

TOWN OF HOLLAND BOARD OF SUPERVISORS  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
Town Holland Hall  
W3005 County Road G, Cedar Grove  
Monday, December 10<sup>th</sup>, 2018 7:30pm

1. CALL TO ORDER: Town Chair Donald Becker called to order the Board of Supervisors monthly meeting at 7:30pm 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: None
  - c. Others Present: Clerk-Treasurer Janelle Kaiser
  - d. Members of the public that signed in: None
4. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: Motion by Jones, seconded by Lammers, to adopt the agenda as presented; 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 November 12, 2018 board meeting with one minor change, and to re-approve the minutes from the October 15, 2018 board meeting with four minor changes; the motion carried by unanimous voice vote. The changes were made as follows:
  - a. October 15, 2018 board meeting minutes:
    - i. Page 1, under "Roll Call", section c, second line: "Lt. Matthew Spence from the Sheboygan County Sheriff's Department."
    - ii. Page 1, under "Roll Call," section d, first line: "Members of the public that signed in."
    - iii. Page 3, under "Periodic Information Exchange with Sheboygan County Sheriff Department," fourth line: "Contracted hours for 2018 complete at the end of October."
    - iv. Page 5, under "Public Input," sixth line: "a refund be issued to a Town Hall renter."
  - b. November 12, 2018 board meeting minutes:
    - i. Page 4, under "Committee Reports", section c, first line: "the first mile of Sauk Trail Road to the south of where it crosses I-43."

The minutes from the October 15, 2018 board meeting minutes were reviewed for a second time due to the absence of Supervisor Huenink at our November 12, 2018 board meeting. Supervisor Huenink provided his suggestions for both the October and November board meeting minutes to Clerk-Treasurer Janelle Kaiser at the December 10, 2018 board meeting.
6. RECORD RETENTION CERTIFICATION: Clerk-Treasurer Janelle Kaiser certified that everything is up to date.

7. PUBLIC INPUT: Clerk-Treasurer Janelle Kaiser inquired about whether the Town Hall can be rented out for events that involve the sale of a product. A non-profit organization requested to rent the Town Hall for a health fair during which products will be sold to attendees. The board concluded that there is nothing in our agreement that prohibits this type of rental, but as always, all rental guidelines as detailed in the Town Hall Rental Application and Agreement must be followed.
8. FINANCIAL/TREASURER'S REPORT: Motion by Huenink, seconded by Hamilton, to approve the financial/treasurer's report as presented; the motion carried by unanimous voice vote.
9. APPROVAL OF VOUCHERS: Clerk-Treasurer Janelle Kaiser added several items to the voucher list for invoices received after the meeting packet distribution date. Supervisor Stan Lammers requested that one item be added. A revised voucher list reflecting all modifications will be included in the January board meeting packet. Motion by Huenink, seconded by Lammers, to approve the modified voucher list; the motion carried by unanimous voice vote.
10. ACCOUNTS RECEIVABLE: A payment for fire services provided for an accident on Interstate 43 at the 111<sup>th</sup> mile marker was received from the driver's auto insurance company, Nationwide Insurance, in November by the Town of Holland. A check for 50% of the receivable will be cut and sent to the Village of Cedar Grove as agreed upon for all reimbursements of this nature, as the department is jointly owned between the two municipalities.
11. PLAN COMMISSION RECOMMENDATION: None.
12. DISCUSS/ACT ON AUDIT FOR 2018 BOOKS: Motion by Lammers, seconded by Becker, to hire the accounting firm Peterson, Corson, and Hamann for the Town of Holland's 2018 financial audit; the motion carried by a unanimous roll-call vote. Stephen Jones: Y; Stanley Lammers: Y; Donald Becker: Y; Douglas Hamilton: Y; Dave Huenink: Y.
13. DEPUTY CLERK-TREASURER: Clerk-Treasurer Janelle Kaiser will appoint a Deputy Clerk-Treasurer soon and began the conversation at the December board meeting. Janelle is conducting research on public official bonds, training, and qualifications as it relates to deputies prior to making an appointment, and she will make a recommendation to the board about deputy training compensation at the January board meeting.
14. COURTESY HALL RENTAL FOR THE OOSTBURG FIRE DEPARTMENT: Motion by Huenink, seconded by Lammers, to approve a fee waiver for the Oostburg Fire Department's hall rental on January 19<sup>th</sup>, 2019; the motion carried by unanimous consent.
15. MARCH 2020 ELECTION LETTER TO OFFICIALS: An opinion letter addressed to local officials was created by county clerks across Wisconsin and adapted by Janelle Kaiser on behalf of the Town of Holland regarding the proposed 5<sup>th</sup> election in 2020. The letter was included in the December board meeting packet.
16. DRAFT ORDINANCE FOR POLL WORKERS TO SPLIT SHIFTS ON ELECTION DAY: Clerk-Treasurer Janelle Kaiser included a draft ordinance in the December meeting packet. The board reviewed the draft ordinance and provided suggestions for improvement; Janelle will modify the ordinance and send to Town Attorney Gerry Antoine for his review prior to the January board meeting.

