

TOWN OF HOLLAND BOARD OF SUPERVISORS  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
Town Holland Hall  
W3005 County Road G, Cedar Grove  
Monday, September 17<sup>th</sup>, 2018

Immediately following the budget meeting of the Administrative Committee

1. CALL TO ORDER: Town Chair Donald Becker called to order the Board of Supervisors monthly meeting at 8:56pm 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 Doug Johnson
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: Motion by Lammers, seconded by Jones, to adopt the agenda as presented; the motion carried by unanimous voice vote.
6. PUBLIC INPUT: Resident Doug Johnson requested that a message from resident Kenneth Tyler be read at the board meeting during the discussion of agenda item 20. The message was provided to Supervisor Jones by Kenneth Tyler.
7. ACCOUNTS RECEIVABLE: The Town has one outstanding receivable for services provided by the Cedar Grove Fire Department in response to a fire call on I-43 in May 2018. The receivable is aged under 30 days.
8. PLAN COMMISSION RECOMMENDATION: None.
9. TOWN CODE VIOLATION AT PARCEL 59006078660: A complaint was filed about a fence in the Township that was constructed to exceed the height permitted by the Town code. The fence was constructed without a building permit. The Town Building Inspector checked the R-1 property and confirmed that the fence is in violation of the zoning ordinance. A written notice of violation was issued to the property owner. Since then there has been an indication that the property owner intends to submit an application to the Board of Appeals, though no application or payment has been received by the Town Clerk. Per Town Code this issue might not be able to be heard by the Board of Appeals. Dave Huenink will investigate the ability of the Plan Commission to consider a Conditional Use Permit in this situation.
10. SECURITY SYSTEM FOR TOWN HALL: No new information to report. This will be discussed at a [future](#) board meeting.

11. PROPERTY TAX REFUNDS FOR 59006065982 and 59006061571: Motion by Lammers, seconded by Huenink, to approve a property tax refund in the amount of \$250.63 for parcel 59006065982. The refund is a result of a double-assessed structure. The motion carried by unanimous roll call vote. Motion by Becker, seconded by Hamilton, to approve a property tax refund in the amount of \$451.36 for parcel 59006061571. The refund is a result of misclassified land value. The motion carried by unanimous roll call vote.
12. SOUND RESONANCE IN MULTI-PURPOSE ROOM: Motion by Lammers, seconded by Jones, to purchase acoustic panels for the Town Hall multi-purpose room from Acoustical Solutions, not to exceed the amount of \$8,760, intending for the panels be purchased and installed prior to the November 6, 2018 election; the motion carried by unanimous roll-call vote.
13. REVIEW TOWN OF HOLLAND FEE SCHEDULE: Motion by Hamilton, seconded by Jones, to adopt Town of Holland Resolution 04-2018 to amend the Town of Holland fee schedule; the motion carried by unanimous roll-call vote.
14. SHEBOYGAN COUNTY SHERIFF AGREEMENT FOR 2019: Motion by Lammers, seconded by Jones, to approve the Sheboygan County Sheriff Agreement for 2019; the motion carried by unanimous voice vote.
15. TOWN HALL MAINTENANCE PROTOCOL AND CHECKLIST; INSPECTION RESULTS/ACTIONS TAKEN: No new information to report. This will be discussed at a future board meeting.
16. ONGOING ISSUES:
  - a. TOWN HALL RENOVATION:
    - i. NORTH WALKWAY LIGHTING: At the September board meeting, a motion was made 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. At the October board meeting, Don Becker reported that he received further information from Mike Soerens, which the board deemed satisfactory. Therefore, the motion from the September board meeting will stand.
    - ii. PAINTING OF HANDRAILS: Chair Becker reported that painting should be completed in the next couple of weeks.
    - iii. EXCESS HUMIDITY: Don Becker reported that the Town Hall chimney will be sealed soon per Silvercrest Construction's Matt McClelland. Supervisor Hamilton continues to keep a dehumidifier in the basement and periodically monitors the building's humidity levels.
    - iv. 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 followed Matt's instructions to remove the excess air but did not see results. The water cooler will need repair; Chair Becker will contact Matt McClelland.
    - v. STRIPING OF PARKING LOT: Motion by Becker, seconded by Lammers, to stripe the parking lot with angled parking lines; the motion carried by unanimous voice vote.

