

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
Town Holland Hall
W3005 County Road G, Cedar Grove
Monday, June 10th, 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: None
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: Motion by Huenink, seconded by Lammers, to adopt the agenda for the June 10th, 2019 board meeting as presented; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES: Motion by Jones, seconded by Huenink, to approve the minutes from the May 13th, 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 Lammers, seconded by Jones, 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 to the voucher list as presented. A revised voucher list reflecting the modification will be included in the July board meeting packet. Motion by Lammers, seconded by Jones, to approve the modified voucher list, including the authorization request as it appeared on the voucher list; the motion carried by unanimous voice vote.
11. ACCOUNTS RECEIVABLE: None.
12. PLAN COMMISSION RECOMMENDATION: None.

13. INFORMATION EXCHANGE WITH THE SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT: Captain Corey Norlander attended the June meeting for a periodic information exchange with the Town Board. On behalf of the Town Board, Supervisor Huenink requested that the department attend two board meetings per year in May and November for periodic information exchanges going forward. Captain Norlander provided a brief summary of the 2018 contract's focal points, while also detailing the department's process for addressing contract complaints. He discussed some of the logistics involved in his team's execution of our Township's contract and provided information about the approach they take in addressing complaints to ultimately cultivate good relationships in the community and address problems in a way that leads to lasting solutions. The board discussed a potential agenda item for future board meetings relating to possible traffic studies on roads with increased or above average traffic; the sheriff's department can assist in completion of these studies as part of the Town's contract upon receiving direction from the Town Board. As a final note, Captain Corey Norlander informed the board that Sergeant Randy Haag is the best person to contact for additional support in specific areas of the Township when necessary.
14. ROAD BETTERMENT ON SAUK TRAIL ROAD SOUTH BY AMSTERDAM DUNES: Supervisor Huenink provided map images of a proposed road betterment project to be performed on Sauk Trail Road near the Amsterdam Dunes. He explained that some of the necessary fill for the project would be provided from work performed on the Sheboygan County Wetland Mitigations Project. The betterment would not occur until 2020, but Sheboygan County will be notified of the road betterment project soon for scheduling purposes.
15. FROM BONNIE AND WILLIAM DEPIES FOR A RETAIL CLASS A LIQUOR LICENSE AND A CIGARETTE LICENSE FOR THEIR PLACE OF BUSINESS AT HY-WAY TRANSIT INC., N905 SAUK TRAIL ROAD, CEDAR GROVE, WI. ALSO, A REQUEST TO ISSUE OPERATOR LICENSES TO MELISSA CHILDERS, MARIAN HOPEMAN, TAMLYN DUTTER, SHERRY HEINECKE, GARY WINKELHORST, SUSAN MIRELES, MONICA HOFFMAN: Motion by Huenink, seconded by Lammers, to approve the request from Bonnie and William Depies for a Retail Class A Liquor License, cigarette and tobacco products license, and seven operator permits as listed above; the motion was carried by unanimous roll call vote. Stanley Lammers: Y; Stephen Jones: Y; David Huenink: Y; Douglas Hamilton: Y; Donald Becker: Y.
16. REQUEST FROM NICHOLAS BICHLER FOR A RETAIL CLASS B LIQUOR LICENSE FOR HIS PLACE OF BUSINESS, MIRROR BAR, LOCATED AT W4254 COUNTY HWY K, RANDOM LAKE, WI. ALSO, A REQUEST TO ISSUE AN OPERATOR LICENSE TO MARILYN BIRENBAUM: Motion by Huenink, seconded by Jones, to approve the request from Nicholas Bichler for a Retail Class B Liquor License and one operator permit for Marilyn Birenbaum; the motion was carried by unanimous roll call vote.
17. DISCUSS POSSIBLE CHANGES TO TOWN OF HOLLAND CODE CHAPTER 85 WITH REGARD TO APPOINTMENT OF THE PRESIDING OFFICER OF THE PLAN COMMISSION AND THE CLERK OF THE PLAN COMMISSION: Chair Becker will send proposed changes to Chapter 85 of the Town of Holland Town Code to Town Attorney Gerry Antoine; the changes will show that the Town Board Chairman would chair the Town Plan Commission by default, unless the Town Board grants approval for a member of the Plan Commission that also serves on the Town Board to chair the Town Plan Commission by simple majority. The changes will also show that the Town Board will make the appointment of the Town Plan Commission Clerk by simple majority.
18. ONGOING ISSUES:
 - a. TOWN HALL RENOVATION:

