

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
Town Holland Hall
W3005 County Road G, Cedar Grove
Monday, March 9th, 2020 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: Mark Arentsen, Sabrina Lammers, Wendy Lammers, Karen Jones, Jeff Rauh, Emily Straka, Robert Hudovernik, Ellen Hudovernik, and Sean Follen
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:
Motion by Jones, seconded by Lammers, to adopt the agenda for the March 9th, 2020 board meeting as presented; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES:
Motion by Huenink, seconded by Becker, to approve the minutes from the February 10th, 2020 and March 5th, 2020 board meetings 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:
 - a. Jeff Rauh of Ranger Power, LLC was present to inform the public of a website that his company developed to provide information about the Onion River Solar Project. The website includes a working map of the project area. Jeff reported that a more detailed map will be added to the website when all land contracts are finalized.
Jeff reported that an open house will be held by Ranger Power, LLC in April for purposes of informing the public and answering any questions that the public has regarding the Onion River Solar project.

- b. Robert Hudoverink was present to inform the public of a website developed to show opposition to the Onion River Solar project.
9. FINANCIAL/TREASURER'S REPORT:
Motion by Hamilton, seconded by Lammers, to approve the February 2020 financial/treasurer's report as presented; the motion carried by unanimous voice vote.
10. APPROVAL OF VOUCHERS:
Clerk-Treasurer modified the March voucher list by adding five invoices and correcting or adding to the amount of one invoice. Motion by Jones, seconded by Huenink, to approve the March voucher list as modified; the motion carried by unanimous voice vote. A modified March voucher list will be included in the April board meeting packet.
11. ACCOUNTS RECEIVABLE: None.
12. PLAN COMMISSION RECOMMENDATION:
Motion by Huenink, seconded by Lammers, to waive application fees, document preparation fees not to exceed \$75, and filing fees not to exceed \$60, for conditional use permit and rezoning requests from any currently existing business or organization that relates to the compliance of any currently existing use with any ordinance that creates an agricultural tourism zoning district in the Town of Holland; the motion carried by unanimous roll call vote. David Huenink: Y; Douglas Hamilton: Y; Donald Becker: Y; Stanley Lammers: Y; Stephen Jones: Y.
13. BOARD OF REVIEW AND OPEN BOOK DATES:
Open Book will be held on April 23rd, 2020 from 4:00PM until 6:00PM. Board of Review will be held on May 20th, 2020 from 4:00PM until 6:00PM.
14. APPOINT CLERK-TREASURER, ASSISTANT TO THE CLERK-TREASURER, PLAN COMMISSION CLERK, AND BOARD OF APPEALS CLERK:
 - a. Motion by Becker, seconded by Jones, 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, 2020 through March 31, 2021; the motion carried by unanimous roll call vote.
 - b. Motion by Becker, seconded by Jones, 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, 2020 through March 31, 2021; the motion carried by unanimous roll call vote.
15. APPOINT WEED COMMISSIONER FOR ONE-YEAR TERM:
Motion by Lammers, seconded by Jones, to appoint Michael Kuffel as the Town of Holland Weed Commissioner, effective April 1, 2020 through March 31, 2021; the motion carried by unanimous roll call vote.
16. APPOINT BOARD OF APPEALS MEMBERS FOR A 3-YEAR TERM:
Motion by Jones, seconded by Huenink, to reappoint Kenneth Tyler and Jim Wonser to the Town of Holland Board of Appeals for a three-year term, effective April 1, 2020 through March 31, 2023 and contingent upon receiving Jim Wonser's confirmation of willingness to serve as a member of the Board of Appeals; the motion carried by unanimous roll call vote.

17. APPOINT PLAN COMMISSION MEMBERS WITH EXPIRING TERMS:

Motion by Becker, seconded by Jones, to reappoint Matthew Teunissen, Faith Opsteen, Roy Teunissen, Bryan Kaiser (Alternate 1), and Craig Droppers (Alternate 2) to the Plan Commission for a two-year term beginning on April 1, 2020 and ending on March 31, 2022; the motion carried by unanimous roll call vote.

18. TRAINING FOR APPOINTEES:

No new information to report. This item will be discussed later in the year and will appear on a future board meeting agenda.

19. PROPERTY TAX REFUND FOR ASSESSOR ERROR – PARCEL 59006078580:

An assessor error was discovered in the records for Town of Holland parcel 59006078580 by the property owner. The owner of parcel 59006078580 reported the error and requested a refund going back three years. The Town of Holland must refund the difference in real estate tax paid as a result of the error going back one year, though the Town Board will consider the request of the property owner. Chair Becker will send a letter to Associated Appraisal regarding this error; Clerk-Treasurer Janelle Kaiser will send an email to the owner of parcel 59006078580 to inform them that a decision to address to the additional refund request will be made by the Town Board in April 2020.

20. NOTICE TO POST ELECTION NOTICES IN LIEU OF PUBLICATION IN THE SHEBOYGAN PRESS:

Motion by Lammers, seconded by Jones, to authorize Clerk-Treasurer Janelle Kaiser to publish a notice in the Sheboygan Press to notice a change of the manner of noticing elections to be held at Town of Holland polling places. Changing the manner of notification to posting in lieu of publishing in the Sheboygan Press (an official newspaper not published in the Town of Holland) is allowed under Chapter 985.02 (2) of the Wisconsin Statutes. Election notices will instead be published in the Lakeshore Weekly, The Sounder, in three posting places within the Township, and on the Town website. The motion carried by unanimous roll call vote.