- vi. BARRICADES AROUND BUILDING AND ON EAST EDGE OF PAVEMENT: This will be addressed in duplicate agenda item 16.a.viii.
  - vii. ANGLED VERSUS PERPENDICULAR PARKING: This was addressed in earlier agenda item 16.a.v.
  - viii. BARRICADES AROUND BUILDING AND ON EAST EDGE OF PAVEMENT: Motion by Lammers, seconded by Hamilton, to approve the installation of concrete bumpers in the Town Hall parking lot; the motion carried by unanimous voice vote. This reverses the motion made at the May 2018 board meeting, made 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 carried by unanimous voice vote.
- b. DEMASTER ROAD RAILROAD CROSSING WARNING: A traffic study was included in the September meeting packet. The Village of Oostburg will begin drafting a resolution to be modified as needed by the Township and presented to the Wisconsin Railroad Commissioner in the form of a certified letter.
  - c. BUILDING INSPECTOR WORKFLOW AND PAYMENT STRUCTURE: This topic was tabled by the board with unanimous consent; it will be discussed at a future board meeting.
  - d. SMOKE/CO ALARMS IN HALL: This topic was tabled by the board with unanimous consent; it will be discussed at a future board meeting.
  - e. ROAD DAMAGE ON SIX MILE ROAD BETWEEN COUNTY ROAD RR AND COUNTY HWY K: This topic was tabled by the board with unanimous consent; it will be discussed at a future board meeting.
  - f. STATUS OF PROPERTY LOCATED AT N1967 DEWITT RD: This topic was tabled by the board with unanimous consent; it will be discussed at a future board meeting.
  - g. ELECTION LOGISTICS – ROOM ACOUSTICS, POLL WORKER RECRUITMENT: This topic was tabled by the board with unanimous consent; it will be discussed at a future board meeting.
17. COMMITTEE REPORTS: This topic was tabled by the board with unanimous consent; it will be discussed at a future board meeting.
18. PUBLIC INPUT: Resident Doug Jonson stated that he talked with resident Louise Robson, who feels that excess language is present in the draft short-term rental ordinance currently under review by the Town Board. Per the board's request, Louise will send a document to Clerk-Treasurer Janelle Kaiser that highlights the changes she would like to see made to the ordinance.
19. TRANSFER OF TOWN OF HOLLAND PROPERTY ON COUNTY HWY D TO SHEBOYGAN COUNTY: Motion by Lammers, seconded by Becker, to hold a special electors' meeting at 7pm on the same evening as the October 15, 2018 board meeting. The purpose of the meeting is to obtain approval of the electors, through a resolution, to transfer the ownership of parcel 59006065460 to Sheboygan County at no cost to the County. This parcel is located on the north side of County Highway D, just east of Knepprath Road. The motion passed by unanimous roll-call vote.

20. **SHORT-TERM PROPERTY RENTAL ORDINANCE:** Supervisor Jones read a message provided to the board by resident Doug Johnson on behalf of resident Kenneth Tyler. After some discussion about the ordinance and its development, the board decided to hold a second public hearing for the public to provide input about the heavily amended ordinance. The public hearing will take place immediately after the special electors' meeting on October 15, 2018 and prior to the Board meeting. Don Becker volunteered to draft or incorporate a couple revisions discussed on this agenda item in time to have the draft ordinance posted to the web site for the public the public and the Board members to have access.
21. **CLOSED SESSION:** Motion by Lammers, seconded by Hamilton, to enter closed session at 11:30pm for the purpose of discussing employee compensation for all non-elected employees in 2019; the motion passed by unanimous roll-call vote. Motion by Lammers, seconded by Becker, to leave closed session at 12:10am; the motion passed by unanimous roll-call vote. There was a motion by Dave Huenink, supported by Steve Jones, to use the compensation levels on the revised compensation spreadsheet. Compensation changes will take effect on January 1, 2019. Motion passed by unanimous roll-call vote.
22. **ADJOURN –** Motion by Lammers, seconded by Hamilton, to adjourn at 12:15am. The motion carried with unanimous voice vote.