

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
Town Holland Hall
W3005 County Road G, Cedar Grove
Monday, December 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, Douglas Hamilton, Stephen Jones and David Huenink
 - b. Members Absent: None
 - c. Others Present: Clerk-Treasurer Janelle Kaiser
 - d. Members of the public that signed in: Roger TeStroete, Jeff Rauh, Dan Neidfeldt
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: The agenda was modified to discuss item 17 after item 8, and to discuss item 13 upon the arrival of the sheriff's representative. Motion by Huenink, seconded by Lammers, to adopt the agenda as modified for the December 9th, 2019 board meeting; 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 November 11th and December 2nd, 2019 board meetings with one minor revision to the November 11th board meeting minutes:
 - a. Page 3, under "Committee Reports," section c, line 6: "Up to 90%..."
7. RECORD RETENTION CERTIFICATION: Clerk-Treasurer Janelle Kaiser certified that everything is up to date.
8. PUBLIC INPUT:
 - a. Dan Neidfeldt was present to discuss Park Drive in the Stoneyville subdivision. Dan reported that the road is cracking and inquired about whether the road is on the Town's schedule for paving or crack-filling in 2020. Dan also reported that the trees surrounding the road may need to be trimmed. Supervisor Lammers will follow up with Director of Public Works and Property, Nate Voskuil, regarding this report.
 - b. Jeff Rauh of Ranger Power LLC was present to discuss an anticipated large-scale solar project in the Town of Holland. The size of the project requires Ranger Power to submit an application to the State of Wisconsin Public Service Commission (PSC) for their review, approval, and oversight of the project. Jeff stated that Ranger Power expects all landowner contracts to be completed by the end of January 2020 so technical studies can be completed in time to be submitted with an application to the PSC in the second quarter of 2020. If all contracts and studies are completed as expected, construction could begin in 2021. Jeff

- reported that a project of a similar scale in Jefferson County, Wisconsin is in the application stage now and could have a finalized joint agreement with the Jefferson County Board by the end of the second week in December. Jeff will send a copy of the agreement to Steve Jones when it is finalized, as the board would like to consider this option for the Town of Holland in lieu of adopting an ordinance.
9. FINANCIAL/TREASURER'S REPORT: Motion by Huenink, seconded by Lammers, to approve the financial/treasurer's report as presented; the motion carried by unanimous voice vote.
 10. APPROVAL OF VOUCHERS: Clerk-Treasurer modified the December voucher list and added one invoice. Motion by Huenink, seconded by Jones, to approve the December voucher list as modified; the motion carried by unanimous voice vote.
 11. ACCOUNTS RECEIVABLE: None.
 12. PLAN COMMISSION RECOMMENDATION: None.
 13. SHERIFF'S COVERAGE AND CONTRACT MODIFICATIONS: The Sheboygan County Sheriff was present to discuss contract modifications aimed at better coverage and enforcement of ordinances after contract hours have ended for the contract period. The current contract between the Town of Holland and the Sheriff's Department does not include authorization to write citations to enforce town ordinances outside of the contract period. Motion by Huenink, seconded by Becker, to amend the agreement between the Sheboygan County Sheriff's Department and the Town of Holland to include additional enforcement hours as needed and directly authorized by the Town Chairman or a Town Supervisor at the regular hourly rate as stated in the annual contract between the two entities; the motion carried by unanimous roll call vote. Stephen Jones: Y; David Huenink: Y; Douglas Hamilton: Y; Donald Becker: Y; Stanley Lammers: Y.
A representative of the Sheriff's Department will email a modified 2019-2020 contract to include this change to Clerk-Treasurer Janelle Kaiser.
 14. MINOR REVISIONS TO AMEND 2020 BUDGET: Motion by Jones, seconded by Lammers, to approve the 2020 Town of Holland budget as amended and presented; the motion carried by unanimous roll call vote.
 15. 2020 BUDGET CARRYFORWARDS FOR TRANSPORTATION AND PUBLIC SAFETY: Motion by Huenink, seconded by Lammers, to carry forward designated reserves of \$40,700 and \$334,660.02 from unspent 2019 budgeted funds for public safety and transportation, respectively; the motion carried by unanimous roll call vote.
 16. APPOINT ELECTION INSPECTORS FOR TWO-YEAR TERM TO BEGIN JANUARY 1, 2020: Motion by Huenink, seconded by Lammers, to appoint eleven election inspectors as shown on the listing provided to the Town Board in the December board meeting packet with a two-year term to begin on January 1, 2020 and ending on December 31, 2021; the motion carried by unanimous roll call vote.
 17. SOLAR UTILITIES IN THE TOWNSHIP: Chair Becker suggested that members of the Town Board visit the solar utility project being completed in Two Creeks Township located in Manitowoc County, Wisconsin to gain an understanding about what is involved with the installation of a project of this

nature.

The Town Board requested that adequate detail to address the construction process be provided by Ranger Power LLC in advance of negotiations on a joint agreement. The Town Board also requested that Ranger Power LLC send farmland reclamation procedures to Supervisor Jones, as well as information about DATCP's (Wisconsin Department of Agriculture, Trade and Consumer Protection) involvement in the reclamation process; Jeff Rauh stated that the reclamation procedures are significantly reviewed at the State level but was unsure about DATCP's level of involvement in that review. Jeff should provide further information about this topic to Supervisor Jones.