- i. PAINTING OF HANDRAILS: Chair Becker re-scheduled the painting work that was to be completed on June 10th as it conflicted with a Town Hall rental party. The work will be completed in the near future. Supervisor Hamilton requested that the painters leave leftover paint at the Town Hall for future touchups.
 - 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. This will be removed from future agendas.
 - c. SECURITY SYSTEM FOR TOWN HALL: The Parks and Property Committee of the Town Board will have a meeting to discuss this topic in detail during the week of June 10th, 2019; Clerk Janelle Kaiser will notice the meeting as requested by the committee.
 - d. SMOKE/CO ALARMS IN TOWN HALL: The Parks and Property Committee of the Town Board will have a meeting to discuss this topic in detail during the week of June 10th, 2019; Clerk Janelle Kaiser will notice the meeting as requested by the committee.
 - e. MANAGING SHORT-TERM RENTAL AND PROPERTY MANAGER LICENSES WITH HOST COMPLIANCE: Clerk-Treasurer Janelle Kaiser provided an update regarding the status of short-term rental license application implementation and management between the Town of Holland and Host Compliance. A letter was sent to property owners advertising short-term rentals on May 14, 2019. The web portal to be used by applicants requesting a license went live on June 1st, 2019. The web portal is accessed via a link on the Town of Holland's website, www.townofholland.com. Website users can access a process document created by Janelle for help through each step of the portal on the Town's website as well. Janelle continues to work with representatives at Host Compliance to improve the portal based on feedback from residents and through the Town's testing of the platform. On June 10th, 2019, two short-term rental applications were submitted to date using the web portal.
 - f. DEPUTY CLERK-TREASURER TRAINING AND COMPENSATION: Clerk-Treasurer Janelle Kaiser is nearing appointment of a Deputy Clerk-Treasurer; an update will be provided at the July board meeting.
 - g. LISTING OF ENTITIES WITH WHICH THE TOWN HOLDS TAX EXEMPT ACCOUNTS: No new information to report. Janelle will follow up with Director of Public Works and Property Nate Voskuil for the required information to complete this listing.
 - h. PERMITS FOR DRIVEWAY MAINTENANCE: No new information to report. Janelle Kaiser and Supervisor Huenink will work together on this.
19. COMMITTEE REPORTS:
- a. ADMINISTRATION AND FINANCE: No new information to report.
 - b. PARKS AND PROPERTY: Supervisor Hamilton reported the following: Nate and Doug reviewed the Spring Checklist. Exterior doors have been washed; additional cleanup around front door is needed. A crack was found in the dry wall in the Southwest

corner of the Town Hall meeting room; Nate will follow up. The dry wall is not under warranty.

Supervisor Hamilton will contact a couple of window washing firms to get estimates on washing interior and exterior windows at the Town Hall. Nate will level existing mulch on the playground and fix displaced log edging. He will also order additional mulch certified for playgrounds which will cost approximately \$650 delivered. Topsoil will be added and seeded to some of the lawn areas around the edges of the asphalt to raise the lawn grade closer to that of the asphalt. Some bare areas of the lawn at the Town Hall have been over-seeded. There is continued follow up on the front bollard light that is occasionally not working. Doug will set up a meeting with Kendra Kelling of LNRP, Nate and me to discuss LNRP survey of ash trees on Town's public rights-of-way.

Chair Becker requested that Supervisor Hamilton follow up on the temperature sensor in the meeting room at the Town Hall, as the light on the sensor has been blinking. He also requested that Supervisor Hamilton and Nathan Voskuil complete an inspection of the town properties, particularly the Town Hall. He pointed out that there are more items requiring attention than mentioned above.

Supervisor Huenink reported that a bush replacement is needed at the Historical Marker on Sauk Trail Road. He also reported that the boat launch at Amsterdam Park is installed and ready for use.

- c. ROADS: Supervisor Lammers reported that the bids for 2019 Local Road Improvements went out last month. The Town is still awaiting billing on 2018 bridge projects.
- d. Public Safety: Supervisor Huenink received April and May's monthly contract reports from the Sheboygan County Sheriff's Department; the department reported 23 hours and 18.5 hours in April and May, respectively.
The Oostburg Ambulance Advisory Committee will hold a meeting on July 9, 2019, to discuss lack of volunteers and the ability to cover emergency calls.

20. PUBLIC INPUT: None.

21. ADJOURN – Motion by Lammers to adjourn the meeting at 9:51pm; the motion carried by unanimous voice vote.