AT W4254 COUNTY HWY K, RANDOM LAKE, WI. ALSO, A REQUEST TO ISSUE AN OPERATOR LICENSE TO MARILYN BIRENBAUM: Motion by Huenink, seconded by Jones, to approve the request from Nicholas Bichler for a Retail Class B Liquor License and one operator permit for Marilyn Birenbaum; the motion was carried by unanimous voice vote.

20. ONGOING ISSUES:

a. TOWN HALL RENOVATION:

- i. HANDRAIL/PAINTING: The newly installed handrails have not been painted at this time, but blistering has been spotted on the handrails painted last year. Chair Becker will reach out to Matt McClelland at Silvercrest to discuss this.
- ii. SIDEWALK ON WEST SIDE OF HALL: Chair Becker will provide further information regarding the sidewalk at the July board meeting.
- iii. LANDSCAPING QUOTES/OPTIONS: The board will wait until fall to finish landscaping work around the Hall. It is possible that re-grading work to be performed by Sheboygan County could be completed at the end of June; more information will be provided at the July board meeting.
- iv. WI-FI CAPABLE THERMOSTAT CONTROL: Supervisor Hamilton ordered the required hardware to make the current thermostat Wi-Fi capable. The hardware will be installed soon.

b. PARKING RESTRAINTS IN THE TOWN HALL PARKING LOT: The breakaways for the east side of the building have been ordered; the restraints will be dark grey in color.

c. POTENTIAL DONATIONS FROM ELECTORS FOR LANDSCAPING: No new information to report. This will be discussed at the July board meeting.

d. DEMASTER ROAD RAILROAD CROSSING WARNING: No new business to report; the Town is currently waiting for information from the Sheboygan County Sheriff's Department regarding a traffic study of the area. Public Works Director Nate Voskuil will be working with the department on this.

e. BUILDING INSPECTOR WORKFLOW AND PAYMENT STRUCTURE: Chair Becker and Supervisor Huenink have drafted a workflow outlining the process that should be followed by the Building Inspector and the Clerk-Treasurer when issuing building permits. This workflow will be included in the July board meeting packet for board review.

f. PROPERTY REASSESSMENT RESOLUTION: Motion by Lammers, seconded by Jones, to approve Town of Holland Resolution No. 03-2018 with one minor addition; the motion was carried by unanimous voice vote. Clerk-Treasurer Janelle Kaiser will contact the assessor in June of each year to ensure they will be ready for their August presentation to the board.

g. TOWN ADMINISTRATIVE PROTOCOLS/POLICIES: Supervisor Huenink provided drafts of three administrative protocols. The protocols are still under review and will be discussed at the July board meeting.

h. 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 should be ready for the July board meeting. The ordinance is still under board review and will remain on the agenda.

- i. ROAD DAMAGE ON SIX MILE ROAD BETWEEN COUNTY ROAD RR AND COUNTY HWY K: Chair Becker and Supervisor Huenink met with the property owner and reported that the meeting went well. The owner agreed to remove all contents from the large pit on the property and provide results of a soil sample, showing that any substances that could be hazardous to the environment have been removed. Chair Becker sent a letter to the owner summarizing their discussion, but the Town has not received any correspondence. This item will remain on the agenda.
- j. ELECTION LOGISTICS:
 - i. NOISE REVERBERATION IN THE TOWN HALL MULTI-PURPOSE ROOM: The Town is considering an option to purchase panels that would divide the Town Hall multi-purpose room and potentially reduce noise reverberation during elections. Pricing information and layout ideas will be provided by Chair Becker and Clerk-Treasurer Janelle Kaiser, respectively, at the July board meeting.
 - ii. ADDITIONAL POLL WORKER RECRUITMENT: In preparation for upcoming elections with higher foot traffic, the Town will be recruiting additional poll workers. Additional poll workers will allow for shorter shift lengths on election day if desired, and better prepares the Town if one of the current poll workers cannot be present at an election. Janelle Kaiser will both consult with the Town's current poll workers for potential appointees and place a recruitment ad in the Lakeshore Weekly.

21. COMMITTEE REPORTS:

- a. ADMINISTRATION: No new business to report.
- b. ROADS: Supervisor Lammers provided a brief initial report about a truck that the Town may consider purchasing later this year. A proposal and cost-benefit analysis will be provided by Supervisor Lammers and Public Works Director Nate Voskuil in the coming months.
- c. PARKS/PROPERTY/AMSTERDAM PARK: Chair Becker requested that Supervisor Hamilton meet with Nate Voskuil at least twice per year to complete an inspection of Hall property. The gate to the recycling center needs to be locked outside of operating hours. An open gate has been observed on multiple occasions.
- d. Public Safety: The Sheriff's Department reported 29.5 hours of contract time in May.

22. PUBLIC INPUT – None.

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

24. CORRESPONDENCE – None.

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