21. FEE WAIVER FOR SALVATION ARMY HALL RENTAL:

Motion by Huenink, seconded by Hamilton, to waive the hall rental fee for the Salvation Army's Salvation Bike Ride to be held on the first Saturday in July of 2020. Janelle Kaiser will remind Carrye of the Salvation Army that signs should be posted by the organization stating that biking shoes are not allowed inside the building; the organization will make use of the kitchen and west bathrooms only. The motion carried by unanimous roll call vote.

22. NONSUFFICIENT FUND (NSF) CHECK POLICY:

Clerk-Treasurer Janelle Kaiser reported that there were a handful of checks returned due to nonsufficient funds from property owners during property tax season and inquired about whether a nonsufficient fund check policy exists as it relates to bank fees. There is no existing policy, however NSF checks are not commonly received by payers; Janelle Kaiser will observe nonsufficient fund activity going forward to determine whether the need for action as it relates to NSF bank fees increases.

23. BUILDING INSPECTION RECORDS MANAGEMENT:

Chair Becker stated that notes and records as they relate to Town of Holland building permit inspections are not periodically transferred to the Town hall by the Town of Holland building inspector. Becker also stated that building inspector records should be filed by street address if they

are to be useful in the future. Clerk-Treasurer Janelle Kaiser will send an email to Building Inspector Tom Huenink to inquire about how many years of building inspection records are on file at his home office. Janelle will also send an email to other municipal clerks in Sheboygan County to gather information about how building inspection records are managed and maintained in surrounding municipalities.

This item will remain on the agenda under ongoing issues for future discussions.

24. ANNUAL MEETING REPORT PREPARATION:

Town of Holland Board Supervisors will send their annual committee reports to Janelle Kaiser approximately one week before the annual meeting to be held on the third Tuesday of April 2020. Everyone was asked to keep their reports concise.

25. ONGOING ISSUES:

a. 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 March meeting packet.

b. SOLAR ELECTRICAL UTILITY:

No new information to report.

c. ONLINE PAYMENT AGREEMENT OPTIONS FOR ELECTRONIC PAYMENT PROCESSING:

No new information to report. This item will be discussed at a future board meeting.

d. AMSTERDAM PARK PARCELS MERGER:

Supervisor Huenink reported that an affidavit to merge real estate has been signed and notarized by the appropriate parties to merge all land areas within Amsterdam Park. Supervisor Huenink will file the affidavit with the Sheboygan County Register of Deeds for recording purposes.

26. COMMITTEE REPORTS:

a. ADMINISTRATION AND FINANCE:

None.

b. PARKS AND PROPERTY:

None.

c. ROADS:

The Sheboygan County Highway Department has provided rating services for specified lake roads in the Town of Holland within the last month. The same department will provide rating services for those specified roads in the coming months to observe potential road damage during the spring months of 2020.

d. Public Safety:

Supervisor Huenink reported that the Cedar Grove Fire Department purchased two thermal imaging cameras for a total purchase price of approximately \$5,000. The department notifies the Town of Holland of purchases totaling \$5,000 or greater.

The final 2019 call log/expenses for the Cedar Grove Fire Department have been reconciled and Supervisor Huenink reported that the Town of Holland will reimburse the fire department for all water used for Town of Holland purposes as well as 50% of the water used for all training purposes; an invoice for \$493.75 will be added to the April voucher list as payment for 2019 water usage to the Cedar Grove Fire Department.

The Cedar Grove Fire Department will hold CPR training that will be open to the public on March 30th, 2020.

27. CLOSED SESSION TO REVIEW PLAN COMMISSION COMPENSATION:

The Town Board elected not to go into closed session at the March board meeting. However, Chair Becker stated that he referred to page 49 of the Wisconsin Town's Association handbook as it relates to compensation review. He will scan that section of the handbook and send to all supervisors and Janelle Kaiser.

28. RECONVENE IN OPEN SESSION TO TAKE ACTION RELATING TO CLOSED SESSION DELIBERATIONS, IF ANY:

Not applicable. The Town Board elected not to go into closed session at the March board meeting.

29. PUBLIC INPUT:

- a. Robert Hudovernik stated that 5-minute breaks for everyone would be a welcome addition to Town meetings. He also stated that he feels the Town Board could write a letter to the Wisconsin Public Service Commission in opposition to the Onion River Solar Project and with the intention of asking the commission to freeze or stop the application to be submitted by Onion River, LLC, so that the process can start over with greater public involvement.
- b. Chair Becker stated that while the project cannot be delayed or stopped by the local municipality, the Town Board has asked local representatives of the state to consider holding the hearing for the Onion River Solar project in the local community rather than Madison. This would make it easier for Town of Holland property owners to attend and participate in the hearing.

30. CORRESPONDENCE: All relevant correspondence was included in the March board packet. Supervisors Huenink and Hamilton will be in contact with Janelle regarding a survey to address recreational areas in the Town of Holland provided by the Sheboygan County Planning Department.

31. ADJOURN – Motion by Becker, seconded by Jones, to adjourn the meeting at 9:20pm; the motion carried by unanimous consent.