

TOWN OF HOLLAND BOARD OF SUPERVISORS  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
Town Holland Hall  
W3005 County Road G, Cedar Grove  
Monday, May 13<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 Chairman Donald Becker, Town Supervisors David Huenink, Stanley Lammers, Stephen Jones, and Douglas Hamilton
  - b. Members Absent: None
  - c. Others Present: Clerk-Treasurer Janelle Kaiser
  - d. Members of the public that signed in: Michaela Borkovec, Melissa Curran, Kendra Kelling, Eric Letter, and Brady Soperl
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: Motion by Jones, seconded by Huenink, to adopt the agenda for the May 13<sup>th</sup>, 2019 board meeting as presented; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES: Motion by Becker, seconded by Hamilton, to approve the minutes from the April 8<sup>th</sup>, April 22<sup>nd</sup>, and April 29<sup>th</sup>, 2019, board meetings 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 three items to the voucher list as presented. A revised voucher list reflecting all modifications will be included in the June board meeting packet. Motion by Huenink, seconded by Lammers, to approve the modified voucher list; the motion carried by unanimous voice vote.
11. ACCOUNTS RECEIVABLE: None.
12. PLAN COMMISSION RECOMMENDATION: None.

13. 2019 LOCAL ROAD IMPROVEMENT FUND BIDDING: Chair Becker opened the two sealed bids that were submitted to Clerk-Treasurer Janelle Kaiser prior to 5:30pm on Monday, May 13<sup>th</sup>, 2019, for performance of local road improvement work to be completed on Sauk Trail Road from Amsterdam Road to Pebble Beach Road. The first bid received was submitted by the Sheboygan County Department of Transportation Highway Division in the amount of \$121,035.00; the second bid received was submitted by Northeast Asphalt, Inc. in the amount of \$143,166.80. Motion by Lammers, seconded by Jones, to accept the bid received from the Sheboygan County Department of Transportation Highway Division in the amount of \$121,035.00 for performance of local road improvement work to be completed on Sauk Trail Road from Amsterdam Road to Pebble Beach Road; the motion carried by unanimous roll call vote. David Huenink: Y; Stephen Jones: Y; Stanley Lammers: Y; Donald Becker: Y; Douglas Hamilton: Y.
  
14. PRESENTATION BY LAKESHORE NATURAL RESOURCE PARTNERSHIP (LNRP) ABOUT MANAGING INVASIVE SPECIES AND MITIGATING THE IMPACT OF EMERALD ASH BORER IN TOWNSHIPS ACROSS SHEBOYGAN COUNTY: A representative from the LNRP presented information to the board about a grant opportunity available to help the Town of Holland mitigate the impact of common reed grass and Japanese knotweed throughout the community. A grant funded by the Wisconsin Department of Natural Resources (WDNR) has been secured by the LNRP for treatment of these species on public and private land throughout Sheboygan County, including some areas in the Town of Holland. Treatment of phragmites will occur in two phases covering approximately 100 acres total County-wide; treatment of Japanese knotweed will occur in one phase covering approximately 3 acres total County-wide. Some landowner permissions are still required for treatment to occur on private land; the Town of Holland will assist with requesting landowner permission by sending letters to owners of affected properties as identified by the LNRP. A representative from ROOTS (Restoring of our Trees Sheboygan, an organization that works alongside the LNRP) presented their efforts to mitigate the impact of the Emerald Ash Borer in Sheboygan County; research and inventory of ash trees affected will be the first step towards making a plan for municipalities to implement management activities of this species. An Urban Forestry Grant has been secured by ROOTS for this work. An invasive species management workshop for landowners will occur at the Town of Holland Hall on June 20<sup>th</sup>, 2019 from 6-8pm.
  
15. PERMITS FOR DRIVEWAY MAINTENANCE: The Town Board discussed the types of driveway maintenance or installation that might require a property owner to obtain a driveway permit from the Director of Public Works and Property and/or whether a building permit is required. The board decided to begin researching the need for an ordinance to address driveway permits in order to define the process and have a point of reference for when this type of permit is required.
  
16. SOLAR ELECTRICAL UTILITY: Ranger Power LLC, a solar electrical utility development firm, has approached several landowners in the Town of Holland to discuss potential solar development contracts. Ranger Power met with the Town Board in December 2018; minutes from this meeting can be found at [www.townofholland.com](http://www.townofholland.com). Information about what the Town's current ordinances address in terms of utilities was included in the May board meeting packet. An attorney at the Wisconsin Town's Association informed Chair Becker that the Town may want to pass an ordinance to adopt a solar electrical utility permitting procedure under Section 66.0403 of the Wisconsin Statutes to protect investors against actions by neighbors that would shade the panels. The attorney also stated that the Town should be able to issue a conditional use permit for a solar electrical utility in the A-1 zoning district under the current zoning ordinance, as conditional uses for that district

refer to utilities. This information, however, was later determined to be incorrect because the state pre-empts the rights of the towns as specified in §66.0401(1m) Wis Stats.