18. TIRE DISPOSAL AT TOWN RECYCLING CENTER: Motion by Huenink, seconded by Jones, to adopt Town of Holland Ordinance 2019-07 Amending Section 290 Code of the Town of Holland; the motion carried by unanimous roll call vote.
A notice providing alternative options for local tire disposal will be drafted by Supervisor Hamilton. Clerk-Treasurer Janelle Kaiser will send the notice to be published in the Lakeshore Weekly and The Sounder upon receipt.
19. REVIEW/UPDATE FEE SCHEDULE: Motion by Huenink, seconded by Becker, to adopt Town of Holland Resolution 2019-04 – Resolution Setting Fees to include revisions presented by Supervisors Huenink and Hamilton; the motion carried by unanimous roll call vote.
20. AMSTERDAM DUNES LOT 1 & 2: Supervisor Huenink presented a proposal from Sheboygan County, the current owners of Amsterdam Dunes Lot 1 & 2. The proposal was to merge the southern 71 feet of Lot 1 with Lot 2 to create one parcel. The northern 83 feet of Lot 1 would be donated to the Amsterdam Park Commission and merged with Amsterdam Park. A motion was not required for this proposal, but the Town of Holland Board accepted the proposal by unanimous consent. Supervisor Huenink also reported that Amsterdam Park is currently made up of multiple parcels with various parcel owners listed. The second part of the proposal presented by Sheboygan County is to merge all Amsterdam Park parcels together to include an owner address of W3005 County Rd G, Cedar Grove, WI 53013 to include the northern 83 feet of Lot 1; the Town of Holland board accepted the proposal by unanimous consent.
21. ONGOING ISSUES:
 - a. TOWN HALL RENOVATION:
 - i. CAPPING OF OLD CHIMNEY: Countryside Remodeling completed this work in the fall of 2019. This topic will be removed from future agendas.
 - 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 December meeting packet. Janelle attended both a kick-off meeting and a portal specification 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 was provided at the December board meeting.
Clerk-Treasurer Janelle Kaiser will draft a policy to address short-term rental license renewal application timing prior to the January board meeting. Janelle will send the draft policy to

Eric Eberhardt for his review prior to presenting the policy to the Town Board. The policy should reflect a date of March 1st as the date that the Town of Holland will begin accepting short-term rental license renewal applications.

- i. USING 'STRIPE' TO PROCESS SECURE PAYMENTS FOR SHORT-TERM RENTAL LICENSES: Host Compliance's software package includes the use of Stripe, a secure payment processing service, to allow license applicants to use a credit card or e-check to pay the fee for short-term rental licenses. Information about Stripe was provided to the Town Board in the December meeting packet. Authorization to use Stripe was not provided by the Town Board, as there were many negative online reviews found about the security and service provided by the payment processing company. At this time, Clerk-Treasurer Janelle Kaiser will authorize Host Compliance to begin work on portal development without the use of Stripe for application payment processing. Janelle Kaiser reported no difficulties in 2019 with payment submittals by applicants by check – either mailed or dropped off at the Town office.
- c. RESOLUTION SETTING MINIMUM NUMBER OF POLL WORKERS: Clerk-Treasurer Janelle Kaiser provided a copy of Town of Holland Resolution 2015-03 in the December meeting packet. No action is required on this topic, as the Town of Holland has met the requirement to pass a resolution allowing a municipal governing body to reduce the required number of election officials at a polling place from 7 or 5 to no less than 3.

22. COMMITTEE REPORTS:

- a. ADMINISTRATION AND FINANCE: Supervisor Jones reported that a resolution is highly suggested in the event that a township allows for board members to conference call into a board meeting to meet quorum. All meeting laws must be followed, and the resolution should address the specifics of the procedures that would be used for conference calls. The Town Board decided not to act on a resolution to address call-ins at this time.
- b. PARKS AND PROPERTY: Supervisor Hamilton reported that a meeting was held with the two newest Recycling Center employees to address the recycling center guidelines that will be published in local newspapers. The employees were provided with a copy of Chapter 290 of Town of Holland ordinances as well as the recycling guidance provided by Advanced Disposal.
Supervisor Hamilton also reported that a Parks and Property Committee meeting was held to discuss increased tonnage at the Town of Holland Recycling Center in 2019. The committee is currently researching procedures that the Town of Holland could implement to identify Town of Holland property owners at the Town Recycling Center. Supervisor Hamilton was encouraged to have a system in place on or around April 1.
- c. ROADS: Supervisor Lammers reported that the Town of Holland will soon apply for funding assistance from Wisconsin Department of Transportation (through the 90-10 program) to improve Mill Road.
- d. Public Safety: Supervisor Huenink reported that he will meet with the Cedar Grove Fire Department on December 12th, 2019 to review the spreadsheet used to determine quarterly payments from the Town of Holland to the Cedar Grove Fire Department throughout the year.

23. PUBLIC INPUT:

- a. Clerk-Treasurer Janelle Kaiser will order a 2019 Board of Review training DVD from the UW-Extension Local Government Center. Janelle will notify board members when the training DVDs are available so that members can review the training materials prior to February 10th, 2020.

24. CORRESPONDENCE: All relevant correspondence was included in the December board packet.

25. ADJOURN – Motion by Hamilton to adjourn the meeting 10:30pm.