

TOWN OF HOLLAND BOARD OF SUPERVISORS  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
Town Holland Hall  
W3005 County Road G, Cedar Grove  
Monday, October 14<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 Stanley Lammers, Stephen Jones, David Huenink, 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 Lammers, seconded by Huenink, to adopt the agenda as presented for the October 14<sup>th</sup>, 2019 board meeting; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES: Motion by Becker, seconded by Jones, to approve the minutes from the September 9<sup>th</sup>, 2019 board meeting with three minor revisions; the motion carried by unanimous voice vote. The changes were made as follows:
  - a. Page 1, under "Funding for Fire Truck Replacement", line 5: "The truck purchase will be shared between the municipalities that are within the service district of..."
  - b. Page 3, under "Ongoing Issues", section e, line 5: "An update will be provided at the October board meeting."
  - c. Page 3, under "Committee Reports," section c, line 1: "Supervisor Lammers will contact Nate Voskuil to remind him to send 2020 budget numbers to Chair Becker soon."
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: Motion by Huenink, seconded by Lammers, to approve the October voucher list as presented; the motion carried by unanimous voice vote.
11. ACCOUNTS RECEIVABLE: None.

12. PLAN COMMISSION RECOMMENDATION: None.
13. REVIEW 2020 BUDGET AND LEVY LIMIT WORKSHEET: The Town Board reviewed the draft 2020 budget. Chair Becker requested that Clerk-Treasurer Janelle Kaiser add \$2,500 to the budget for projector expenses under Town Hall Improvements. Janelle Kaiser will also make final adjustments to the levy limit worksheet prior to publishing the budget notice and summary.
14. VOTE TO SCHEDULE PUBLIC HEARING TO PRESENT 2020 BUDGET: Motion by Huenink, seconded by Lammers, to schedule the public hearing to present the 2020 budget on November 11<sup>th</sup>, 2019 at 7pm; motion carried by unanimous roll call vote. Stephen Jones: Y; Stanley Lammers: Y; Donald Becker: Y; Douglas Hamilton: Y; David Huenink: Y.
15. VOTE TO SCHEDULE SPECIAL ELECTORS' MEETING TO SET AND APPROVE 2020 TAX LEVY: Motion by Huenink, seconded by Lammers, to schedule the special electors' meeting to set and approve the 2020 tax levy on November 11<sup>th</sup>, 2019 immediately following the related public hearing scheduled to start at 7pm; motion carried by unanimous roll call vote.
16. SOFTWARE SERVICES CONTRACT WITH HOST COMPLIANCE: Motion by Lammers, seconded by Huenink, to approve the 2019-2020 software services contract with Host Compliance for the purpose of managing the Town of Holland's short-term rental applications and licenses; motion carried by unanimous roll call vote. Janelle Kaiser will send a copy of the signed contract to Host Compliance's General Counsel.
17. COUNTY INTERGOVERNMENTAL AGREEMENT FOR 2020 SALES TAX REVENUE-SHARING: Motion by Lammers, seconded by Jones, to approve the 2020 Sales Tax Revenue-Sharing agreement with Sheboygan County; the motion carried by unanimous roll call vote. Janelle Kaiser will send a copy of the signed agreement to the Sheboygan County Finance Department.
18. SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT 2020 JOINT POWERS AGREEMENT: Motion by Huenink, seconded by Jones, to approve the 2020 Joint Powers Agreement with the Sheboygan County Sheriff's Department; the motion carried by unanimous roll call vote. Janelle Kaiser will send a copy of the signed agreement to the Sheboygan County Sheriff's Department.
19. SHEBOYGAN COUNTY TRANSPORTATION DEPARTMENT 2020-2022 MAINTENANCE AGREEMENT: Motion by Lammers, seconded by Jones, to approve the Sheboygan County Transportation Department 2020-2022 Maintenance Agreement; the motion carried by unanimous roll call vote. Janelle Kaiser will send a copy of the signed agreement to the Sheboygan County Transportation Department.
20. AUDITOR SELECTION FOR THE TOWN 2020 FINANCIAL AUDIT: Motion by Lammers, seconded by Huenink, to appoint Paul Corson of Peterson, Corson, and Hamman, S.C., to perform the 2020 financial audit of the Town of Holland's financial records; the motion carried by unanimous roll call vote.
21. CLERK-TREASURER ATTENDANCE AT NOVEMBER 2019 PRESIDENTIAL ELECTION ACADEMY: Motion by Becker, seconded by Huenink, to approve Clerk-Treasurer Janelle Kaiser's attendance at the

November 2019 Presidential Election Academy being held for Clerk-Treasurers by the University of Wisconsin-Green Bay; motion carried by unanimous voice vote.

