

TOWN OF HOLLAND BOARD OF SUPERVISORS  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
Town Holland Hall  
W3005 County Road G, Cedar Grove  
Monday, April 8<sup>th</sup>, 2019 7:30pm

1. CALL TO ORDER: Supervisor David Huenink called to order the Board of Supervisors monthly meeting at 7:30pm at the Town of Holland Town Hall.
2. PLEDGE OF ALLEGIANCE: Supervisor David Huenink 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. ACTING CHAIRMAN: Town Chairman Donald Becker was absent. Motion by Jones, seconded by Hamilton, to appoint Supervisor David Huenink as acting chair of the April 8, 2019 board meeting; the motion carried by unanimous voice vote.
5. ROLL CALL:
  - a. Members Present: Town Supervisors David Huenink, Stanley Lammers, Stephen Jones, and Douglas Hamilton
  - b. Members Absent: Town Chair Donald Becker
  - c. Others Present: Clerk-Treasurer Janelle Kaiser
  - d. Members of the public that signed in: John Dickmann
6. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: Motion by Huenink, seconded by Lammers, to move agenda item 16 up to agenda item 10 and adopt the agenda for the April 8, 2019 board meeting as modified; the motion carried by unanimous voice vote.
7. DISCUSSION AND APPROVAL OF MINUTES: Motion by Hamilton, seconded by Lammers, to approve the minutes from the March 11<sup>th</sup>, March 20<sup>th</sup>, and April 4<sup>th</sup>, 2019, board meetings as presented; the motion carried by unanimous voice vote.
8. RECORD RETENTION CERTIFICATION: Clerk-Treasurer Janelle Kaiser certified that everything is up to date.
9. PUBLIC INPUT: None.
10. REQUEST BY JOHN DICKMANN FOR FIREWORKS PERMIT FOR JULY 2019: John Dickmann applied to show Class B fireworks on July 6<sup>th</sup>, 2019, with alternate dates provided if the weather is not suitable on July 6<sup>th</sup>. Motion by Lammers, seconded by Jones, to approve a firework permit for John Dickmann to display Class B fireworks on July 6<sup>th</sup>, 2019 or on weather-permitting alternate dates as provided; the motion carried by unanimous voice vote. Clerk-Treasurer Janelle Kaiser will send letters notifying the first responding fire department and the Sheboygan County Sheriff's department of the permit issuance.

11. FINANCIAL/TREASURER'S REPORT: Motion by Hamilton, seconded by Lammers, to approve the financial/treasurer's report as presented; the motion carried by unanimous voice vote.
12. APPROVAL OF VOUCHERS: Clerk-Treasurer Janelle Kaiser added five items to the voucher list as presented. A revised voucher list reflecting all modifications will be included in the May board meeting packet. Motion by Jones, seconded by Lammers, to approve the modified voucher list; the motion carried by unanimous voice vote.
13. ACCOUNTS RECEIVABLE: None.
14. PLAN COMMISSION RECOMMENDATION: None.
15. HALL RENTAL – FEE WAIVER FOR SALVATION ARMY SALVATION BIKE RIDE AND INVASIVE SPECIES WORKSHOP PARTNERING WITH SHEBOYGAN COUNTY: Motion by Jones, seconded by Lammers, to approve a hall rental fee waiver for the Salvation Army Salvation Bike Ride on July 6<sup>th</sup>, 2019, and a hall rental fee waiver for the Lakeshore Natural Resources Partnership to host an invasive species workshop with Sheboygan County on June 20<sup>th</sup>, 2019; the motion was carried by unanimous voice vote.
16. APPOINT TOWN BOARD MEMBER TO PLAN COMMISSION FOR ONE YEAR: Motion by Jones, seconded by Lammers, to appoint Supervisor David Huenink to the Town Plan Commission for a one-year period beginning on April 16<sup>th</sup>, 2019 and ending on April 20<sup>th</sup>, 2020; the motion carried by unanimous roll call vote: Douglas Hamilton: Y; Stephen Jones: Y; Stanley Lammers: Y; David Huenink: Y.
17. APPOINT COMMITTEE MEMBERS AND CHAIRPERSONS: Motion by Huenink, supported by Lammers, that the board committee appointments for 2019-2020 remain the same as 2018-2019; motion carried by unanimous roll call vote. *Appointed positions: Doug Hamilton – Sanitation, Parks & Property, 2<sup>nd</sup> on Public Safety; Dave Huenink – Public Safety, 2<sup>nd</sup> on Parks & Property, Plan Commission; Steve Jones – Administration & Finance; Stan Lammers – Roads, 2<sup>nd</sup> on Administration & Finance; Chair Becker – Plan Commission, 2<sup>nd</sup> on Roads.*
18. DISPOSAL OF ASH: Ashes brought to the Town of Holland Recycling Center must be disposed of in a plastic garbage bag to minimize the risk of fire within the Town's compactors. Clerk-Treasurer Janelle Kaiser will post a notice in three places around the Township, on the Town website, and in both the Lakeshore Weekly and The Sounder to bring attention to this procedure.
19. TOWNSHIP ROAD DAMAGE DUE TO MANURE HAULING: A section of Palmer Road was recently damaged due to manure hauling, with most of the damage occurring on the shoulder of the road and requiring restoration. Motion by Lammers, seconded by Huenink, to authorize the Sheboygan County Highway Department to perform restoration work to the damage on Palmer Road as described in an estimate provided by the department dated April 8, 2019; the motion carried by unanimous roll call vote. An invoice will be sent to the party responsible for the damage following completion of the restoration work.
20. ONGOING ISSUES:
  - a. TOWN HALL RENOVATION:

- i. PAINTING OF HANDRAILS: An update from Matt McClelland was included in the April board meeting packet. The work is scheduled to be completed in late April or early May.
    - ii. CAPPING OF OLD CHIMNEY: An update from Matt McClelland was included in the April board meeting packet. The work is scheduled to be completed in late April or early May.
  - b. DEMASTER ROAD RAILROAD CROSSING WARNING: No new information to report.
  - c. SECURITY SYSTEM FOR TOWN HALL: No new information to report.
  - d. SMOKE/CO ALARMS IN TOWN HALL: No new information to report.
  - e. BUILDING INSPECTOR WORKFLOW AND PAYMENT STRUCTURE: No new information to report.
  - f. MANAGING SHORT-TERM RENTAL AND PROPERTY MANAGER LICENSES WITH HOST COMPLIANCE: 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 Host Compliance. A test version of the web portal to be used for license applications was made available to Janelle Kaiser last month; Janelle will create a procedural document based on a training she received for users of the web portal to follow whilst completing license applications.
  - g. DEPUTY CLERK-TREASURER TRAINING AND COMPENSATION: No new information to report.
  - h. CLERK-TREASURER OFFICE HOURS: Clerk-Treasurer Janelle Kaiser will adjust office hours for 2019, beginning on April 22<sup>nd</sup>, 2019. Office hours to the public at the Holland Town Hall will be as follows: Mondays from 5-7pm, Tuesdays from 2-4pm, and Wednesdays from 8-10am. A notice will be posted in three places within the Township, on the Town website, and published in the Lakeshore Weekly and The Sounder.
  - i. CLERK-TREASURER PASSWORD STORAGE: Janelle Kaiser will utilize a password manager to store all Town passwords with the exception of passwords for financial institution websites.
  - j. DRAFT RESOLUTION RELATING TO THE REFUND OF CERTAIN OVERPAYMENTS TO THE TOWN: Motion by Lammers, seconded by Jones, to adopt Board Resolution 01-2019; the motion carried by unanimous roll call vote.
  - k. LISTING OF ENTITIES WITH WHICH THE TOWN HOLDS TAX EXEMPT ACCOUNTS: No new information to report.
21. COMMITTEE REPORTS:
- a. ADMINISTRATION: No new information to report.
  - b. PARKS/PROPERTY/AMSTERDAM PARK: Supervisor Hamilton reported that an outdoor light that burned out on the north side of the Town Hall will be repaired in the near future.

Supervisor Huenink reported that the Amsterdam Dunes Advisory Committee will meet on April 22<sup>nd</sup>, 2019. The Amsterdam Park Commission will meet on April 15<sup>th</sup>, 2019.

- c. ROADS: No new information to report.
- d. Public Safety: No new information to report.

22. PUBLIC INPUT: None.

23. ADJOURN – Motion by Huenink, seconded by Lammers, to adjourn the meeting at 8:54pm; the motion carried by unanimous voice vote.