

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
Town Holland Hall
W3005 County Road G, Cedar Grove
Monday, November 11th, 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 and Douglas Hamilton
 - b. Members Absent: Town Supervisors Stephen Jones and David Huenink
 - c. Others Present: Clerk-Treasurer Janelle Kaiser
 - d. Members of the public that signed in: Roger TeStroete
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: The agenda was modified to change item 17 to replace "brush disposal" with "ash disposal." Motion by Lammers, seconded by Hamilton, to adopt the agenda as modified for the November 11th, 2019 board meeting; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES: The Town Board moved to approve the minutes from the October 14th, 2019 board meeting by unanimous consent; 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: County Board Supervisor Roger TeStroete was present to represent the Sheboygan County Finance Committee. Roger have a brief presentation of Sheboygan County's proposed budget figures for 2020. A budget summary was presented to the Town Board.
9. FINANCIAL/TREASURER'S REPORT: Motion by Lammers, seconded by Becker, to approve the financial/treasurer's report as presented; the motion carried by unanimous voice vote.
10. APPROVAL OF VOUCHERS: Clerk-Treasurer modified the November voucher list and added two invoices. The Town Board moved to approve the November voucher list as presented by unanimous consent; the motion carried by unanimous voice vote.
11. ACCOUNTS RECEIVABLE: None.
12. PLAN COMMISSION RECOMMENDATION: None.

13. ADOPT THE FINAL 2020 TAX LEVY AND THE 2020 BUDGET (STATUTE 60.40 (4)): Motion by Lammers, seconded by Becker, to approve the 2020 Town of Holland budget and to adopt the final tax levy of \$907,982 to be paid in 2020; the motion carried by unanimous roll call vote. Douglas Hamilton: Y; Donald Becker: Y; Stanley Lammers: Y.
14. TOWN OF HOLLAND PLAN COMMISSION CHAIRMAN: Motion by Lammers, seconded by Hamilton, to approve the Town Chairman's recommendation that Supervisor David Huenink, as the second member of the Board serving on the Plan Commission, chair the Town of Holland Plan Commission meetings beginning in December; the motion carried by unanimous roll call vote. The Town Board Chairman will continue to serve on the Plan Commission as required by ordinance.
15. ROAD APPROACH PERMIT APPLICATION REVIEW: Clerk-Treasurer Janelle Kaiser included a revised version of the Town of Holland Road Approach Permit application form in the November board meeting packet for review. Janelle will make the suggested changes and include the revised permit application in a future board meeting packet.
16. MEMORANDUM OF UNDERSTANDING (WISCONSIN ELECTIONS COMMISSION SECURITY GRANT): Motion by Becker, seconded by Lammers, to authorize Clerk-Treasurer Janelle Kaiser to submit a grant application form to the Wisconsin Elections Commission (WEC) to request grant funds that will aim to mitigate the expense of information technology support and virus software for Janelle's computer for the next two years. The grant funds will also cover Janelle Kaiser's attendance at a cyber security training provided by the WEC. The purpose of this grant is to comply with security requirements set by the WEC in preparation for the 2020 election season.
17. ONGOING ISSUES:
 - a. TOWN HALL RENOVATION:
 - i. 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.
 - b. MANAGING SHORT-TERM RENTAL 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 November meeting packet. Janelle will attend a kick-off meeting with Host Compliance to begin the process of transitioning from the Bear Cloud Software platform to the Host Compliance software platform in preparation for the 2020 short-term rental licensing term. A progress report detailing the work being completed on the 2020 licensing portal will be provided at the December board meeting.
 - c. SOLAR ELECTRICAL UTILITY: Chair Becker provided a packet of related documents to the Town Board that included information and frequently asked questions about solar farms in Wisconsin, shared revenue information from the Wisconsin Department of Revenue as it relates to a renewable energy project, and where to find additional resources that address solar farms in Wisconsin.

- d. EMPLOYEE HANDBOOK: Motion by Lammers, seconded by Becker, to accept the changes made to the Town of Holland Employee Handbook dated November 11, 2019 by Supervisor Hamilton as corrected and presented; the motion carried by unanimous roll call vote.
- e. ASH DISPOSAL AND SHARPS/MEDICAL WASTE DISPOSAL: The board moved to authorize Douglas Hamilton or Janelle Kaiser to purchase plastic document holders for the Town of Holland Recycling Center by unanimous consent; the motion passed by unanimous voice vote. The plastic holders will be used to provide documentation to residents at the recycling center as it relates to the disposal of ashes and medical waste. The documentation should reference the statute numbers from the Wisconsin State Legislature.

18. COMMITTEE REPORTS:

- a. ADMINISTRATION AND FINANCE: None. Supervisor Jones will be taking the lead on the Town of Holland's involvement with future solar electrical utility projects in the township.
- b. PARKS AND PROPERTY: Supervisor Hamilton reported that recycling center disposal fees charged by Advanced Disposal will increase in 2020 due to increased recycling costs for the vendor. Due to these increased costs, the Town of Holland will likely consider other options when it comes time to renew the disposal contract for the Town Recycling Center.
- c. ROADS: Supervisor Lammers reported that the Town of Holland will try to apply for funding assistance from Wisconsin Department of Transportation (through the 90-10 program) to improve Mill Road, which is shared by 4 local municipalities. The 90-10 program uses a point system to determine which projects will be awarded funding, and the size of the project required to improve Mill Road could increase the points assigned to the project and therefore could increase the likelihood of funds being awarded. If approved, 90% of the funds will come from WDOT and 10% from local governments and private parties.
- d. Public Safety: No new information to report.

19. PUBLIC INPUT:

- a. Clerk-Treasurer Janelle Kaiser will place an advertisement in the paper to recruit additional interested poll workers for the 2020-2021 election term. Janelle will also check to see if a resolution is on file to allow less than 7 poll workers to serve at the polling place on Election Day as required by state law.

20. CORRESPONDENCE: All relevant correspondence was included in the November board packet.

21. ADJOURN – The board moved to adjourn the meeting at 9:21pm by unanimous consent; the motion carried by unanimous voice vote.