

TOWN OF HOLLAND BOARD OF SUPERVISORS  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
Town Holland Hall  
W3005 County Road G, Cedar Grove  
Monday, February 11<sup>th</sup>, 2019 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. PLEDGE OF ALLEGIANCE: Chair Donald 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 David Huenink, Stanley Lammers, and Douglas Hamilton
  - b. Members Absent: Town Supervisor Stephen Jones
  - c. Others Present: Clerk-Treasurer Janelle Kaiser
  - d. Members of the public that signed in: None
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: Motion by Hamilton, seconded by Huenink, to adopt the agenda for the February 11, 2019 board meeting as presented; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES: Motion by Huenink, seconded by Lammers, to approve the minutes from the January 14, 2019 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. FINANCIAL/TREASURER'S REPORT: Motion by Huenink, seconded by Lammers, to approve the financial/treasurer's report as presented; the motion carried by unanimous voice vote.
10. APPROVAL OF VOUCHERS: Clerk-Treasurer Janelle Kaiser added one item, amended two items, and removed one item from the voucher list as presented. A modified voucher list reflecting all modifications will be included in the March board meeting packet. Motion by Becker, seconded by Huenink, to approve the modified voucher list; the motion carried by unanimous voice vote.
11. ACCOUNTS RECEIVABLE: None.
12. PLAN COMMISSION RECOMMENDATION: None.

13. TRAINING FOR NEWLY APPOINTED PLAN COMMISSION AND BOARD OF APPEALS MEMBERS: The Town of Holland is currently searching for candidates to fill two vacancies on the Town of Holland Board of Appeals, one Board of Appeals Chairman and one member. Chair Becker suggested that a training session be regularly conducted by either of the two Town Board members who also sit on the Plan Commission – at least every second year – using our ordinances and materials published by the UW Extension. Special training sessions may need to occasionally be scheduled for new Board of Appeals members. The training session would provide information on new ordinances, application examples, and how to properly document actions taken.

14. ONGOING ISSUES:

a. TOWN HALL RENOVATION:

- i. PAINTING OF HANDRAILS: Chair Becker will follow up with Matt McClelland at Silvercrest Construction in Spring 2019, as the time for this project in 2018 has passed.
- ii. 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: The Town of Holland and Village of Oostburg received a final decision from the Office of the Commissioner of Railroads in response to a petition filed by the municipalities in 2018. The decision stated that the municipalities shall install and maintain stop signs on the existing posts, clear brush and trees for 330 feet within the highway right-of-way and maintain advance warning signs at a distance in accordance with the Manual on Uniform Traffic Control Devices at the DeMaster Road railroad crossing shared by the two municipalities. This must be completed by June 30, 2019.

c. SECURITY SYSTEM FOR TOWN HALL: The Town of Holland Parks & Property Committee met in January 2019 to discuss security system options for the Holland Town Hall. The discussion continued at the February board meeting; Supervisor Hamilton will bring and install one of the cameras he owns to test its video and audio performance in the Town Hall before the Board makes any decision on a security system to purchase. The Town Board also discussed the current temperature monitoring system and its capability to send alerts to mobile phones if temperatures in the Town Hall were to exceed or drop below a certain degree range. Clerk-Treasurer will set up alerts to be sent to herself, Chair Becker, and Public Works Director Nate Voskuil in the event of an extreme temperature fluctuation.

d. SMOKE/CO ALARMS IN TOWN HALL: No new information to report. Doug Hamilton will follow up with Nate Voskuil regarding this topic.

e. BUILDING INSPECTOR WORKFLOW AND PAYMENT STRUCTURE: No new information to report.

f. MANAGING SHORT-TERM RENTAL AND PROPERTY MANAGER LICENSES WITH STR HELPER: Clerk-Treasurer Janelle Kaiser provided a brief update regarding the status of property manager and short-term rental license application implementation and management between the Town of Holland and Bear Cloud Software. A draft version of the first

notification letter to be sent to renters within the Township was included in the packet. This initial letter will be mailed to known renters in the month of February. Clerk-Treasurer Janelle Kaiser will contact Bear Cloud Software to request that the initial access date for the web portal renters will use to upload required licensing documents be moved up to April 1<sup>st</sup>, 2019.

- g. DEPUTY CLERK-TREASURER TRAINING AND COMPENSATION: Janelle Kaiser reported that she will be discussing this topic with fellow Clerk-Treasurers to inquire about their needs for a Deputy Clerk-Treasurer in the event of absence or injury; it is possible that they could serve as one another's back-up if another Town needs this position filled as well. Janelle will continue to recruit and plan for this position and should appoint a Deputy Clerk-Treasurer by July 2019.

#### 15. COMMITTEE REPORTS:

- a. ADMINISTRATION: No new information to report.
- b. PARKS/PROPERTY/AMSTERDAM PARK: Supervisor Hamilton included a policy for disposing of brush at the Town of Holland Recycling Center in the February meeting packet. This policy was distributed to employees of the recycling center. The board discussed ways for residents to appropriately dispose of ashes. Disposing of ashes in the trash compactors poses a risk for fire, therefore emptying burn barrels into the compactors should not continue at the recycling center. Supervisor Hamilton will inform recycling center employees of this requirement.  
A resident previously contacted the Town Board regarding a dilapidated structure at N1359 Cottage Drive. Supervisor Hamilton spoke with the owner of the structure, who stated that it would be removed by March 15<sup>th</sup>, 2019. If the structure is not removed by March 15<sup>th</sup>, 2019, the Town Board will address the issue under Town Ordinance 245-5(H).
- c. ROADS – No new information to report.
- d. Public Safety: Supervisor Huenink reported that the Amsterdam Dunes Advisory Committee meeting has been re-scheduled for Monday, February 25<sup>th</sup>, 2019.  
Supervisor Huenink received 2018 fire call logs from Sheboygan County Dispatch and the Cedar Grove and Oostburg Fire Departments and has completed necessary data compilation. He also reported that the Oostburg Fire Department came in under budget so the Town of Holland will receive a \$500 credit on the second quarterly invoice in 2019. The Cedar Grove Fire Department came in above budget due to an unplanned truck repair in 2018, but managed costs to minimize the over-budget amount. The Town of Holland owes the fire department for a portion of that repair, which will be paid in 2019. Supervisor Huenink will provide the exact amount owed to the Cedar Grove Fire Department to Janelle Kaiser so a check can be issued.

#### 16. PUBLIC INPUT:

- a. The Town Board requested that Clerk-Treasurer Janelle Kaiser compile a listing of the entities with which the Town of Holland holds tax-exempt status. This listing should be uploaded and saved to the Town's electronic cloud filing system. Janelle will also prepare a proposal for safe password storage, both for security purposes and to ensure that crucial

information, such as accounting records, can be accessed by the appropriate individuals in the event of her absence.

- b. Janelle Kaiser reported that she is planning to draft a resolution that would preclude reimbursements of trivial amounts when the Town receives overpayments of property taxes.

17. ADJOURN – Motion by Huenink, seconded by Lammers, to adjourn the meeting at 9:03pm; the motion carried by unanimous voice vote.