

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
HOLLAND TOWN HALL, W3005 COUNTY ROAD G, CEDAR GROVE, WI 53013
Monday, June 8th, 2020 7:30pm

1. CALL TO ORDER:
Town Chair Donald Becker called to order the Board of Supervisors monthly meeting at 7:30pm.
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
 - d. Members of the public that signed in: Laura Logan and Chuck Lammers
4. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:
Motion by Huenink, seconded by Hamilton, to adopt the agenda for the June 8th, 2020 board as presented; the motion carried by unanimous voice vote.
5. DISCUSSION AND APPROVAL OF MINUTES:
Motion by Jones, seconded by Hamilton, to approve the minutes from the May 11th, May 19th, May 29th, and June 1st, 2020 board meetings as presented; the motion carried by unanimous voice vote.
6. RECORD RETENTION CERTIFICATION:
Clerk-Treasurer Janelle Kaiser certified that everything is up to date.
7. PUBLIC INPUT:
Laura Logan was present and requested a signed certified survey map (CSM) for an application that was denied by the Town Board on May 19th, 2020. She stated that her application was considered complete as of 45 days following submission and that she was not notified in writing of a delay, that the CSM should be signed by the owners of the parcel associated with the application, or that anything else was missing from the application within the 45-day review period, citing April 30th as the end date of that review period. Chairman Becker reminded Ms. Logan that she had been informed that the Town had obtained legal advice from its counsel and that the Town was following that advice. The Town is unable to sign the submitted CSM.
8. FINANCIAL/TREASURER'S REPORT:
Motion by Huenink, seconded by Lammers, to approve the May 2020 financial/treasurer's report as presented; the motion carried by unanimous voice vote.
9. APPROVAL OF VOUCHERS:
Clerk-Treasurer modified the May voucher list by adding four invoices to the list. Motion by Lammers, seconded by Jones, to approve the June voucher list as modified; the motion carried by unanimous voice vote. A modified June voucher list will be included in the July board meeting packet.

10. ACCOUNTS RECEIVABLE:

There is one item aged 61-90 days outstanding in accounts receivable. A second invoice and notice were sent to the debtor on May 8th, 2020. Janelle Kaiser will initiate the process of filing for an incident reimbursement claim with the State of Wisconsin for the outstanding receivable.

11. PLAN COMMISSION RECOMMENDATIONS:

None.

12. ORDINANCE TO CORRECT, CLARIFY, CLEAN UP, AND ENHANCE PORTIONS OF TOWN CODE CHAPTERS 220 & 280 PRIOR TO UPCOMING CODIFICATION:

Motion by Huenink, seconded by Hamilton, to adopt Town of Holland Ordinance 2020-07 Amending Provisions in Chapters 220 & 280 of the Code of the Town of Holland; motion carried by unanimous roll call vote. Stanley Lammers: Y; Stephen Jones: Y; David Huenink: Y; Douglas Hamilton: Y; Donald Becker: Y.

13. RECODIFICATION OF TOWN OF HOLLAND ORDINANCES:

Motion by Lammers, seconded by Huenink, to authorize Clerk-Treasurer Janelle Kaiser to request a code update from General Code, the vendor that provides codification services to the Town of Holland; the motion carried by unanimous roll call vote.

14.

- a. REQUEST BY BONNIE AND WILLIAM DEPIES FOR A RETAIL CLASS A LIQUOR LICENSE AND A CIGARETTE LICENSE FOR THEIR PLACE OF BUSINESS AT HY-WAY TRANSIT INC., N905 SAUK TRAIL ROAD, CEDAR GROVE, WI. ALSO, A REQUEST TO ISSUE OPERATOR LICENSES TO SHERRY HEINECKE, SUSAN MIRELES, TAMLYN DUTTER, MONICA HOFFMAN, MARIAN HOPEMAN, CHARLENE KING, AND GARY WINKELHORST: Motion by Huenink, seconded by Jones, to approve the request made by Bonnie and William Depies for a Retail Class A Liquor License, cigarette and tobacco products license, and seven operator licenses as listed above; the motion carried by unanimous roll call vote.
- b. REQUEST BY NICHOLAS BICHLER FOR A RETAIL CLASS B LIQUOR LICENSE FOR HIS PLACE OF BUSINESS, MIRROR BAR, LOCATED AT W4254 COUNTY HWY K, RANDOM LAKE, WI. ALSO, A REQUEST TO ISSUE OPERATOR LICENSES TO MARILYN BIRENBAUM AND KATHY BICHLER: Motion by Huenink, seconded by Hamilton, to approve the request made by Nicholas Bichler for a Retail Class B Liquor License and two operator licenses as listed above; the motion carried by unanimous roll call vote.

