

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
HOLLAND TOWN HALL, W3005 COUNTY ROAD G, CEDAR GROVE, WI 53013
CALL IN OPTION: (312) 626-6799; ID NUMBER 871-2108-2349; PASSWORD 157811
Monday, May 11th, 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. The meeting was held using Zoom due to the COVID-19 virus and the social distancing recommendations. Don Becker opened with some thoughts on how the meeting may be different because everyone was connected by either phone or computer.
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 Stanley Lammers, Douglas Hamilton, Stephen Jones and David Huenink
 - b. Members Absent: None
 - c. Others Present: Clerk-Treasurer Janelle Kaiser and a deputy of the Sheboygan County Sheriff's Department
 - d. Members of the public virtual attendees who identified themselves: Kyle Ingelse and Roy Ingelse, Robert and Ellen Hudovernik
4. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:
Motion by Huenink, seconded by Lammers, to adopt the agenda for the May 11th, 2020 board meeting with one modification to discuss agenda item 14 following agenda item 4; the motion carried by unanimous consent.
5. DISCUSSION AND APPROVAL OF MINUTES:
The draft minutes from the April 13th, 2020 board meeting were approved as presented by unanimous consent.
6. RECORD RETENTION CERTIFICATION:
Clerk-Treasurer Janelle Kaiser certified that everything is up to date.
7. PUBLIC INPUT:
A property owner reported that the ditch corner beyond the road right-of-way on their property was mowed by the Town of Holland. The mowing caused 5 oak trees planted by the property owner to perish. Supervisor Lammers will follow up with Department of Public Works and Property Director Nate Voskuil regarding this matter and report back to the board at the next regularly scheduled meeting.
8. FINANCIAL/TREASURER'S REPORT:
The April 2020 financial/treasurer's report was approved by unanimous consent of the Town Board.

9. APPROVAL OF VOUCHERS:

Clerk-Treasurer modified the May voucher list by adding three invoices and correcting the amount of one invoice. Supervisor Hamilton provided approval to pay one invoice. Motion by Jones, seconded by Lammers, to approve the May voucher list as modified; the motion carried by unanimous voice vote. A modified May voucher list will be included in the June board meeting packet.

10. ACCOUNTS RECEIVABLE:

There is one item aged 31-60 days outstanding in accounts receivable. A second invoice and notice were sent to the debtor on May 8th, 2020.

11. PLAN COMMISSION RECOMMENDATIONS:

a. David Otte for a rezoning:

Motion by Lammers, seconded by Jones, to accept the recommendation made by the Town of Holland Plan Commission to approve the rezoning request made by David Otte; the motion carried by unanimous roll call vote. Stephen Jones: Y; Stanley Lammers: Y; David Huenink: Y; Donald Becker: Y; Douglas Hamilton: Y.

b. Kyle and Kimberly Ingelse for a minor land division:

Motion by Jones, seconded by Lammers, to accept the recommendation made by the Town of Holland Plan Commission to approve the minor land division request made by Kyle and Kimberly Ingelse to include the conditions listed below; the motion carried by unanimous roll call vote.

i. It was noted with respect to this request that approval of the request would:

1. Result in two A-2 properties meeting setback requirements of the A-2 district
2. Maintain the minimum road frontage requirements for both resulting A-2 parcels, and
3. Meet the 5-acre density requirement of the A-2 district

ii. The request submitted by Kyle and Kimberly Ingelse for a minor land division is conditioned on:

1. The property owner signing of a restrictive covenant that prohibits any further land divisions for both resultant A-2 parcels for a 10-year period and
2. The 10-year moratorium language for further land divisions be added to the CSM prior to the next Board meeting

12. REVIEW LIQUOR LICENSE APPLICATION REQUESTS:

There were two liquor license application requests submitted for initial review by the Town Board included in the May board meeting packet. The Town Board reviewed these documents for additional information required, errors, and omissions; Clerk-Treasurer Janelle Kaiser will follow up with the applicants to get the applications ready for final review and approval by the Town Board.

13. INFORMATION EXCHANGE WITH THE SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT:

A deputy of the Sheboygan County Sheriff's Department was present to communicate with the Town Board about any pertinent items relating to the start of the contract season. The deputy discussed monitoring at the Town of Holland Recycling Center; an officer will typically run license plates and be present during operating hours when monitoring there. There was a report of increased speeding through Dacada. It was also confirmed by the deputy that time spent by the

department at Amsterdam Park is split between the Town of Holland, the Village of Cedar Grove, and the Village of Oostburg. The Town Board informed the deputy that a short-term rental ordinance was adopted in 2019 and should be actively enforced by the sheriff's department.

14. LEGAL OPINION REGARDING SIGNATURES ON PLAN COMMISSION APPLICATIONS:

Information was included in the packet to inform board members of a legal opinion addressing signatures on rezoning applications provided by Town Attorney Gerry Antoine. This information was provided to board members for their understanding of application processes that are available to the Plan Commission because the Town Board votes on rezoning recommendations of the Plan Commission.

15. CLERK-TREASURER INSTITUTE:

Clerk-Treasurer Janelle Kaiser is working towards a Wisconsin Certified Municipal Clerk certification. Part of the certification includes earning credits through training hours, some of which are earned at an annual conference over the course of a 3-year period. Though enough learning credits have been earned to obtain the certification, Janelle Kaiser will opt to attend her third and final year of training in a future year.

16. OVERVIEW OF APRIL 2020 SPRING ELECTION:

Clerk-Treasurer Janelle Kaiser provided a report of the 2020 Spring Election and Presidential Preference Primary to the Town Board. The report discussed what went well at the election and what changes should be implemented to continue successful election administration processes.

