

# **Town of Holland**

## **Minutes of the Annual Elector Meeting**

### **Sheboygan County, WI**

1. Call to order:

The annual meeting of the Town of Holland was called to order by Chairman Donald Becker at 7:32 P.M. on April 16, 2019, at the Town of Holland Hall, County G.

1. Pledge of Allegiance:

The Pledge of Allegiance was led by Chairman Becker.

2. Certify that the Wisconsin open meeting laws have been met:

Clerk Janelle Kaiser stated that by default the annual town meeting is held on the third Tuesday in April, Wisconsin Statute § 60.11(2)(a). If it will be on that day, and at the same place and time as the prior year, no notice is required to be made. However, the meeting was noticed at the usual posting places in the Town, the website, and local newspapers.

3. Introductions and Comments:

Don Becker explained that electors are entitled to add anything they wish to discuss to the meeting agenda if it is in the limits of what is allowed by law for the electors to decide. Don explained that state statutes, not the board, determine what can be decided at an Annual Meeting. Direct powers, directives or grants of authority, and authorizations to the board to appropriate money is what can be discussed and acted upon. Only electors who reside in the Town of Holland may vote. Property owners who do not reside in the Township are not allowed to vote. While residents must be 18 years old and have resided continuously in the Town of Holland as their primary place of residence for at least 28 days prior to this meeting, voters are not required to be registered. Voting will be done by a show of hands unless otherwise called for, such as a voice vote, ballot vote, or standing vote. If anyone desires another method for a specific vote, that person must make a motion to change the voting method prior to taking a vote on the original motion.

Chairman Don Becker introduced board members as Stanley Lammers, David Huenink, Stephen Jones, and Douglas Hamilton. Chair Becker thanked those who were involved in organizing and preparing the meal that will be served after the meeting and introduced himself.

4. Adopt Agenda as Official Order of Business:

Chair Becker asked if anyone would like additions or changes to the agenda. Motion by Craig Droppers, supported by Bryan Kaiser, to adopt the agenda as presented; the motion carried by unanimous voice vote.

5. Minutes of previous Annual Meeting (Minutes of previous year available for review):

Clerk-Treasurer Janelle Kaiser provided copies of the annual meeting minutes from April 17, 2018. He explained that these minutes are for information purposes only because annual meeting minutes are approved by residents present at the meeting each year and cannot be changed after the fact. However, questions and comments about the 2018 minutes can be included in the 2019 meeting minutes.

6. Progress reports by Committee Chairpersons and Town Chairman:

**Public Safety:**

Supervisor David Huenink, the chairman of the Public Safety Committee, provided a report on public safety, stating that his role on the committee primarily involves police and fire protection for the Town. For police protection, the Sheboygan County Sheriff's Department provides normal coverage for the entire county. The Town also contracts for additional police services for Town specific tasks from April through October. For fire protection, the Town is involved with four fire departments: Cedar Grove, Oostburg, Adell and Random Lake. In 2018 the Cedar Grove Fire Dept had 18 calls for Town locations plus 11 calls on I-43, including shed fires on Hoitink Rd and Surfside Dr. The Oostburg Fire Dept had 10 calls for Town locations, including a house fire on Cardinal Ln. I do not track calls for Adell or Random Lake, but they only cover small areas of the Town. Fire protection costs came in under the 2018 budget, so we were able to save some funds to help with a future fire truck purchase. I'm also the chairman of the Amsterdam Park Commission and am on Sheboygan County's Amsterdam Dunes Advisory Committee. Amsterdam Dunes is the County owned preservation area near Amsterdam Park. So, I can address any questions on these as well. Any questions regarding police or fire protection, or the two Amsterdam areas?

**Parks and Property:**

Doug Hamilton reported that the Town of Holland held our third Shred Event in 2018 in conjunction with Oostburg State Bank. Residents and businesses could bring confidential papers for shredding, providing security for personal information and helping prevent potential identity theft. It was an enthusiastic success with almost double the volume we did in 2017. The next Shred Event will be on Saturday, July 13, 2019, running from 8:00 a.m. to 11:00 a.m. at the Oostburg State Bank parking lot in Oostburg. I thank the volunteers for their energetic help and Oostburg State Bank for their support and providing their parking lot and cashier. Final improvements at the town hall have been completed. We've added lighting in the front for better night-time visibility and have installed a secure drop box where paperwork can be safely deposited after hours. There are new posting boards for official town notices at the town hall and at the entrance gate to the Recycling Center. Acoustic tiles have been added to the multi-purpose room. They have significantly reduced the reverberation, improving its use for voting, meetings and rentals. The hall can accommodate up to 75 people. The Rental Agreement is available on the town's website, *townofholland.com*, as are many other town documents.

