

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
Town Holland Hall
W3005 County Road G, Cedar Grove
Monday, July 9, 2018 7:30 P.M.

1. CALL TO ORDER: Town Chair Donald Becker called to order the Board of Supervisors monthly meeting at 7:32 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, residents Christine Burr and Diane Kitelinger
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: Motion by Lammers, seconded by Huenink, to amend the agenda as presented, moving agenda items 17(k) up to item 9; the motion was carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES: Motion by Jones, seconded by Lammers, to approve the minutes from the June 11, 2018 board meeting as presented; the motion carried by unanimous voice vote.
7. RECORD RETENTION CERTIFICATION: Clerk-Treasurer Janelle Kaiser certified that everything is up to date.
8. PUBLIC INPUT: None.
9. ELECTION LOGISTICS:
 - a. POLL WORKER RECRUITMENT: All appointed poll workers have been asked to recommend any individuals they know that might be interested in becoming a poll worker. Janelle Kaiser will also place a recruitment advertisement in the Lakeshore Weekly newspaper.
 - b. ELECTION LAYOUT: Chair Becker presented a potential layout to be used on election days at the Town Hall. This is to help plan for the same number of voters in a smaller space. Chair Becker also presented pricing and quantity information about sound dampening materials, sign frames, and retractable belt barriers with a cart for transport. These items should help to reduce noise reverberation and direct voter traffic. Motion by Lammers, seconded by Jones, to approve the purchase of twenty retractable belt barriers, one cart for transporting the barriers, and four sign frames to attach to the barriers not to exceed \$2,200; the motion was carried by unanimous roll call vote. Doug – Yes; Dave – Yes; Don – Yes; Steve – Yes; Stan – Yes.

10. FINANCIAL/TREASURER'S REPORT: Motion by Huenink, seconded by Becker, to approve the financial/treasurer's report as presented; the motion was carried by unanimous voice vote.
11. APPROVAL OF VOUCHERS: Motion by Huenink, seconded by Jones, to approve the voucher list as presented; the motion was carried by unanimous voice vote.
12. ACCOUNTS RECEIVABLE: 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 90 days.
13. PLAN COMMISSION RECOMMENDATION: None.
14. SET TENTATIVE TIMELINE FOR BUDGET ACTIVITIES: The budget administrative committee will meet on September 17th, 2018 at 7:30pm.
15. REVIEW TOWN OF HOLLAND FEE SCHEDULE: The board tabled this item. It will remain on the agenda for the August board meeting.
16. CONTRACT FOR LAND RENTAL: The current five-year land contract was renewed in 2015 and does not require review at this time. The Clerk will revise the template agenda to make it clear when this item needs to be placed on the agenda again.
17. OBTAINING INSURANCE QUOTES: Supervisor Jones will work on obtaining insurance quotes in anticipation of setting the annual budget.
18. ONGOING ISSUES:
 - a. TOWN HALL RENOVATION: The north doors, hallway doors, and storage room double doors in the Town Hall have not been closing with ease. In addition, a strip of flooring near the east door needs to be installed. Chair Becker requested that Supervisor Hamilton follow up on these items.
 - b. PARKING RESTRAINTS IN THE TOWN HALL PARKING LOT: The parking lot break aways for the east edge of pavement have been shipped to the Town Hall but have not been installed.
 - c. POTENTIAL DONATIONS FROM ELECTORS FOR LANDSCAPING: No new information to report. The board decided to table this item and removed from future board agenda until further notice.
 - d. DEMASTER ROAD RAILROAD CROSSING WARNING: Supervisor Lammers reported that a traffic study will be completed soon.
 - e. BUILDING INSPECTOR WORKFLOW AND PAYMENT STRUCTURE: Chair Becker and Supervisor Huenink drafted a workflow outlining the process that could be followed by the Building Inspector and the Clerk-Treasurer when issuing building permits. The process is still under review and will be discussed with Tom Huenink prior to the next Plan Commission meeting. The matter will be discussed at the August board meeting.

