

TOWN OF HOLLAND BOARD OF SUPERVISORS  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
Town Holland Hall  
W3005 County Road G, Cedar Grove  
Monday, August 12<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: None
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: Motion by Huenink, seconded by Jones, to adopt the agenda for the August 12<sup>th</sup>, 2019 board meeting as presented; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES: Motion by Huenink, seconded by Jones, to approve the minutes from the July 8<sup>th</sup> and July 29<sup>th</sup> 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 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 three items to the voucher list as presented. The request to authorize monthly invoice payment to the Sheboygan County Highway Department prior to the September 2019 board meeting was removed from the voucher list. A copy of the July invoice to the highway department and a revised voucher list reflecting the modifications will be included in the September board meeting packet. Motion by Huenink, seconded by Becker, 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. DISCUSS UPDATE OF CLERK-TREASURER BONDING ORDINANCE: A copy of Town of Holland Ordinance 01-2003 was included in the August board meeting packet for review. This document was included to determine whether the ordinance should be updated. The Town Board determined that Ordinance 01-2003 does not require an update at this time.
14. PROPERTY TAX REFUND FOR PARCEL 59006061901: An assessor error that occurred in 2017 led to rescinded taxes for parcel 59006061901. A copy of the corrected 2017 tax bill for the parcel provided by the Sheboygan County Treasurer was included in the August board meeting packet. The refund due to the taxpayer was listed on the August voucher list and will be paid in August 2019.
15. DISCUSS ASSOCIATED APPRAISAL REPORT OF 2018 ASSESSMENT VERSUS 2018 SALES: A report generated by the Wisconsin Department of Revenue titled "2018 Assessment/Sales Ratio Analysis" was provided by Assessor Luke Mack of Associated Appraisal and included in the August board meeting packet for review. The Town Board would like to see a report, generated by the assessor, that breaks down the ratio analysis into classes beyond residential and commercial. Chair Don Becker will contact Luke Mack and request further information.
16. SHEBOYGAN COUNTY SHERIFF DEPARTMENT 2020 CONTRACT FOR SERVICES: A contract for services to be provided in 2020 by the Sheboygan County Sheriff was included in the August board meeting packet. Motion by Huenink, seconded by Lammers, to approve the 2020 Contract for Services to be provided to the Town of Holland by the Sheboygan County Sheriff's Department; the motion carried by unanimous voice vote.
17. REVIEW STR HELPER CONTRACT WITH HOST COMPLIANCE: The Town's current agreement with Host Compliance (formerly known as STR Helper or Bear Could Software) was signed in November 2018. Clerk-Treasurer Janelle Kaiser will contact a representative at Host Compliance to notify them that the Town of Holland will not be continuing with the current contract between the Town of Holland and STR Helper, and to request a new Host Compliance contract be sent for the Town Board's review.
18. OCTOBER WTA – SHEBOYGAN COUNTY UNIT MEETING AT HOLLAND TOWN HALL: The Town of Holland will host the Wisconsin Towns Association's (WTA) Sheboygan County Unit meeting on October 18<sup>th</sup>, 2019 at 7:30pm. The Town Board and Clerk-Treasurer discussed the number of attendees, meeting room set up, and meal preparations for the October 18<sup>th</sup> meeting.
19. BRUSH DISPOSAL AT RECYCLING CENTER: Supervisor Hamilton reported that a more sustainable plan for disposing of brush deposited by property owners at the Town of Holland Recycling Center could be established, whether that be paying for hauling of brush off-premises or burning it responsibly onsite. Doug Hamilton will do further research into the process of obtaining a permit from the Wisconsin Department of Natural Resources as compared to the cost and frequency of paying for offsite hauling of Recycling Center brush.
20. OOSTBURG AMBULANCE: Supervisor Huenink, a member of the Oostburg Ambulance Advisory Committee, informed the Town Board that the volunteer-run ambulance service is struggling to find and keep volunteers. To avoid closure of the organization, Oostburg Ambulance is proposing to hire 2 part-time employees, rather than volunteers, at approximately 20 hours per week. These

employees would be at the ambulance service facility during regular business hours, Monday through Friday, to respond to calls. Oostburg Ambulance currently services 5 municipalities in the community; the cost of hiring these employees is proposed to be shared based upon the number of address points in each municipality, should it be agreed upon by each Town or Village.

21. ONGOING ISSUES:

a. TOWN HALL RENOVATION:

- i. PAINTING OF HANDRAILS: The handrail work has not been completed as specified. Chair Becker requested an update from Matt McClelland at Silvercrest Construction prior to the August board meeting but did not receive any correspondence.
- ii. CAPPING OF OLD CHIMNEY: No new information to report. Chair Becker requested an update from Matt McClelland at Silvercrest Construction prior to the August board meeting but did not receive any correspondence.

b. SMOKE/CO ALARMS IN TOWN HALL: Supervisor Hamilton will conduct research on smoke and carbon monoxide alert options for the Town Hall. The Town Board had previously discussed purchasing a system that would tie the security system, thermostats, smoke detectors, and carbon monoxide detectors together in a way that would alert a Town representative by phone should there be a disturbance. The board decided that a system that ties all aspects together is not necessary. The main purpose of the smoke / CO detectors is to warn people who are in the building at the time of the problem. Wireless communication between sensors may be sufficient, but a call to the electrician on site during the remodel would quickly determine if wired sensors are easily accommodated.