The Recycling Center has printed guidelines for recycling oil and similar liquid petroleum products and brush and yard waste disposal. Please pick up a copy from the attendants or check *townofholland.com* on the Resources tab before you bring such materials. It will save time and frustration.

State and Federal laws determine that certain items cannot go into the trash compactor. If you have anything other than household trash or are in doubt, please check with the attendants. There may be fees for some items to cover the costs of disposal that we are charged.

Remember that we accept single-stream recycling materials. These items do not have to be separated: aluminum cans, steel and tin FOOD cans, food-grade plastic, and most paper such as newspapers, cardboard, paper bags, magazines & catalogs, junk mail and window envelopes. It is advisable to shred paperwork that has personal information or take that paperwork to our Shred Event as mentioned above.

We also accept electronics but there are fees for certain items. The fee schedule as well as other recycling information is on the town's website, *townofholland.com*, under the Resources tab.

**Roads:**

Supervisor Stanley Lammers reported that 2018 road projects consisted of the replacement of 2 bridges over the Onion River located on Hoitink Road and Risseeuw Road. A blacktop overlay was applied to one mile of Sauk Trail South and sealcoating was done on all roads in the Wittwood Drive complex. For 2019, the Town is considering a road betterment on the remaining section of Rauwerdink Road north of Risseeuw Road, which would include a ditch replacement and adding to the shoulder. A blacktop overlay on the remainder of Sauk Trail South is also expected.

**Administration:**

Beyond the normal duties of administration, I spent a great deal of time this past year working on the Short-Term Rental Ordinance for the Town of Holland.

After substantial research, I worked closely with Don Becker, the rest of the board, and substantial public input to complete eleven revisions of the ordinance before adopting our current completed ordinance.

I also researched and brought to the board a firm to help implement and make applying for the license an easy process.

**Clerk-Treasurer:**

Janelle Kaiser provided a report stating the following: My name is Janelle Kaiser. I have a background in accounting as well as agriculture; I earned my CPA license in 2015 and I help out on a local vegetable farm, meanwhile my husband and I are developing a small farm of our own. I was appointed as Clerk-Treasurer of the Town of Holland on April 1<sup>st</sup>, 2018. I have been employed by the Town of Holland since December 4<sup>th</sup>, 2017, serving as an Administrative Assistant during my training for the position of Clerk-Treasurer. I am also the Clerk of the Plan Commission, the Board of Review, and the Board of Appeals. My position's duties are diverse and varietal, some of which include managing elections from start to finish, performing all administrative functions including payroll and bookkeeping, and maintaining all Town records and correspondence. In 2018, our Town Hall hosted 4 elections, with a voter turnout of greater than 80% at our November General Election. The turnout was an exciting challenge as our election inspectors tried their best to keep the line moving cheerfully with the help of the Town's recent investment in stanchion tapes to help direct voter flow. It is important to me that we provide a fair and organized voting experience to our voters and pleasant working conditions for our election inspectors, which is one of the several reasons our Township invested in acoustic panels for the multi-purpose room we are sitting in in early 2019. The panels received their first trial run at our local Spring Election on April 2<sup>nd</sup>, 2019, and I look forward to seeing how they impact our election experiences at the 4 elections we will host in 2020.

As the Town C-T, I'm responsible for keeping up with many of the changing laws and requirements that our Township must comply with. I've found several ways in which to accomplish this in our region. I attend a monthly meeting with local clerks and treasurers to discuss a specific topic pertinent to our positions, which has proven to be a great networking resource as well as a way to discover efficiencies other clerks and treasurers have implemented with the ability to adapt them or develop new ideas for our Township. I also attend an annual

week-long conference in Green Bay each July, as I'm working towards a Wisconsin Certified Municipal Clerk certification, set to be completed in July 2020. As many of us clerks and treasurers do not have other co-workers, this is our week to learn from each other as well as the professionals that teach our courses. Sheboygan County also provides support in my position and I work closely with the County Clerk and Treasurer at specific times during the year.