17. 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 May meeting packet.

Janelle Kaiser will draft letters to be sent to 2019 short-term rental license holders and property owners that are carrying out short-term rental activities. The letters will be reviewed by Don Becker and Steve Jones prior to being sent.

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 is undergoing simultaneous review by Sheboygan County's corporate attorney, Town Attorney Gerry Antoine, and Onion River 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:

Clerk-Treasurer Janelle Kaiser included information provided by Point and Pay, an electronic payment processing vendor, in the May board meeting packet. Point and Pay is used by Sheboygan County for electronic payment processing and is recommended by the

- Sheboygan County Treasurer. Janelle will contact Laura to obtain further information about the county agreement with Point and Pay and also obtain a proposal from Point and Pay for providing processing services to the Town of Holland.
- f. FIRE BILLING SERVICES FOR THE CEDAR GROVE FIRE DEPARTMENT:
At the April board meeting, the Town Board passed a motion to establish the practice that the Town of Holland will 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 Village of Cedar Grove Board did not pass a motion to forgo billing of property owners of the Village of Cedar Grove for incidents occurring on Interstate 43 in the Town of Holland during which the Cedar Grove Fire Department's labor and equipment is used. Therefore, the Town of Holland will continue to bill property owners of the Village of Cedar Grove for 50% of the \$500 reimbursement that would have been provided by the State of Wisconsin for this type of incident and submit the full 50% payment to the village. A reimbursement request will not be filed with the State of Wisconsin for Town of Holland property owners or Village of Cedar Grove property owners, and Town of Holland property owners will not be billed for incidents of this sort.
 - g. BUILDING INSPECTOR RECORDS MANAGEMENT:
No new information to report. This item will be discussed at a future board meeting.
 - h. ASSOCIATED APPRAISAL 2020-2023 ASSESSMENT MAINTENANCE CONTRACT DRAFT:
Motion by Lammers, seconded by Huenink, to send the reviewed and edited Associated Appraisal 2020-2023 Assessment Maintenance Contract to Associated Appraisal including the edits discussed at the May board meeting; the motion carried by unanimous roll call vote.
 - i. CLERK-TREASURER OFFICE LAYOUT AND WORKSTATION:
Motion by Lammers, seconded by Huenink, to accept the proposal made by JL Interiors for a Clerk-Treasurer office workstation to be added underneath the service window at the Town Hall to include one change related to overhead storage bins; the motion carried by unanimous voice vote.
18. COMMITTEE REPORTS:
- a. ADMINISTRATION AND FINANCE:
None.
 - b. PARKS AND PROPERTY:
As discussed at the April board meeting, 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; a notice of receipt was received at the Town Hall, but no payment has been submitted.
Supervisor Hamilton sent a warning letter to a resident of Belgium, WI that visited the Town of Holland Recycling Center. The Town of Holland Recycling Center can only be used by Town of Holland property owners.
Supervisor Hamilton reported that he and Nate Voskuil went over the spring maintenance

checklist for Town property.

Supervisor Huenink reported that the Amsterdam Park boat launch will not be installed by Memorial Day this year. The base of the launch should be constructed and permanently installed as opposed to temporarily installment to prevent it from washing out due to high water levels; Supervisor Huenink met with Stokdyk Excavating, the Cedar Grove Public Works Department, and the Village of Oostburg Public Works Department to discuss potential options for the boat launch. This will be discussed at the Amsterdam Park Commission meeting on May 18th, 2020.

c. ROADS:

Supervisor Lammers reported that the Township's tractor used for ditch mowing has been listed for sale as an active auction item. The Township purchased a new tractor and mower earlier this year to replace the tractor for sale.

Supervisor Lammers discussed photos of a memorial alongside a bridge on Eernisse Road. The memorial's placement prevents effective grass mowing in that area. The Town Board decided that the memorial does not need to be removed but should instead be placed behind the guardrail of the bridge and out of the way of any grass mowing.

d. Public Safety:

April 2020 was the first month of contract hours with the Sheboygan County Sheriff's Department. Supervisor Huenink reported 25 contract hours.

Supervisor Huenink reported that the Village of Cedar Grove inquired about payment for water used in previous years where invoices were not sent to the Town of Holland. A true-up of water payments to the Village of Cedar Grove will be made; an item for water use payments to the Village of Cedar Grove will be added to the list of recurring payments in February of each year going forward.

Both the Oostburg Ambulance and Fire Partners will meet on Thursday, May 21st, 2020.

19. PUBLIC INPUT:

- a. Ellen Hudoverink requested a legal explanation and/or state statute number explaining why the draft Joint Development Agreement mentioned in item 17(b) above is undiscoverable as it pertains to public records while it is in the drafting and review phase. Chair Becker stated that this information would be obtained and provided to Ellen; Janelle Kaiser will contact Town Attorney Gerry Antoine to obtain the information requested.
- b. Robert Hudovernik reported that items to be recycled were being thrown into an open top dumpster due to a problem with the compactor at the Town of Holland Recycling Center. Robert expressed concern about proper recycling of the materials and suggested that a trailer could be used instead of a dumpster for situations like this. The Town Board explained that the recyclable contents that are placed in the open top dumpster in these situations are removed from the dumpster once the compactor is repaired and recycled appropriately.
- c. Supervisor Lammers stated for the record that Town Board Supervisors, as well as the Chairman, are paid a salary. This means that the supervisors are paid the same amount each month no matter how many meetings occur.
- d. Chair Becker stated that there should be an item on the June board meeting agenda to consider recodification of the Town of Holland's ordinances.

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

21. ADJOURN – The May 11th, 2020 Town Board meeting was adjourned at 10:58pm by unanimous consent.