

TOWN OF HOLLAND BOARD OF SUPERVISORS  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
Town Holland Hall  
W3005 County Road G, Cedar Grove  
Monday, March 11<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 Chair Donald Becker, Town Supervisors David Huenink, Stanley Lammers, Stephen Jones, and Douglas Hamilton
  - b. Members Absent: None
  - c. Others Present: Clerk-Treasurer Janelle Kaiser and Public Works Director Nate Voskuil
  - d. Members of the public that signed in: Roger TeStroete and Jason Prom
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: Motion by Huenink, seconded by Lammers, to adopt the agenda for the March 11, 2019 board meeting as presented; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES: Motion by Lammers, seconded by Jones, to approve the minutes from the February 11, 2019 and February 28, 2019 board meetings with two minor changes to the February 11, 2019 minutes; the motion carried by unanimous voice vote. The changes were made as follows:
  - a. February 11, 2019 board meeting minutes:
    - i. Page 3, under "Committee Reports", section b, third line: "The board discussed ways for residents to appropriately dispose of ashes. Disposing of ashes in the trash compactors poses a risk for fire, therefore emptying burn barrels into the compactors should not continue at the recycling center. "
    - ii. Page 3, under "Committee Reports", section d, sixth line: "second quarterly invoice."
7. RECORD RETENTION CERTIFICATION: Clerk-Treasurer Janelle Kaiser certified that everything is up to date.
8. PUBLIC INPUT: Roger TeStroete, Sheboygan County Board Supervisor, was present to discuss future road projects that will take place within the Town of Holland. Roger provided a packet to the board members containing Sheboygan County's 5-year capital plan for projects to take place from 2019-2023, highlighting mileage and budget information for each one impacting the Town of Holland during those years. A corresponding map was also provided.

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 Janelle Kaiser added two items and amended two items on the voucher list as presented. A revised voucher list reflecting all modifications will be included in the April board meeting packet. Motion by Becker, seconded by Huenink, to approve the modified voucher list; the motion carried by unanimous voice vote.
11. ACCOUNTS RECEIVABLE: None.
12. PLAN COMMISSION RECOMMENDATION: Approve a request by Jason and Sarah Prom for a rezoning and a minor land division. The property is located on Knepprath Rd, Cedar Grove, at parcel number 59006065290 (40 acres, zoned A-1). The Prom's request is to divide 7 acres off parcel 59006065290 for a new home site to be re-zoned as A-1-S and to identify 13 acres of parcel 59006065290 to be re-zoned as A-PR:
  - a. Motion by Lammers, seconded by Jones, to approve the land division and rezoning request from Jason and Sarah Prom, contingent upon two items: 1) the Town's receipt of a plat of survey for the 13 acres of parcel 59006065290 to be re-zoned A-PR, and 2) issuance of a Town Driveway Permit by the Town Director of Public Works and Property; the motion carried by unanimous roll call vote: Douglas Hamilton: Y; David Huenink: Y; Stephen Jones: Y; Stanley Lammers: Y; Donald Becker: Y.
13. SET DATES FOR BOARD OF REVIEW AND OPEN BOOK: Assessor Luke Mack of Associated Appraisal has suggested the following days for Board of Review and Open Book, respectively: Wednesday, May 22<sup>nd</sup>, 2019 and Thursday, April 25<sup>th</sup>, 2019. These dates work for a majority of the board members and Clerk-Treasurer Janelle Kaiser; Janelle will confirm these dates with Assessor Luke Mack.
14. FIRE INSPECTIONS FOR TOWN RESIDENCES AND BUSINESSES: Motion by Huenink, seconded by Lammers, that the cost of any fire inspection required by state or local ordinances will continue to be covered by the Town of Holland; the motion carried by unanimous roll call vote.
15. REVISE FEE SCHEDULE: No information to report. The fee schedule was not reviewed at this meeting.
16. PURCHASE OF DUMP TRUCK: Director of Public Works and Property Nate Voskuil was present to discuss the potential purchase of a used dump truck for the Town of Holland. Nate provided a packet containing a proposal and related research for the potential purchase. The Town Board provided feedback to Nate following his presentation. From the Board's perspective, there is no objection to the replacement of the Town's current truck; however, the consensus of the Board was for Nate and the Roads Committee to consider purchasing a truck on the newer side with fewer miles, making it more of a long-term investment for the Town as compared to older trucks, particularly municipal trucks that have been heavily used. They should study the market's current offerings and determine what is available. A specific recommendation was provided by Roger TeStroete when Chair Becker asked for his opinion; Roger recommended that Nate and the Roads Committee take a closer look at salters on older trucks, as they tend to wear down over time making it difficult to calibrate the rate of salt discharge. Nate will begin to conduct his research, as the Town

is not currently under a time crunch to find a new truck, taking the Board's recommendations into consideration.