17. MANAGING SHORT-TERM RENTAL LICENSES AND PROPERTY MANAGER APPLICATIONS: Janelle Kaiser has been working with the company Bear Cloud Software, Inc. to implement a software program called Short Term Rentals (STR) Helper to be used by the Township for managing short-term rental licenses and property manager applications. She provided a brief update regarding the status of the implementation at the December board meeting.
18. ONGOING ISSUES:
- a. TOWN HALL RENOVATION:
    - i. NORTH WALKWAY LIGHTING: The fixtures have been installed at the Town Hall; the lights provide improved lighting for the sidewalk and posting board on the north side of the building.
    - ii. PAINTING OF HANDRAILS: An invoice was received from the company, but the work is not fully completed. Per instructions by Matt McClelland, Silvercrest Construction, the invoice will not be paid until all the work is complete. Chair Becker will follow up with Matt McClelland later, as the work will not be completed until the weather warms in Spring 2019.
    - iii. MALFUNCTIONING WATER COOLER: The water cooler in the Town Hall is still not functioning at the level it should be. Chair Becker will follow up with Matt McClelland at Silvercrest Construction.
    - iv. CAPPING OF OLD CHIMNEY: Chair Becker will follow up with Matt McClelland at Silvercrest Construction in Spring 2019, as the time for this project in 2018 has passed.
  - b. DEMASTER ROAD RAILROAD CROSSING WARNING: Clerk-Treasurer Janelle Kaiser included a notification from the Railroad Commissioner of Wisconsin in the December meeting packet; the notification stated that an investigation of the need for a railroad crossing warning on DeMaster Road has been placed on the docket. The Town of Holland and the Village of Oostburg are now awaiting further communication from the commissioner.
  - c. SOUND RESONANCE IN TOWN HALL MULTI-PURPOSE ROOM: All panels and the required installation components have been received and are awaiting installation. The installation will occur between the dates of 01/06/2019-01/18/2019. No Town Hall rentals will take place during this time.
  - d. SECURITY SYSTEM FOR TOWN HALL: Clerk Janelle-Kaiser conducted a small amount of research on wireless security systems for the Town Hall. The systems proposed by Janelle would be operated using WiFi, ultimately storing all camera digital files in the Cloud. This type of system could disrupt the Town Hall WiFi signal throughout both daytime and evening hours, ultimately interrupting and slowing down normal business activities. Janelle will conduct further research on systems that could store digital camera files on an external storage device as opposed to cloud storage.
  - e. SMOKE/CO ALARMS IN TOWN HALL: Last month, meeting minutes read that Supervisor Hamilton should follow up with Nate Voskuil regarding the purchase options and installation of these items needed for the Town Hall. No new information to report. This topic will be discussed at the January board meeting.

- 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 about a soil sample, though he has had communications with them and repeatedly requested this information. This topic will be discussed at the January board meeting.
- g. BUILDING INSPECTOR WORKFLOW AND PAYMENT STRUCTURE: No new information to report. Chair Becker and Supervisor Huenink will meet to discuss the possible approach and assignment of duties. They will then meet with Building Inspector Tom Huenink and the Clerk-Treasurer to get their insights. This topic will remain on the agenda for the January board meeting.

19. COMMITTEE REPORTS:

- a. ADMINISTRATION: No new information to report.
- b. PARKS/PROPERTY/AMSTERDAM PARK: No new information to report.
- c. ROADS – Supervisor Lammers reported that 2018 Town of Holland bridge projects are complete, with minor landscaping work to be completed in Spring 2019.
- d. Public Safety: Supervisor Huenink reported 28.5 hours of contracted time from the Sheboygan County Sheriff's Department in October 2018; October 2018 marked the conclusion of the Town of Holland's 2018 contract with the department.

20. PUBLIC INPUT:

- a. Chair Becker stated that he heard from the mortgage servicer of the property located at N1967 DeWitt Rd; the firm, Waldo State Bank, has re-possessed the property and now holds the title. The property will be cleaned up, inspected, and likely sold to the adjoining neighbors soon.
- b. Clerk-Treasurer Janelle Kaiser reported that the first two of four open records requests submitted by Sturgis Chadwick have been sent via certified mail. The third and fourth requests should go out by the end of December.
- c. Supervisor Hamilton inquired about whether an emergency messaging system for the Town of Holland or Sheboygan County exists; there are no such systems known to the Town of Holland board members.
- d. Supervisor Hamilton reported that ash trees are being cut down at Amsterdam Dunes due to a combination of emerald ash borer and storm damage.
- e. Clerk-Treasurer Janelle Kaiser inquired about a guest WiFi system for Town Hall Rentals. She also inquired about whether the 2019 Levy Limit worksheet was submitted to the Wisconsin Department of Revenue; Chair Becker will submit the worksheet prior to December 17<sup>th</sup>, 2018.
- f. Supervisor Huenink reported that Richard Gust will attend the January Plan Commission meeting to discuss applying for a conditional use permit related to a Town Code violation.

21. ADJOURN – The meeting was adjourned at 9:40pm by unanimous consent.