22. BRUSH DISPOSAL AND SHARPS/MEDICAL WASTE DISPOSAL AT THE TOWN RECYCLING CENTER: The Town Board elected to continue current practices at the Town Recycling Center. Supervisor Hamilton will send pictures of the signs indicating how to dispose of sharps and medical waste displayed at the Recycling Center to Clerk-Treasurer Janelle Kaiser, who will forward them to Advanced Disposal. Supervisor Hamilton will also draft a notice to be published in the Lakeshore Weekly and The Sounder that will help Town residents understand how to properly dispose of sharps and medical waste. Clerk-Treasurer Janelle Kaiser will send the notice to the publications once received by Supervisor Hamilton.
23. TOWN OF HOLLAND EMPLOYEE HANDBOOK AND RECYCLING CENTER DOCUMENTATION: The Town Board requested that three minor changes be made to the Recycling Center Operator employee handbook documentation. Supervisor Hamilton will make the changes and send the documentation to Clerk-Treasurer Janelle Kaiser to be filed electronically.
24. SOLAR ELECTRICAL UTILITY: Chair Becker and Supervisor Jones will meet with representatives of Ranger Power LLC on October 10<sup>th</sup>, 2019 per the firm's request to share project status and plans with the Town of Holland.
25. CLERK-TREASURER OFFICE LAYOUT: Janelle Kaiser will contact JL Interiors in the near future to determine the cost of additional work surfaces to be installed in the Clerk-Treasurer's office. The purpose of the additional work surfaces is to allow for a workspace underneath the service window in the office.
26. RISSEEUW ROAD BRIDGE APPLICATION SPONSORSHIP WITH SHEBOYGAN COUNTY: Motion by Lammers, seconded by Huenink, to authorize the request of application sponsorship by Sheboygan County for assistance in obtaining federal and state aid in the process of replacement of a bridge located on Risseeuw Road in the Town of Holland; motion carried by unanimous roll call vote. Janelle Kaiser will send a copy of the October board meeting agenda and minutes, as well as a signed letter indicating the request approval, to the Sheboygan County Transportation Department.
27. ONGOING ISSUES:
  - a. TOWN HALL RENOVATION:
    - i. PAINTING OF HANDRAILS: Keith and Carol Dulmes of Countryside Remodeling completed this work in October 2019.
    - 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. 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 October meeting packet. The

board requested that two changes be made to the report; those changes will be incorporated in the November short-term rental license report to be included in the November board meeting packet.

- c. 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. This topic will be removed from future agendas.
- d. ORDINANCE 2019-06 TO ADDRESS PERMITS FOR ROAD APPROACH MAINTENANCE: Motion by Lammers, seconded by Jones, to approve Town of Holland Ordinance 2019-06, Creating Section 298-18.E of the Code of The Town of Holland; the motion carried by unanimous roll call vote. The Town of Holland road approach permit application form should be amended to stay consistent with Chapter 298 of the Town of Holland Code.

28. 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. Supervisor Hamilton will revise the advertisement to be published in future issues of the Lakeshore Weekly and The Sounder. Supervisor Hamilton reported that he will post the Town of Holland's sound system, which is no longer used by the Township, for sale. There will be a meeting of the Amsterdam Park Commission on October 21st, 2019.
- c. ROADS: Supervisor Lammers reported that the Town of Holland will apply for funding assistance from Wisconsin Department of Transportation (DOT) for three projects in the Township: Hand Creek Bridge on Risseeuw Road, culvert extensions on Sauk Trail Road South, and culvert work on Wittwood Drive. The DOT funds 90% of each project if approved for assistance. Sheboygan County has offered to assist the Town in applying for the Hand Creek Bridge project, as documented in agenda item 26.
- d. Public Safety: Supervisor Huenink received August and September's monthly contract reports from the Sheboygan County Sheriffs Department; the department reported 25.5 hours in August and 27.25 hours in September.

29. PUBLIC INPUT:

- a. Chair Becker requested that Clerk-Treasurer Janelle Kaiser draft an advertisement to run in the Lakeshore Weekly and The Sounder to recruit for a Board of Appeals Chairman. Janelle will send a draft of the ad to Chair Becker when complete.

30. CORRESPONDENCE: Clerk-Treasurer Janelle Kaiser sent 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. There has been no complaint form filed as of the October board meeting.

31. ADJOURN – Motion by Lammers to adjourn the meeting at 9:58pm; the motion carried by unanimous voice vote.