17. DRAFT RESOLUTION RELATING TO THE REFUND OF CERTAIN OVERPAYMENTS TO THE TOWN: Clerk-Treasurer Janelle Kaiser drafted a resolution relating to the refund of certain overpayments to the Town and included the draft in the March meeting packet for the Board's review. Janelle will make the changes as suggested and send the draft to Town Attorney Gerry Antoine for his review; this item will remain on the agenda.  
Chair Becker noted that the last two ordinances passed by the Town did not have a descriptive name on the Town's ordinance listing under "New Laws." Janelle Kaiser will send these descriptions to General Code and request that they update the ordinance listing.
18. APPOINT CLERK-TREASURER, ASSISTANT TO CLERK-TREASURER, PLAN COMMISSION CLERK, AND BOARD OF APPEALS CLERK:
  - a. Motion by Becker, seconded by Huenink, to appoint Janelle Kaiser as the Clerk-Treasurer, whose duties include those of the Plan Commission Clerk and the Board of Appeals Clerk, effective April 1, 2019 through March 31, 2020; the motion carried by unanimous roll call vote.
  - b. Motion by Becker, seconded by Huenink, to appoint Sharon Claerbaut as the Assistant to the Clerk-Treasurer, whose hours will be set by Clerk-Treasurer Janelle Kaiser on an as-needed basis, effective April 1, 2019 through March 31, 2020; the motion carried by unanimous roll call vote.
19. APPOINT WEED COMMISSIONER FOR A ONE-YEAR TERM: Motion by Lammers, seconded by Jones, to appoint Michael Kuffel as Weed Commissioner, effective April 1, 2019 through March 31, 2020; the motion carried by unanimous roll call vote.
20. APPOINT BOARD OF APPEALS EXPIRING TERMS: Motion by Becker, seconded by Huenink, to re-appoint Neal Teunissen, John DuMez, and Richard Gust to the Board of Appeals for a three-year term, effective April 1, 2019 through March 31, 2022; the motion carried by unanimous roll call vote.
21. APPOINT PLAN COMMISSION EXPIRING TERMS: Motion by Becker, seconded by Lammers, to re-appoint David Mueller and Jack Stokdyk to the Plan Commission for a two-year term beginning on April 1, 2019 and ending on March 31, 2021; the motion carried by unanimous roll call vote.
22. CLERK-TREASURER OFFICE HOURS: No new information to report.
23. CLERK-TREASURER PASSWORD STORAGE: Janelle Kaiser suggested a method of password storage to the Town Board, but no action was taken on this topic as further research is needed. This item will remain on the agenda under Ongoing Issues.
24. LISTING OF ENTITIES WITH WHICH THE TOWN HOLDS TAX EXEMPT ACCOUNTS: A listing compiled by Janelle Kaiser and Nate Voskuil consisting of the entities with which the Town of Holland holds sales tax-exempt status was provided in the March board meeting packet. The listing will continue to be updated, as the current listing only includes those entities from which the Town purchases goods, and it should include both goods and services. Nate will work with Janelle to ensure this list is completed and saved to BOX.

25. ONGOING ISSUES:

- a. TOWN HALL RENOVATION:
  - i. PAINTING OF HANDRAILS: Chair Becker will follow up with Matt McClelland at Silvercrest Construction in Spring 2019.
  - ii. CAPPING OF OLD CHIMNEY: Chair Becker will follow up with Matt McClelland at Silvercrest Construction in Spring 2019.
- b. DEMASTER ROAD RAILROAD CROSSING WARNING: No new information to report.
- c. SECURITY SYSTEM FOR TOWN HALL: No new information to report; Doug Hamilton will be installing a camera as a test.
- d. SMOKE/CO ALARMS IN TOWN HALL: No new information to report. Doug Hamilton will follow up with Nate Voskuil regarding this topic.
- e. BUILDING INSPECTOR WORKFLOW AND PAYMENT STRUCTURE: No new information to report.
- f. MANAGING SHORT-TERM RENTAL AND PROPERTY MANAGER LICENSES WITH STR HELPER: Clerk-Treasurer Janelle Kaiser provided a brief update regarding the status of property manager and short-term rental license application implementation and management between the Town of Holland and Bear Cloud Software. A copy of an email sent to Janelle relating the to a merger between Bear Cloud Software and Host Compliance, two companies that own software for managing short-term rentals, was included in the March Board meeting packet as correspondence.
- g. DEPUTY CLERK-TREASURER TRAINING AND COMPENSATION: No new information to report.

26. COMMITTEE REPORTS:

- a. ADMINISTRATION: No new information to report.
- b. PARKS/PROPERTY/AMSTERDAM PARK: A resident previously contacted the Town Board regarding a dilapidated structure at N1359 Cottage Drive. Supervisor Hamilton reported that the structure has been removed.
- c. ROADS – No new information to report.
- d. Public Safety: Supervisor Huenink reported that the Amsterdam Dunes Advisory Committee meeting took place on Monday, February 25<sup>th</sup>, 2019. He also provided a report on the 3 lots of land on West Shore Drive that the committee oversees; Lot 3 has been sold, Lot 2's sale is under negotiation, and Lot 1 will likely never be sold, but no official action has been taken. A grant from the US Forest Service will go towards re-forestation of the Amsterdam Dunes area.  
As reported at the February board meeting, the Town of Holland owes the Village of Cedar Grove for a portion of a 2018 fire truck repair, which will be paid in 2019. Supervisor Huenink will provide the exact amount owed to the Village of Cedar Grove to Janelle Kaiser

so a check can be issued.

27. PUBLIC INPUT: None.

28. ADJOURN – Motion by Huenink, seconded by Lammers, to adjourn the meeting at 10:31pm; the motion carried by unanimous voice vote.