

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
Town Holland Hall
W3005 County Road G, Cedar Grove
Monday, August 13th, 2018

Immediately following the public hearing to consider a short-term rental ordinance

1. CALL TO ORDER: Town Chair Donald Becker called to order the Board of Supervisors monthly meeting at 8:16pm 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 Jack Stokdyk, residents Doug Inselman, Sherri Volkert, Chris Burr, Diane Kitelinger, and Jane Hamilton
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: Motion by Huenink, seconded by Lammers, to adopt the agenda as presented; the motion carried by unanimous voice vote.
6. SHORT TERM RENTAL ORDINANCE: The board discussed potential changes that could be made to the ordinance following the public hearing, particularly to improve readability. Supervisor Hamilton requested that Supervisor Jones email all board members the Wisconsin State Statute pertaining to short term rentals, as well as the related opinion issued by the Wisconsin Towns Association. This matter will be discussed at the September board meeting; a motion to table this topic carried by unanimous consent.
7. DISCUSSION AND APPROVAL OF MINUTES: Motion by Huenink, seconded by Lammers, to approve the minutes from the July 9, 2018 board meeting as presented; the motion carried by unanimous voice vote.
8. RECORD RETENTION CERTIFICATION: Clerk-Treasurer Janelle Kaiser certified that everything is up to date.
9. PUBLIC INPUT: In reference to agenda item 6, Jack Stokdyk inquired about walking quorum as it pertains to emails between board members. Don clarified that it is appropriate to send informational emails to all board members, but board members should not participate in discussion of the information that could impact a future action or decision through email. In reference to agenda item 19 (a)(7), Jack stated that curbing or concrete stoppers, rather than bollards, could be more aesthetically pleasing as parking restraints in the Town Hall parking lot.

10. FINANCIAL/TREASURER'S REPORT: Motion by Lammers, seconded by Jones, to approve the financial/treasurer's report as presented; the motion carried by unanimous voice vote.
11. APPROVAL OF VOUCHERS: Motion by Huenink, seconded by Hamilton, 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. This receivable will be removed from the aging schedule for September's board meeting; the decision to remove this item was approved by unanimous consent.
13. PLAN COMMISSION RECOMMENDATIONS:
 - a. Approve request by Victoria-Stewart Moore for a rezoning. This property is located at N1225 Smies Road South, parcel number 59006076832 (3.28 acres, zoned R-1). Rezoning to A-3 is requested for approximately 1.14 acres.
Motion by Becker, seconded by Jones, to approve the recommendation of the Plan Commission to rezone 1.14 acres of parcel number 59006076832 from R-1 to A-3; the motion carried by unanimous roll call vote.
 - b. Adopt zoning Ordinance 06-2018 amending portions of §330
Motion by Lammers, seconded by Jones, to approve zoning Ordinance 06-2018, subject to the review and verification that the appropriate Town code chapter section and paragraph numbers are verified as needed; the motion carried by unanimous roll call vote. Supervisor Huenink will verify the appropriate section and paragraph numbers as stated in the above motion.
 - c. Adopt zoning ordinance changes as outlined in Ordinance 07-2018 creating §330-59.C
Motion by Lammers, seconded by Jones, to adopt zoning ordinance changes as outlined in Ordinance 07-2018 creating §330-59.C of the Town of Holland code; the motion carried by unanimous roll call vote.
14. POSTING PLACES REQUIREMENTS: A presentation from the Wisconsin Town's Association was included in the meeting packet as a reference for discussion. Clerk-Treasurer Janelle Kaiser stated that per her training conducted by the Wisconsin Municipal Clerk's Association, it was recommended that municipal clerks continue to post public notices in three public places within the Township as well as on the Town's website. The Board did not take action to change the current practice of posting in three locations within the Town. Clerk-Treasurer Janelle Kaiser will continue to follow this practice until further notice.
15. INSTALLATION OF POSTING BOARDS AT THE HALL AND RECYCLING CENTER: A posting board will be installed near the north entrance of the Town Hall, specifically near the northwest corner of the building facing north along the walkway. The legs need to be extended before installation so that notices can be read at eye level; Supervisor Lammers will follow up with Public Works Director Nate Voskuil about this.
16. SOUND RESONANCE IN MULTI-PURPOSE ROOM: Chair Becker continued to conduct research on acoustical solutions for the Town Hall's multi-purpose rooms. Sound resonance in this room has a negative impact on elections, larger Town meetings, and Town Hall rentals. Chair Becker presented the impact in the form of audio clips which compared current and potential reverberation times if

