

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
Town Holland Hall
W3005 County Road G, Cedar Grove
Monday, September 9th, 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 Stanley Lammers, Stephen Jones, and Douglas Hamilton
 - b. Members Absent: Supervisor David Huenink
 - c. Others Present: Clerk-Treasurer Janelle Kaiser
 - d. Members of the public that signed in: John DuMez
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: Motion by Hamilton, seconded by Jones, to modify the agenda as presented for the September 9th, 2019 board meeting by moving agenda item 15 up to agenda item 9; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES: Motion by Jones, seconded by Hamilton, to approve the minutes from the August 12th, 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. FUNDING FOR FIRE TRUCK REPLACEMENT: Oostburg Fire Department Assistant Chief John DuMez was present to discuss funding for a proposed replacement fire truck to be purchased later in the year by recommendation of the Oostburg Fire Department (OFD). The truck is classified as a mini pumper with a class A engine and will come fully equipped to meet the needs of the department. The truck purchase will be shared between the municipalities that are within the service district of OFD. The Town of Holland board will determine the financing source to be used for the Town's portion of the purchase rather than participating in group financing. Motion by Jones, seconded by Lammers, to approve the Town of Holland's \$83,000 portion of the fire truck purchase to be initiated by the Oostburg Fire Department; the motion carried by roll call vote. Doug Hamilton: Y; Stephen Jones: Y; Stanley Lammers: Y; Donald Becker: Y.
10. 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.

11. APPROVAL OF VOUCHERS: Clerk-Treasurer Janelle Kaiser added four items to the voucher list as presented. A revised voucher list reflecting the modifications will be included in the October board meeting packet. Motion by Jones, 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.
12. ACCOUNTS RECEIVABLE: None.
13. PLAN COMMISSION RECOMMENDATION: None.
14. SOFTWARE SERVICES CONTRACT WITH HOST COMPLIANCE: Clerk-Treasurer Janelle Kaiser will send an email stating that the current contract held with Host Compliance will not be continued. The proposed contract for the 2019-2020 term has been reviewed by the Town Board and Town Attorney Gerry Antoine and will be sent by Janelle back to Host Compliance for their review. The board's objective is to act on this contract at the October board meeting, so the email should state that the contract be reviewed and returned prior to that meeting for a second board and attorney review.
15. REVIEW SEQUENCE AND TIMING OF 2020 BUDGET PREPARATION: The Town Board Administrative Committee will meet on Monday, September 23rd, 2019 at 1pm. The Town Board members should send proposed 2020 budgets for each of their areas of responsibility approximately 5-6 days prior to the committee meeting. Clerk-Treasurer Janelle Kaiser will update the 2019 budget spreadsheet to be used for 2020 budget planning purposes. Janelle will also update the budget spreadsheet functionality and format as a whole following the approval of the 2020 budget.
16. OPERATOR LICENSE ISSUANCE REQUEST FOR KATHY BICHLER FROM MIRROR BAR: Motion by Jones, seconded by Lammers, to approve an operator license applied for by Kathy Bichler of Mirror Bar, located at W4254 County Road K, Random Lake, WI.
17. ONGOING ISSUES:
 - a. TOWN HALL RENOVATION:
 - i. PAINTING OF HANDRAILS: The Town of Holland has contracted with Keith and Carol Dulmes of Countryside Remodeling to complete this work in the Fall of 2019. Clerk-Treasurer Janelle Kaiser will inform Keith and Carol of any Town Hall rentals in the coming months as not to conflict with their work schedule.
 - ii. CAPPING OF OLD CHIMNEY: The Town of Holland has contracted with Keith and Carol Dulmes of Countryside Remodeling to complete this work in the Fall of 2019. Clerk-Treasurer Janelle Kaiser will inform Keith and Carol of any Town Hall rentals in the coming months as not to conflict with their work schedule.
 - b. SECURITY SYSTEM FOR TOWN HALL: Supervisor Hamilton and Supervisor Huenink installed the security cameras and they are in working order. This item will be removed from future agendas.
 - c. SMOKE/CO ALARMS IN TOWN HALL: State building code does not require an alarm system, but if we choose to install an alarm, it must meet stringent state requirements. Due to the

cost of such a system, the Town Board is not interested in pursuing this further. This item will be removed from future agendas.

- 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 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 September meeting packet.
- e. **DEPUTY CLERK-TREASURER TRAINING AND COMPENSATION:** Clerk-Treasurer Janelle Kaiser had offered the position of Deputy Clerk-Treasurer to a fellow Clerk-Treasurer in Sheboygan County. Janelle will appoint this individual to the Deputy Clerk-Treasurer position following a meeting with this person in the near future. An update will be provided at the October board meeting.
- f. **PERMITS FOR DRIVEWAY MAINTENANCE:** No new information to report. This topic will be discussed at a future board meeting.
- g. **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:** Motion by Becker, seconded by Jones, to adopt Town of Holland Ordinance 2019-05, Amending Section 85-2 of the Code of the Town of Holland; the motion carried by unanimous roll call vote.
- h. **DISCUSS ASSOCIATED APPRAISAL REPORT OF 2018 TOWN ASSESSMENTS VERSUS 2018 SALES:** A report showing a sales ratio analysis between assessed value and sales price for waterfront sales, off water sales, and commercial sales was provided to the Town Board by Luke Mack of Associated Appraisal. The Town Board determined that no action was required following review of the report by referencing Town of Holland Resolution 03-2018, which details revaluation requirements set by the State of Wisconsin's Department of Revenue and explains that individual neighborhood delineations within the township must be evaluated when determining the need for revaluation of property.

18. COMMITTEE REPORTS:

- a. **ADMINISTRATION AND FINANCE:** None.
- b. **PARKS AND PROPERTY:** The Town of Holland is actively recruiting for the position of Recycling Center Operator and is running weekly advertisements in both the Lakeshore Weekly and The Sounder to generate interest. The retiring operator, Sydney Rader, will receive recognition for his service to the Town of Holland as both the Plan Commission Clerk and the Recycling Center Operator at the Town of Holland annual meeting in April of 2020. Supervisor Hamilton reported that he is still awaiting invoices for Town Hall window washing and the Oostburg State Bank shredding event expenses.
- c. **ROADS:** Supervisor Lammers will contact Nate Voskuil to remind him to send 2020 budget numbers to Chair Becker soon.

- d. Public Safety: Supervisor Hamilton reported that the Oostburg Fire Partners will meet on September 12th, 2019.
19. CLOSED SESSION: Motion by Lammers, seconded by Hamilton, to enter closed session at approximately 9:20 pm for the purpose of discussing employee compensation for all non-elected employees in 2020; the motion passed by unanimous roll-call vote. Motion by Lammers, seconded by Jones, to leave closed session at approximately 9:35pm; the motion passed by unanimous roll-call vote. There was a motion by Stanley Lammers, supported by Stephen Jones, to use the compensation levels on the revised compensation spreadsheet. Compensation changes will take effect on January 1, 2020. Motion passed by unanimous roll-call vote.
20. PUBLIC INPUT: None.
21. CORRESPONDENCE: Clerk-Treasurer Janelle Kaiser will send a complaint form to be filled out by a property owner in the township following information that was provided in the correspondence section of the September board meeting packet.
22. ADJOURN – Motion by Lammers to adjourn the meeting at 9:41 pm; the motion carried by unanimous voice vote.