

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
MEETING HELD VIRTUALLY USING ZOOM TELECONFERENCE
Call-in Number: 312-626-6799, Meeting ID: 912 450 307
Monday, April 13th, 2020 7:30pm

1. CALL TO ORDER:

Town Chair Donald Becker called to order the Board of Supervisors monthly meeting held virtually at 7:30pm via meeting teleconference through Zoom. Board members connected via a PC or other device that enabled both audio and video. This enabled sharing documents not in the packet if needed. The public connected to the meeting via telephone so had audio only. This reduced the Internet bandwidth consumed since video takes considerable bandwidth. The telephone connections were muted for most of the meeting, but unmuted for the Public Input periods.

2. 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.

3. ROLL CALL:

- a. Members Present: Town Chairman Donald Becker, Town Supervisors Douglas Hamilton, David Huenink, Stephen Jones and Stanley Lammers
- b. Members Absent: None
- c. Others Present: Clerk-Treasurer Janelle Kaiser
- d. Members of the public that called in to participate and stated name and address: None

4. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:

The agenda for the April 13th, 2020 board meeting was adopted as presented by unanimous consent of the Town Board.

5. DISCUSSION AND APPROVAL OF MINUTES:

The draft minutes from the March 9th, 2020, March 11th, 2020, and March 16th, 2020 board meetings were approved as presented by unanimous consent of the Town Board.

6. RECORD RETENTION CERTIFICATION:

Clerk-Treasurer Janelle Kaiser certified that everything is up to date.

7. PUBLIC INPUT:

Supervisor Hamilton stated that the minutes should show that this meeting was held virtually. The public could use audio to attend the virtual meeting by calling in using the number provided on the April 13th, 2020 board meeting agenda.

8. FINANCIAL/TREASURER'S REPORT:

Supervisor Lammers requested that Clerk-Treasurer Janelle Kaiser review year-to-date transportation accounting to ensure that expenses have been categorized properly. The March 2020 financial/treasurer's report was approved by unanimous consent of the Town Board.

9. APPROVAL OF VOUCHERS:

Clerk-Treasurer modified the April voucher list by adding two invoices and correcting or adding to the amount of one invoice. Motion by Lammers, seconded by Huenink, to approve the April voucher list as modified; the motion carried by unanimous voice vote. A modified April voucher list will be included in the May board meeting packet.

10. ACCOUNTS RECEIVABLE:

Motion by Lammers, seconded by Huenink, to establish that the Town of Holland shall not bill property owners of the Town of Holland or property owners of the Village of Cedar Grove for incidents occurring on Interstate 43 in the Town of Holland during which Cedar Grove Fire Department labor and equipment is used, contingent upon approval by the Village of Cedar Grove Board.

The current practice of the Town of Holland is to send invoices to drivers involved in incidents occurring on Interstate 43 in the Town of Holland during which Cedar Grove Fire Department labor and equipment is used in order to recover costs from those who are not local property owners. The Cedar Grove Fire Department is jointly owned and operated by the Town of Holland and the Village of Cedar Grove and half of any recovered amount is remitted to the Village of Cedar Grove upon receipt by the Town of Holland. It was determined by the Holland Town Board that taxpayers of the Town of Holland or the Village of Cedar Grove should not be responsible for helping to recover those costs since local taxpayers already fund local fire protection.

11. PLAN COMMISSION RECOMMENDATION:

None.

12. APPOINT TOWN BOARD MEMBER TO PLAN COMMISSION FOR ONE YEAR: Motion by Lammers, seconded by Jones, to appoint Supervisor David Huenink to the Town Plan Commission for a one-year period beginning on April 13th, 2020 and ending on April 12th, 2021; the motion carried by unanimous roll call vote: Donald Becker: Y; Douglas Hamilton: Y; Stephen Jones: Y; Stanley Lammers: Y; David Huenink: Y.

13. APPOINT COMMITTEE MEMBERS AND CHAIRPERSONS: Motion by Becker, supported by Huenink, that the board committee appointments for 2020-2021 remain the same as 2019-2020; motion carried by unanimous roll call vote. *Appointed positions: Doug Hamilton – Sanitation, Parks & Property, 2nd on Public Safety; Dave Huenink – Public Safety, 2nd on Parks & Property, Plan Commission; Steve Jones – Administration & Finance; Stan Lammers – Roads, 2nd on Administration & Finance; Chair Becker – 2nd on Roads.*

14. RESOLUTION AUTHORIZING SIGNATURES ON TOWN DRAFTS, CHECKS, AND TRANSFER ORDERS: Motion by Lammers, seconded by Hamilton, to adopt Town Board Resolution 2020-01, Resolution Authorizing Signatures on Town Drafts, Checks, and Transfer Orders; the motion carried by unanimous roll call vote.

