

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING

Town Holland Hall

W3005 County Road G, Cedar Grove

Monday, November 12th, 2018

Immediately following the Electors' meeting to adopt the 2019 tax levy

1. CALL TO ORDER: Town Chair Donald Becker called to order the Board of Supervisors monthly meeting at 7:09pm at the Town of Holland Town Hall.
2. 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.
3. ROLL CALL:
 - a. Members Present: Town Chair Donald Becker, Town Supervisors Stephen Jones, Stanley Lammers, and Douglas Hamilton
 - b. Members Absent: Supervisor David Huenink
 - c. Others Present: Clerk-Treasurer Janelle Kaiser, Craig Droppers
4. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: Motion by Hamilton, seconded by Lammers, to adopt the agenda as amended, moving agenda item 21 to item 25; the motion carried by unanimous voice vote.
5. DISCUSSION AND APPROVAL OF MINUTES: Motion by Lammers, seconded by Jones, to approve the minutes from the October 15, 2018 board meeting with one minor change; the motion carried by unanimous voice vote. The change was made as follows:
 - a. Page 5, under "Town Code Violation at Parcel 59006078660", second line "Supervisor Huenink will make contact with both the building inspector the parcel owner."
6. PUBLIC INPUT: Craig Droppers expressed interest in forming a committee to address abandoned wells in the Township. He will contact the Wisconsin Department of Natural Resources and Sheboygan County to inquire about a representative that could speak to this topic at a future board meeting and provide guidance about how to start this process.
7. RECORD RETENTION CERTIFICATION: Clerk-Treasurer Janelle Kaiser certified that everything is up to date.
8. FINANCIAL/TREASURER'S REPORT: Motion by Becker, seconded by Jones, to approve the financial/treasurer's report as presented; the motion carried by unanimous voice vote.
9. APPROVAL OF VOUCHERS: Clerk-Treasurer Janelle Kaiser modified one item on the voucher list. Motion by Hamilton, seconded by Lammers, to approve the modified voucher list; the motion carried by unanimous voice vote.
10. 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 90 days; timely payment from the insurance company is anticipated by Clerk Janelle Kaiser.

11. PLAN COMMISSION RECOMMENDATION: None.
12. ADOPT THE FINAL 2019 TAX LEVY AND 2019 BUDGET: Motion by Lammers, seconded by Jones, to approve the 2019 Town of Holland budget and to adopt the final tax levy of \$904,034 to be paid in 2019; the motion carried by a unanimous roll-call vote. Donald Becker: Y; Douglas Hamilton: Y; Stephen Jones: Y; Stanley Lammers: Y.
13. CLERK-TREASURER BONDING: Clerk-Treasurer Janelle Kaiser obtained a copy of the ordinance from the Sheboygan County Treasurer and submitted it to General Code. This ordinance was passed in 2003 and is in place to allow the Town Board to forgo the purchase of a tax collector bond for Clerk-Treasurer Janelle Kaiser. An update of this ordinance will be present on a future board agenda; Janelle Kaiser will add this to her calendar.
14. COUNTY INTERGOVERNMENTAL AGREEMENT FOR 2019 SALES TAX REVENUE SHARING: Motion by Lammers, seconded by Jones, to approve the Sheboygan County 2019 sales tax revenue-sharing and maintenance agreement; the motion carried by unanimous roll-call vote.
15. DRAFT 2018 TRANSPORTATION RESOLUTION: A draft resolution was included in the November meeting packet for review. The resolution is intended to address state legislators and the state governor; the purpose of the resolution is to draw attention to transportation aids for local municipalities as well as unmet transportation needs throughout the state. The Town Board decided not to act upon the resolution at this time.
16. TOWN HALL MAINTENANCE PROTOCOL AND CHECKLIST; INSPECTION RESULTS/ACTIONS TAKEN: No new information to report. Clerk Janelle-Kaiser uploaded the related documents included in the meeting packet to the Town's cloud-based filing system. Supervisor Hamilton should follow up with Public Works Director Nate Voskuil to address outstanding or upcoming maintenance items. One of the items mentioned requiring attention is the key pad at the east entrance.
17. TOWN CODE VIOLATIONS AT PARCELS 59006078660 AND 59006065450:
 - a. PARCEL 59006065450: When the agenda was drafted for this meeting, Clerk Janelle Kaiser had not yet made contact with the owner of this parcel. Information was included in the meeting packet if the owner attended this meeting. The violation was the result of multiple reports of a recreational vehicle being used on a property owned by Lance Borgenhagen. The trailer has been moved to a location on the property where it may be occasionally used as a warming area during hunting season. This was determined not to be in violation at the present time of any town code. No further follow up by the Clerk is needed.
 - b. PARCEL 59006078660: The owner of the parcel was not present at this meeting. A related Plan Commission application submission to Plan Commission Clerk Janelle Kaiser is expected from the property owner soon.
18. DISCUSSION OF PROPERTIES THAT PRESENT SAFETY HAZARDS IN THE TOWNSHIP: No information or action to report at this time; this topic was tabled by unanimous consent until further notice.