- f. SMOKE/CO ALARMS IN HALL: Chair Becker presented research he conducted on combination 10-year sealed alarms. Motion by Jones, seconded by Lammers, to authorize Public Works Director Nate Voskuil to purchase six combination 10-year sealed alarms with a cost not to exceed \$500 with at least one of the alarms in an area served by each furnace being a combination smoke and CO alarm; the motion was carried by unanimous voice vote.
- g. TOWN ADMINISTRATIVE PROTOCOLS/POLICIES: Motion by Becker, seconded by Lammers, to approve Town Administrative Protocols Administrative Accounts, Physical Keys, and Product Documentation; the motion was carried by unanimous voice vote.
- h. SHORT-TERM PRIVATE RESIDENCE RENTAL ORDINANCE: A public hearing to discuss the ordinance will be scheduled to begin at 7:15pm on August 13, 2018. The August board meeting will take place directly after the public hearing and will be so noted in all postings and announcements.
- i. PARKING AREA FOR INTERURBAN TRAIL ON HOFTIEZER ROAD: Nate Voskuil obtained pricing information from WE Energies regarding a potential light installation in the parking area. The monthly charge was \$12.56, but the installation fee was reported to be \$4,271.10. The board determined that the cost of the light outweighs its potential benefit at this time, as much of the undesired activity observed has occurred during daylight hours. This item will remain on the agenda for the August board meeting.
- j. ROAD DAMAGE ON SIX MILE ROAD BETWEEN COUNTY ROAD RR AND COUNTY HWY K: The Town has not received any correspondence from the property owner, despite the board's attempts to communicate. The board has decided to confer with legal counsel on this matter. This item will remain on the agenda for the August board meeting.

19. COMMITTEE REPORTS:

- a. ADMINISTRATION: No new business to report.
- b. ROADS: Supervisor Lammers reported that the Wittwood subdivision roads will get seal coated the week of July 9th.
- c. PARKS/PROPERTY/AMSTERDAM PARK: Supervisor Hamilton reported that he is working on drafting a checklist for inspections to be performed on Town property bi-annually. He also reported that a different Verizon Wi-Fi Jetpack model was purchased this month to allow for the Town Hall HVAC to become connected to the Internet. Chairman Becker stressed the need to quickly get this installed and the remote access to thermostats via smartphones set up.
- d. Public Safety: No new business to report.

20. PUBLIC INPUT:

- a. A temporary occupancy permit is required to temporarily take residence in a recreational vehicle in the Township. Clerk-Treasurer Janelle Kaiser will draft a temporary recreational vehicle occupancy permit application to be reviewed by Chair Becker and Supervisor Huenink.

- b. An Amsterdam Park boat launch permit citation was issued by the Sheboygan County Sheriff's Department on behalf of the Town. The Town is responsible for collecting on this since the violation is of a Town ordinance; Clerk-Treasurer Janelle Kaiser will send a collection letter for the citation fee.
 - c. Chair Becker and Supervisor Huenink will meet with building inspector Tom Huenink to discuss building inspector workflow, building inspector reporting to the state of Wisconsin, his employment tenure, and a spreadsheet correction that should be made regarding the fee collected for new home construction.
 - d. The Town was granted tax-exempt status with Amazon. A free Amazon account was opened on behalf of the Town by Clerk-Treasurer Janelle Kaiser.
 - e. Supervisor Hamilton reported that the annual shred event will be held at Oostburg State Bank's Oostburg location on July 14th, 2018 from 8am-11am. The cost is \$2 per bag or two non-perishable food items.
21. CLOSED SESSION: The board entered closed session at approximately 10:05pm. The board re-entered open session at 10:16pm.
22. CORRESPONDENCE – A letter was received from Keith Dulmes earlier this month about an error related to property taxes collected this year. Additional information will be provided by the assessor and included in the August meeting packet.
23. ADJOURN – Motion by Lammers, seconded by Hamilton, to adjourn at 10:17pm. The motion carried with unanimous consent.