15. RESOLUTION DECLARING STATE OF EMERGENCY:

Motion by Lammers, seconded by Huenink, to adopt Town Board Resolution 2020-02, Resolution Declaring a State of Emergency in the Town of Holland; the motion carried by roll call vote. Donald Becker: Y; Douglas Hamilton: Y; Stephen Jones: N; Stanley Lammers: Y; David Huenink: Y.

16. ADMINISTRATIVE HOURS/COMPENSATION FOR ABSENTEE AND EARLY VOTING REQUESTS HANDLED AT THE SPRING ELECTION AND PRESIDENTIAL PREFERENCE PRIMARY HELD ON APRIL 7, 2020:

Per the request of the Town Board, Clerk-Treasurer Janelle Kaiser reported that approximately 700 voters in the Town of Holland voted early in the clerk's office or by absentee ballot. For comparison, Janelle also reported that the 2016 Spring Election and Presidential Preference Primary produced 67 early voting and absentee ballot requests. Janelle Kaiser reported 72 hours of extra work performed for the significant increase to absentee ballot requests, early voting appointments, and election contingency planning for the 2020 Spring Election and Presidential Preference Primary.

Motion by Huenink, seconded by Lammers, to approve a compensation payment to Clerk-Treasurer Janelle Kaiser for 72 hours of extra work performed to carry out the 2020 Spring Election and Presidential Preference Primary at the rate documented in the 2020 Town of Holland Compensation Schedule; the motion carried by unanimous roll call vote. Donald Becker: Y; Douglas Hamilton: Y; Stephen Jones: Y; Stanley Lammers: Y; David Huenink: Y.

17. ASSOCIATED APPRAISAL 2020-2023 ASSESSMENT MAINTENANCE CONTRACT DRAFT:

Chair Becker will review and edit the maintenance contract provided by Associated Appraisal and send to Supervisor Jones. Following Chair Becker's review, he will send the edited maintenance contract to Town Attorney Gerry Antoine. This item will be discussed during a future board meeting.

18. CLERK-TREASURER OFFICE HOURS:

The Town Board approved closure of the Town Hall to the public, until the Safer At Home order issued by Wisconsin Governor Tony Evers has been lifted, by unanimous consent; the Clerk-Treasurer will continue to be available by phone, email, and by appointment if necessary.

The Town Board approved a change to Clerk-Treasurer's Town Hall office hours open to the public on Tuesdays. Upon re-opening the Town Hall after the Safer At Home order has been lifted, the Clerk-Treasurer's office hours open to the public will be held as follows: Mondays from 5:00-7:00pm, Tuesdays from 11:00am-1:00pm, and Wednesdays from 8:00-10:00am. Clerk-Treasurer Janelle Kaiser will notice this information in the Lakeshore Weekly, The Sounder, the Town website, and in the Town's three posting places.

19. 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 April meeting packet.

Janelle will send a listing of properties to Host Compliance that have not been verified by Host Compliance software and require further review by Host Compliance analysts. Janelle will update the May short-term rental report with the information verified by the analysts.

b. SOLAR ELECTRICAL UTILITY:

A joint development agreement drafted by the Town Board with the intent to set terms with Onion River Solar, LLC as it pertains to the solar electrical utility project being developed by the company in the Town of Holland will be sent to Sheboygan County's corporate attorney as well as Town Attorney Gerry Antoine for review. The draft agreement will also be sent to Onion River Solar, LLC.