19. ONGOING ISSUES:

- a. TOWN HALL RENOVATION:
 - i. NORTH WALKWAY LIGHTING: A necessary installation component for the light fixtures did not ship in time to be installed before the November election. The light fixtures could still get installed this year if the right weather conditions occur.
 - ii. PAINTING OF HANDRAILS: An invoice was received from the company, but the work was not fully completed. Chair Becker will follow up with Matt McClelland at Silvercrest Construction.
 - iii. MALFUNCTIONING WATER COOLER: Chair Becker stated that the water cooler is functioning better than it had been, but water is still trickling out of the spout when it shouldn't be. Chair Becker will follow up with Matt McClelland at Silvercrest Construction.
 - iv. STRIPING OF PARKING LOT: The parking lot was striped prior to the November election. This topic will be removed from future agendas.
 - v. CAPPING OF OLD CHIMNEY: The old chimney has not yet been capped. Chair Becker will follow up with Matt McClelland at Silvercrest Construction.

- b. DEMASTER ROAD RAILROAD CROSSING WARNING: A resolution and traffic study was sent to the Railroad Commissioner of Wisconsin and to Union Pacific Railroad Company by Janelle Kaiser on behalf of both the Village of Oostburg and the Town of Holland to petition for the installation of a railroad crossing warning on DeMaster Road. Both the Town and the Village are waiting for notification from the Railroad Commissioner of Wisconsin that an investigation of the need for a railroad crossing warning on DeMaster Road has been placed on the docket.

- c. SOUND RESONANCE IN TOWN HALL MULTI-PURPOSE ROOM: All panels and the required installation components have been received and are awaiting installation. Public Works Director Nate Voskuil suggested that he could install the panels this winter with the help of another person. The Board determined that the extra hand would be paid the hourly rate of an entry-level public works employee.

- d. SECURITY SYSTEM FOR TOWN HALL: Clerk Janelle-Kaiser requested the assistance of Supervisor Hamilton in researching security systems for the Town Hall. The system will likely be wireless and have both indoor and outdoor capabilities.

- e. SMOKE/CO ALARMS IN TOWN HALL: Supervisor Hamilton will follow up with Nate Voskuil regarding the purchase options and installation of these items needed for the Town Hall.

- f. ROAD DAMAGE ON SIX MILE ROAD BETWEEN COUNTY RD RR AND COUNTY HWY K: Chair Becker reported that he has not heard back from the Wisconsin Department of Natural Resources. This topic will be discussed at the December board meeting.

- g. STATUS OF PROPERTY LOCATED AT N1967 DEWITT RD: Clerk-Treasurer Janelle Kaiser will email Building Inspector Tom Huenink to request that he drive by the property located at N1967 DeWitt Rd to determine whether the sign deeming the property uninhabitable is still posted; Tom will likely provide an update of this property at the December Plan Commission meeting.

- h. BUILDING INSPECTOR WORKFLOW AND PAYMENT STRUCTURE: No new information to report. This will remain on the agenda for the December board meeting.
20. COMMITTEE REPORTS:
- a. ADMINISTRATION: No new information to report.
 - b. PARKS/PROPERTY/AMSTERDAM PARK: Supervisor Hamilton reported that poultry wire has been placed over the south recycling dumpster to keep bags and loose trash from blowing out of the compactors as residents make deposits into the machine. The sanitation employees plan to cover the north dumpster in a similar manner.
 - c. ROADS – Supervisor Lammers reported that the first mile of Sauk Trail Road south of I-43 has been blacktopped. The bridgework on Risseeuw Road will be completed very soon.
 - d. Public Safety: No new information to report.
21. DRAFT ORDINANCE FOR POLL WORKERS TO SPLIT SHIFTS ON ELECTION DAY: Janelle Kaiser will draft an ordinance to be reviewed by Town Attorney Gerry Antoine. This will be a topic of discussion at the December board meeting.
22. MANAGING SHORT-TERM RENTAL LICENSE AND PROPERTY MANAGER APPLICATIONS: Motion by Lammers, seconded by Becker, to enter into an agreement with Bear Cloud Software for the purpose of managing the Town of Holland’s short-term rental licenses, short-term rental applications, and property manager applications; the motion carried by unanimous voice vote. The motion includes approval for Bear Cloud Software to handle all three elements of short-term rentals in the Town of Holland, which includes discovery, licensing, and nuisance management for a one-year term. Clerk-Treasurer Janelle Kaiser will add an item to the August agenda template to ensure that the review of the agreement with Bear Cloud Software occurs on an annual basis. Supervisor Jones will follow up with this company to take the next steps.
23. REVIEW AND REVISE FEE SCHEDULE: The fee spreadsheet was reviewed and revised in the meeting. Motion by Lammers, seconded by Jones, to approve Town of Holland Board Resolution 06-2018 titled “Resolution Setting Fees”; the motion carried by unanimous roll-call vote.
24. REVIEW AND REVISE TOWN HALL RENTAL AGREEMENT: The Town Hall rental agreement was revised to include the words ‘resident or property owner’ rather than ‘resident’ when referring to usage and fees for renting the Town Hall; the rental agreement was revised by unanimous consent. Janelle Kaiser will update the website with the revised Town Hall rental agreement.
25. PUBLIC INPUT: Craig Droppers suggested that the Town Hall obtain a payment drop box that can accept large envelopes for the upcoming property tax collection season. After some discussion amongst the board members, it was determined that a drop box should be purchased and installed as soon as possible. The drop box had been approved by the Board in the fall of 2017, but was not acted upon at that time due to issues related to hall renovation activities and frozen ground.
26. ADJOURN – Motion by Lammers, seconded by Hamilton, to adjourn at 10:10pm. The motion carried with unanimous consent.