17. RECREATIONAL EVENT AT N752 KNEPPRATH RD IN JUNE 2019: The owner at N752 Knepprath Road contacted the Town Clerk-Treasurer and Town Chairman in April 2019 regarding a recreational event planned at the premises in June 2019. The number of attendees and the hilly location of the event presented a need for increased public safety measures. Supervisor Huenink will contact the Sheboygan County Sheriff's Department to check on the event; Clerk-Treasurer Janelle Kaiser will contact the owner at N752 Knepprath Road to inform him that the Town will place temporary no parking signs along one side of the road to prevent attendees crossing the road near a hill that decreases visibility for drivers and passengers.
18. LEGAL CHALLENGE TO TOWN OF HOLLAND ORDINANCE CHAPTER 280: Motion by Huenink, seconded by Jones, to adopt Town of Holland Board Resolution 2019-03 titled, "Disallowing Claims Relating to Chapter 280 of the Town Code, Regulating Short-term Rentals." The motion carried by unanimous roll call vote. Janelle Kaiser will send a signed copy of the resolution to Chair Becker so that it may be forwarded to Town attorneys.
19. REVISE FEE SCHEDULE: Motion by Huenink, seconded by Lammers, to adopt Town of Holland Board Resolution 2019-02 titled, "Resolution Setting Fees." The motion carried by unanimous roll call vote.
20. FEE REFUNDS: The owner of parcel 59006070310 submitted a conditional use permit application in April 2019 and shortly after withdrew their request. Though fees of this nature are typically non-refundable, the application had not been processed or reviewed by the Plan Commission at the time of withdrawal. Therefore, only a portion of the resources needed to process a conditional use application were used in this case. The Town Board determined that all such requests should be evaluated and ruled upon by the Town Board. However, the Board also believes the Town should adopt an administrative procedure to limit the requests heard by the Town Board to those with merit. Supervisor Huenink and Clerk-Treasurer Janelle Kaiser will work together to draft this procedure. Motion by Lammers, seconded by Jones, to refund \$250 to conditional use permit applicants Peter and Audrey Janssen for the conditional use permit application submitted to Clerk-Treasurer Janelle Kaiser in April 2019 for the premises at 59006070310. Janelle will notify the Janssen's and provide the refund.
21. REVIEW LIQUOR LICENSE REQUESTS: The Town Board reviewed a liquor license application request made by Mirror Bar and saw no apparent missing information or errors. A copy of the requests to be made by Hy-way Transit, Inc. will be scanned and emailed to the Town Board prior to the June board meeting for review.
22. ONGOING ISSUES:
  - a. TOWN HALL RENOVATION:
    - i. PAINTING OF HANDRAILS: Chair Becker will request an update from Matt McClelland at Silvercrest Construction.
    - ii. CAPPING OF OLD CHIMNEY: Chair Becker will request an update from Matt McClelland at Silvercrest Construction.
  - 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. The Town Board determined, through unanimous consent, that this item will be removed from future board meeting agendas.
- 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. Janelle has requested that Host Compliance make several changes to the web portal to be used for license applications that was made available to Janelle Kaiser last month due to the adoption of Ordinance 2019-03; Janelle will create a procedural document based on a training she received for users of the web portal to follow whilst completing license applications once the portal is complete. A letter introducing the short-term rental license application web portal will be sent to known short-term rental property owners in the Township during the week of May 13<sup>th</sup>, 2019. The web portal will be available to applicants no later than June 1<sup>st</sup>, 2019.
- g. DEPUTY CLERK-TREASURER TRAINING AND COMPENSATION: No new information to report.
- h. LISTING OF ENTITIES WITH WHICH THE TOWN HOLDS TAX EXEMPT ACCOUNTS: No new information to report.

23. COMMITTEE REPORTS:

- a. ADMINISTRATION: No new information to report.
- b. PARKS/PROPERTY/AMSTERDAM PARK: Supervisor Hamilton reported that an outdoor light that appears to be out on the north side of the Town Hall was looked at by DeTroye Electric, who will check the sensors to determine what is causing the outage. He also reported that Director of Public Works Nate Voskuil is currently looking to replace the mulch used at the Town Hall playground.  
Supervisor Huenink reported that the Amsterdam Park Commission will revise signage used at the park. The design proposal that was discussed at the Amsterdam Park Commission meeting was provided at the May board meeting. The proposed sign will consolidate the rules to be followed at the park and might be installed before Memorial Day.  
Supervisor Huenink also reported that Sheboygan County received an offer to purchase Lot 2 at Amsterdam Dunes. The offer included a request to purchase Lot 1 as well; though initial intentions were to hold ownership of Lot 1 in perpetuity, the current proposal by Sheboygan County is to place a conservation easement on the northern 82.5 of the 165-foot wide lot to the north. Aaron Brault from Sheboygan County will discuss this with the Town of Holland prior to acceptance of the current offer on Lot 1.  
Chair Becker requested that Supervisor Hamilton perform a walkthrough at the Town Hall and complete a Spring inspection sheet.

- c. ROADS: Supervisor Lammers reported that work being completed on Knepprath Road will be finished by Tuesday, May 14<sup>th</sup>, 2019.
  - d. Public Safety: Supervisor Huenink reported that the Oostburg Fire Partners met on April 25<sup>th</sup>. The Oostburg Fire Dept is proposing replacing their grass truck in 2020 with a mini-engine to provide better coverage and flexibility. Then when their next large engine needs replacement to get a second mini-engine.
24. PUBLIC INPUT: The Town Board requested that Janelle Kaiser place a notice in the Lakeshore Weekly and The Sounder to call attention to Ordinance 2019-03. Janelle will place a notice in each publication for the week of May 20<sup>th</sup>, 2019.
25. ADJOURN – Motion by Lammers to adjourn the meeting at 10:15pm; the motion carried by unanimous voice vote.