- c. LAKE ROAD RATINGS:
No new information to report. This item will be discussed at a future board meeting.
- d. LAKE ROAD BARRIERS:
No new information to report. This item will be discussed at a future board meeting.
- e. ONLINE PAYMENT AGREEMENT OPTIONS FOR ELECTRONIC PAYMENT PROCESSING:
No new information to report. This item will be discussed at a future board meeting.
- f. 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 per Wisconsin State Statute, though the Town Board has considered the request of the property owner. Motion by Lammers, seconded by Huenink, to authorize a refund of \$817.20 to Thomas Gannon, the owner of parcel 59006078580, for the amount of the error paid by Thomas Gannon during 2019 real estate tax year. A chargeback request will be filed with the Wisconsin Department of Revenue for the 2019 real estate tax year by Clerk-Treasurer Janelle Kaiser and Sheboygan County Treasurer Laura Henning-Lorenz.
The Town assessor, Associated Appraisal, will apply for a chargeback from the Wisconsin Department of Revenue in an attempt to recover funds for the Town of Holland in 2017 and 2018. The Town Board will refund Thomas Gannon for the amount of the error paid by Thomas Gannon during 2017 and 2018 real estate tax year if the aforementioned chargeback requests are approved by the Wisconsin Department of Revenue in November 2020.
- g. FIRE BILLING SERVICES FOR THE CEDAR GROVE FIRE DEPARTMENT:
Supervisor Huenink stated that he will discuss the following items with the Cedar Grove fire department as it relates to fire billing services:
 - a. When the Cedar Grove Fire Department staff should send reports to Clerk-Treasurer Janelle Kaiser pertaining to incidents on Interstate 43 in the Town of Holland that include use of labor and equipment from the Cedar Grove Fire Department
 - b. Review of the fee schedule used to invoice drivers involved in incidents on Interstate 43 in the Town of Holland that include use of labor and equipment from the Cedar Grove Fire Department
 - c. Policy to forgo invoicing property owners of the Village of Cedar Grove and the Town of Holland involved in incidents on Interstate 43 in the Town of Holland that include use of labor and equipment from the Cedar Grove Fire Department
- h. BUILDING INSPECTOR RECORDS MANAGEMENT:
At the March board meeting, 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.
In April, Clerk-Treasurer Janelle Kaiser sent an email to all clerks and treasurers in Sheboygan County to gather information about how surrounding local municipalities manage building inspector records. Janelle will continue to collect information and report

any additional findings at the next board meeting.

Janelle also sent an email to Town of Holland Building Inspector Tom Huenink to inquire about how many years of building inspection records are on file at his home office. Tom's email response was included in the April board meeting packet.

The Town Board affirmed that electronic records to include building permits should be kept for each property in the Town of Holland. It was stated that most files, including building plans for new homes, can be obtained electronically from the individuals who create them. Chair Becker requested that the building inspector payment structure be discussed at a future board meeting.

i. CLERK-TREASURER OFFICE LAYOUT AND WORKSTATION:

A quote provided by JL Interiors to add a workstation to the Clerk-Treasurer's office underneath the service window was included in the April meeting packet. Chair Becker suggested that Janelle Kaiser measure the height of the work surface to ensure proper height. He also suggested checking the depth of the work surface to allow for comfortable working conditions underneath the service window.

Janelle Kaiser will contact Jimmy at JL Interiors to relay this information.

20. COMMITTEE REPORTS:

a. ADMINISTRATION AND FINANCE:

None.

b. PARKS AND PROPERTY:

An item was disposed of at the Town of Holland Recycling Center without payment. The individual disposing of the item was found by license plate number. A certified letter was sent to the individual with a request for payment in early April.

c. ROADS:

Supervisor Lammers reported that the Town of Holland may apply for funding to improve a bridge on Risseeuw Road in the future.

d. Public Safety:

None.

21. PUBLIC INPUT:

- a. Towards the end of the April 13th, 2020 board meeting, the Town Board was made aware that a member of the public was having trouble calling in to the meeting teleconference. Let the minutes show that the phone number and meeting identification number provided on the April board meeting agenda included an unintentional telephone number error.

22. CORRESPONDENCE: All relevant correspondence was included in the April board meeting packet.

A request from Jeffrey Ternes was included in the packet. Similar to 2019, Jeffrey Ternes will hold two large events on his property in 2020 that can be made safer by placing no parking signs on the east side of the road across from his property. Clerk-Treasurer Janelle Kaiser will contact Jeffrey Ternes to confirm that the events will be held in 2020. Janelle will inform Department of Public Works and Property Director Nate Voskuil of these dates once confirmation from Jeffrey is received for timely sign placement.

23. ADJOURN – The April 13th, 2020 Town Board meeting was adjourned at 10:30pm by unanimous consent.