A few other updates that I'd like to provide:

We have a new drop box for payments, permit applications, absentee ballots, etc., at the Town Hall as of December 2018. This box is checked regularly, so please feel free to utilize it for your purposes.

The Clerk-Treasurer's office hours will change in April 2019, beginning on April 22<sup>nd</sup>, 2019. The hours will be posted around the Township, as well as in the Lakeshore Weekly and The Sounder. Hours will be as follows: Mondays 5-7pm, Tuesdays 2-4pm, Wednesdays 8-10am. Please come visit me in my office! I'm also available by appointment.

I have so enjoyed the last year serving as the Town Clerk-Treasurer and I truly look forward to serving another year.

#### **Chairman:**

##### **Town Board**

It has been and continues to be a pleasure to work with an elected group of individuals whose sole focus is doing what is best for the Town of Holland. The Board members have diverse backgrounds – some are current and past non-farm and farm business owners, some with extensive professional training, and all have a great deal of experience from long careers. Some board members are lakeshore residents while other reside in the interior of the township. Although the board is comprised of paid positions, none of the members are serving for the modest amount of compensation – rather they serve from a desire to serve the community in which we all reside. Although work is often divided up through the various committees comprising the Board, there is a great deal of assistance provided across committee lines. There is a sincere effort to help each other. I would like to thank my fellow board members for their selfless service to the Town and for their assistance to each other and to me throughout the past year.

The Town Board revised or created new ordinances addressing parking restrictions, repair and renovation of non-conforming structures, public parks and recreation areas, short-term rentals, a 10-year comprehensive plan update, and split shifts for election officials. You can read more details on these at [www.townofholland.com](http://www.townofholland.com). The Board also passed four resolutions since the 2018 Annual meeting updating the fee schedule, providing guidance for future reassessments of property, and addressing a railroad crossing in the Town of Holland.

##### **Administration**

Janelle Kaiser started in her role as Clerk-Treasurer for the Town of Holland in April 2018. She has done a terrific job in navigating the learning curve quickly and efficiently. She has already gone into some detail about the training and resources that helped her through her first full year and that are expected in the coming years. Her work and dedication are greatly appreciated by the Board and all residents that interact with her.

##### **Plan Commission**

The Plan Commission members include:

- Board members Dave Huenink and Don Becker
- Matthew Teunissen
- David Mueller
- Roy Teunissen
- Faith Opsteen
- Jack Stokdyk
- Bryan Kaiser
- Craig Droppers

The routine activities this year consisted of conditional use permits, land divisions, requests for rezoning. Long range planning activity consisted of working with Kevin Struck to update the Town's 10-Year Comprehensive Plan. After many years of intense planning activities by this commission, the past year was a pleasant respite from the previous hectic pace.

7. Presentation and discussion of 2018 Financial Report presented by Janelle Kaiser, Clerk-Treasurer: Janelle Kaiser presented the 2018 financial audit report. The financial audit was performed by Paul Corson of Corson, Peterson, and Hamman in Sheboygan, Wisconsin.
8. Approval of 2018 Financial Report: Motion by Roger TeStroete, seconded by David Veldboom, to approve the report as presented. Motion carried by a show of hands (15 votes yes, 0 votes no).
9. Any other Business that lawfully comes before the Township: Chair Becker requested that any business attendees wish to discuss be presented at this time. No other business was requested by attendees.
10. Set next annual meeting date: By default, the annual town meeting is held on the third Tuesday in April. This date is set by state statutes. The third Tuesday in April of 2020 is April 21<sup>st</sup>. Motion by Craig Droppers, supported by David Veldboom, to set the next annual meeting date of April 21<sup>st</sup>, 2020 at 7:30pm at the Holland Town Hall; motion carried by a show of hands (10 votes yes, 0 votes no).
11. Reading of 2019 minutes for approval: Chair Becker recommended that the reading not include all committee reports as they were presented to the Clerk-Treasurer in writing at the meeting, unless anyone present objected to this practice. There were no objections. Clerk-Treasurer Janelle Kaiser read the minutes for approval. Motion by David Veldboom, supported by David Huenink, to approve the minutes. Motion carried by unanimous voice vote.
12. Adjourn: Motion by Stan Lammers to adjourn. Motion carried. Meeting adjourned at 8:20.