improvements are made. Don will continue his research and will include further information in the September meeting packet; this topic will be discussed at the September board meeting.

17. STATUS OF PROPERTY LOCATED AT N1967 DEWITT ROAD: Don Becker provided a status update of a property located at N1967 DeWitt Rd. The property is currently uninhabitable, and the owner has stopped responding to communications sent by the Township. Don was contacted by the President of Waldo State Bank which is servicing the home loan associated with the property. The financial institution informed him that they are actively assessing the status of the loan and will keep the Town informed about actions taken, though the owners have demonstrated uncooperative behavior. It was reported that abandoned vehicles once present on the property have been removed from sight and previously overgrown grass and weeds visible from the road has been mowed, however the status of the backyard lawn has not been assessed.

18. TOWN HALL RENTAL AGREEMENT MODIFICATION: The rental agreement was modified to prohibit bringing helium filled balloons into the hall, which was presented as a draft for Board consideration. Motion by Hamilton, seconded by Huenink, to approve the Town Hall rental agreement as modified; the motion carried by unanimous voice vote.

19. ONGOING ISSUES:
 - a. TOWN HALL RENOVATION:
 - i. NORTH WALKWAY LIGHTING: Motion by Lammers, seconded by Huenink, to approve the purchase of 8-foot aluminum bollards providing illumination of 1.3 to 3-foot candles of walkway illumination for the north walkway, contingent upon further cost, longevity, and higher-powered illumination information from Mike Soerens; the motion carried by unanimous roll call vote.
 - ii. PAINTING OF HANDRAILS: Chair Becker reported that painting should be completed within the next month.
 - iii. CONTROLLING THERMOSTATS REMOTELY: The hardware has been purchased and installed. The Clerk-Treasurer and Town Chairman currently have access to adjust Town Hall thermostats using an internet gateway. Other board members were offered the opportunity to use a smart phone app for this purpose.
 - iv. EXCESS HUMIDITY: Excess humidity has been observed in the Town Hall. Don Becker worked with the HVAC firm, Baumgart Mechanical, to determine if any part of our system was malfunctioning; none was found. Baumgart recommended that the system be run at a lower set point to allow the AC to run more often and longer so more humidity can be pulled out of the building. He also recommended placing a dehumidifier in the basement. Supervisor Hamilton placed a dehumidifier in the basement and will periodically monitor the building's humidity levels.
 - v. MALFUNCTIONING WATER COOLER: Chair Becker observed a continuous stream of water running out of the Town Hall water cooler. Matt McClelland with Silvercrest Construction Group suggested that the issue might be caused by excess air in the lines; Chair Becker will follow Matt's instructions to remove any excess air. If the issue persists, Don will contact Silvercrest Construction Group to pursue repair of the water cooler.
 - vi. STRIPING OF PARKING LOT: Supervisor Lammers will request that Public Works Director Nate Voskuil contact Sheboygan County to secure a slot in this year's work schedule for parking lot striping. This item will be discussed at the September board meeting.