c. SECURITY SYSTEM FOR TOWN HALL: A security system was purchased for the Town Hall last month by Clerk-Treasurer Janelle Kaiser as specified in the July board meeting minutes. Supervisor Doug Hamilton will install the system soon.

d. 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 report detailing the license status of each known short-term rental property in the Township was drafted by Janelle and included in the August meeting packet. A listing of properties that have obtained a State Tourist Rooming House license to date was provided by Tim Swart of Sheboygan County and was also included in the meeting packet. Janelle provided an update regarding new properties that have been identified as potential rental units. She will contact Host Compliance to ask for clarification of the address points and if it is possible to verify the properties' rental listings. The Town Board requested that Janelle draft a letter to send to all known rental properties in the Township who have not complied with the Town of Holland's Short-Term Rental Ordinance. The letter should ask the property owners to call us within 30 days to discuss their current rental status to determine whether a license is required. Chair Don Becker stated that he would follow up with Host Compliance about the Town of Holland's shape file, which is used to drive the software used by Host Compliance to locate rental properties in the Township. Host Compliance previously reported an error with the shape file; however, no issues were found by Sheboygan County GIS Specialist Brett Zemba upon his review.

- e. DEPUTY CLERK-TREASURER TRAINING AND COMPENSATION: Clerk-Treasurer Janelle Kaiser had offered the position of Deputy Clerk-Treasurer to an individual earlier in the summer but has not heard back from this individual for an extended period of time. Janelle will contact fellow Clerk-Treasurers in Sheboygan County to inquire about deputies that are currently serving and/or whether they may need a deputy.
- f. LISTING OF ENTITIES WITH WHICH THE TOWN HOLDS TAX EXEMPT ACCOUNTS: A completed listing that will be updated as necessary was included in the August meeting packet. The listing is filed using the Town's electronic cloud-based filing system.
- g. PERMITS FOR DRIVEWAY MAINTENANCE: Following a meeting with Supervisor Huenink, Clerk-Treasurer drafted an ordinance to address driveway permits in the Township. After receiving feedback from the Town Board, Janelle will revise the draft and send to Supervisor Huenink for a second review.
- h. CHANGES TO TOWN OF HOLLAND CHAPTER 85 WITH REGARD TO APPOINTMENT OF THE PRESIDING OFFICER OF THE PLAN COMMISSION AND APPOINTMENT OF THE CLERK OF THE PLAN COMMISSION: A draft ordinance was provided as an addendum to the August board meeting packet. Supervisor Huenink will send the draft ordinance to Town Attorney Gerry Antoine for review. This topic will be discussed at a future board meeting.
- i. ACTION ITEMS IDENTIFIED DURING INSPECTION OF TOWN PROPERTY, PARTICULARLY THE TOWN HALL, AND THE STATUS OF THOSE ACTION ITEMS: Supervisor Hamilton provided a report to address action items that have been identified at the Holland Town Hall.
- j. ROAD BETTERMENT ON SAUK TRAIL ROAD BY AMSTERDAM DUNES: No new information to report. This item will be removed from the agenda until further notice.
- k. FUTURE TRAFFIC SPEED STUDY ON ROADS WITH POTENTIALLY INCREASED OR ABOVE AVERAGE TRAFFIC: No new information to report. This item will be removed from the agenda until further notice.
- l. AMSTERDAM DUNES LOT SALES: No new information to report. This item will be removed from the agenda until further notice.

## 22. COMMITTEE REPORTS:

- a. ADMINISTRATION AND FINANCE: At the July board meeting, Supervisor Jones stated that he will take the lead on researching local ordinances pertaining to solar farms and speaking with Town Attorney Gerry Antoine regarding the Town's options to create an ordinance addressing this topic. No new information to report at the August meeting. Supervisor Jones received a quote to be used for budgeting purposes from Rural Mutual Insurance. This quote was included in the August board meeting packet.
- b. PARKS AND PROPERTY: Supervisors Hamilton and Huenink met with the Lakeshore Natural Resources Partnership (LNRP), an organization working in conjunction with Sheboygan County to address invasive species in the community, to discuss performing an inventory of ash trees in the Township's public areas. The inventory would be prioritized by risk, meaning

that affected trees near roads and public parks would be addressed first. An update will be provided at a future board meeting.

Supervisor Hamilton reported that the shred event went well at Oostburg State Bank in July. The event will be planned for 2020.

Supervisor Hamilton also reported that his dehumidifier, which he placed in the basement of the Town Hall to reduce the humidity levels, stopped working recently. It needs to be disposed of and he would like to be reimbursed for the disposal cost.

- c. ROADS: No new information to report.
- d. Public Safety: Supervisor Huenink received July's monthly contract report from the Sheboygan County Sheriff's Department; the department reported 22.5 hours of contract time.  
Supervisor Huenink reported that the Oostburg Ambulance Advisory Committee, as well as the Fire Partners, will hold meetings on August 15, 2019.

23. PUBLIC INPUT: None.

24. ADJOURN – Motion by Lammers to adjourn the meeting at 10:27pm; the motion carried by unanimous voice vote.