- vii. BARRICADES AROUND BUILDING AND ON EAST EDGE OF PAVEMENT: Nate Voskuil should obtain pricing for a 12-inch bollard option for the September board meeting. Supervisor Lammers suggested that 7-foot concrete barricades could accomplish similar goals and might be more aesthetically pleasing, as Nate will have to complete snow removal around the restraints, whether bollards or barricades are chosen.
 - viii. ANGLED VERSUS PERPENDICULAR PARKING: No new information to report. This will be discussed at the September board meeting.
- b. DEMASTER ROAD RAILROAD CROSSING WARNING: No new information to report.
 - c. BUILDING INSPECTOR WORKFLOW AND PAYMENT STRUCTURE: Chair Becker and Supervisor Huenink met with Building Inspector Tom Huenink to discuss this. No new information to report. This will be discussed at the September board meeting.
 - d. SMOKE/CO ALARMS IN HALL: No new information to report. This will be discussed at the September board meeting.
 - e. REVIEW TOWN OF HOLLAND FEE SCHEDULE: No new information to report. The fee schedule will be reviewed at the September board meeting.
 - f. PARKING AREA FOR INTERURBAN TRAIL ON HOFTIEZER ROAD: No new information to report. This item will be removed from the agenda until further notice.
 - g. ROAD DAMAGE ON SIX MILE ROAD BETWEEN COUNTY ROAD RR AND COUNTY HWY K: The Town received one missed call from the property owner since the August board meeting. After two attempts to call the property owner back with no reply, Chair Becker stated that he will turn this matter over to legal counsel. This item will remain on the agenda for the September board meeting.
 - h. ELECTION LOGISTICS – ROOM ACOUSTICS, POLL WORKER RECRUITMENT: Clerk-Treasurer Janelle Kaiser provided an update about the poll worker recruitment process. An advertisement was placed in the Lakeshore Weekly for two consecutive weeks and recommendations were received from current poll workers. Recruiting potential volunteers from local high schools was also discussed. Janelle will conduct interviews and training sessions for new poll workers soon.
 - i. OBTAINING INSURANCE QUOTES: Supervisor Jones called our current insurance company for a quote earlier this month. He will call back again after Labor Day to follow up with the company, as the quotes should be available for the September 17th, 2018 budget meeting of the Administration Committee.

20. COMMITTEE REPORTS:

- a. ADMINISTRATION: No new business to report.
- b. ROADS: Supervisor Lammers reported that both bridge improvement projects are slotted for completion by October 31st, 2018.

- c. PARKS/PROPERTY/AMSTERDAM PARK: Supervisor Hamilton reported Nate Voskuil repaired the sticking doors in the Town Hall's bathrooms and hallway. The strip of flooring missing from the east entrance will be repaired soon.
Supervisor Huenink reported that 2 water e-coli advisory warnings were reported at Amsterdam Park during the months of July and August. The advisories were posted on the Wisconsin Beach Health website.
- d. PUBLIC SAFETY: Supervisor Huenink reported that the Town of Holland has granted extensions to 5 people for the violation of Town ordinances prohibiting accumulation or storage of junked automobiles and prohibiting storage of disassembled, inoperable, unlicensed or junked vehicles, trailers and parts in public view upon private property within the Town.
Supervisor Huenink stated that the Sheboygan County Sherriff's Department reported 36.75 and 28.75 hours of contract time in the months of June and July, respectively.
An Amsterdam Dunes Advisory Committee meeting will be held on August 27th, 2018.

21. PUBLIC INPUT:

- a. Two anonymous individuals were present to discuss the condition of the property located at N1970 State Road 32. The house and surrounding area is dilapidated and potentially uninhabitable. Supervisors Huenink and Hamilton will work together to contact the Sheboygan County Sherriff's Department to inquire about programs available to help address the concerns of the two anonymous individuals. An inspection needs to be completed, which could be difficult under the circumstances presented. Chair Becker will discuss the Township's options with legal counsel. Contact information of the anonymous individuals was provided to Chair Becker for future communications.
- b. Supervisor Hamilton reported that the annual shred event went well, as the amount of recycled paper nearly doubled. This event is schedule to be held again in 2019.

22. CLOSED SESSION: The board elected not to enter closed session at the August board meeting.

23. ADJOURN – Motion by Lammers, seconded by Hamilton, to adjourn at 11:00pm. The motion carried with unanimous consent.