15. 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 June meeting packet.
Janelle Kaiser has drafted letters to be sent to all property owners that may be conducting short-term rental activities in the Township; the letter that each property owner receives will be based on their property's rental history. The letters have been reviewed by Don Becker and Steve Jones and will be sent shortly after the June 8th board meeting.

- 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 by Onion River Solar, LLC is under review by Onion River Solar, LLC. Chair Becker reported that Onion River Solar has committed to working aggressively towards an to reach an agreement with the Town of Holland. The initial redline copy of the JDA from Onion River Solar is anticipated in the next week or two. There will likely be a series of special board meetings in July and August to discuss the redline drafts of the joint development agreement.
- 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. CUTTING OF OAK TREES BY ROAD CREW WHEN MOWING DITCHES (MAY 2020 MEETING):
Motion by Lammers, seconded by Jones, to authorize a reimbursement of \$100 to the property owner at the May board meeting who reported that 5 small oak trees on their property had been mowed down beyond the road right-of-way by the Town of Holland; the motion carried by unanimous voice vote.
- f. ONLINE PAYMENT AGREEMENT OPTIONS FOR ELECTRONIC PAYMENT PROCESSING:
Clerk-Treasurer Janelle Kaiser included information provided by GovPay (soon to be AllPaid and referred to as AllPaid hereafter), an electronic payment processing vendor, in the June board meeting packet for Town Board review. Janelle Kaiser noted that AllPaid's services are highly recommended by the Clerk-Treasurer of the Village of Oostburg and that Sheboygan County is currently switching contracts for electronic payment processing from Point and Pay to AllPaid. Janelle will forward a sample agreement provided by AllPaid between the vendor and a municipality to the Town Board for their review as an example. Janelle will also obtain a proposal from AllPaid for providing electronic payment processing services to the Town of Holland. This topic will be placed on the agenda for the special board meeting on June 15.
- g. FIRE BILLING SERVICES FOR THE CEDAR GROVE FIRE DEPARTMENT:
The decision by the Village not to waive charges to Village and Town residents for fire department services in connection with vehicle accidents has made the management of the billing for such services unmanageable. Clerk-Treasurer Janelle Kaiser and Supervisor Huenink will meet with the secretary of the Cedar Grove Fire Department to begin work towards improvement of the reporting process for incidents on I-43 in the Town of Holland between the Cedar Grove Fire Department and the Town of Holland. Janelle stated that she would work with the department to create a new report format that would make the billing process easier for both parties. This reporting system as well as the process to manage charges when village or town residents are involved in the vehicular accidents will be discussed at a future board meeting. This matter will remain on the agenda.
- h. BUILDING INSPECTOR RECORDS MANAGEMENT:
Clerk-Treasurer Janelle Kaiser will work with Building Inspector Tom Huenink to understand his records management procedures as well as the process of applying for a building permit

from start to finish from both the applicant's and inspector's perspective. Janelle Kaiser will report work on this item as additional work performed by the Clerk-Treasurer. This item will be remain on the agenda.

- i. ASSOCIATED APPRAISAL 2020-2023 ASSESSMENT MAINTENANCE CONTRACT DRAFT: Motion by Lammers, seconded by Huenink, to send the signed Associated Appraisal 2020-2023 Assessment Maintenance Contract to Associated Appraisal including one change as discussed at the June board meeting; the motion carried by unanimous voice vote. The change made to the agreement on page 3 (F.) changing the word "as" to "is" was initialed by Chair Becker; Janelle Kaiser will send the initialed and signed agreement to Associated Appraisal and file the copy initialed by Associated Appraisal upon receipt.

16. COMMITTEE REPORTS:

- a. ADMINISTRATION AND FINANCE:
None.

- b. PARKS AND PROPERTY:

As discussed at the April and May board meetings, 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 of \$30 in early April; a notice of receipt was received at the Town Hall, but no payment has been submitted. Collection efforts will cease for this matter; no citation can be written due to the civil nature of this incident.

Supervisor Hamilton received a report of poor internet service availability from property owners of Draayers Court and Idlewood Court in the Town of Holland. Supervisor Hamilton is currently exploring broadband grant opportunities.

Supervisor Huenink reported that a permanent solution for the Amsterdam Park boat launch is still under review by the Amsterdam Park Commission. The base of the launch should be constructed and permanently installed as opposed to temporarily annual installment to prevent it from washing out due to high water levels. Supervisor Huenink is in contact the Wisconsin Department of Natural Resources to determine what options are available and to obtain more information about the permitting process.

- c. ROADS:

Supervisor Lammers reported that the Town of Holland has performed some invasive species management work along roadsides in the Township this month. This work is in conjunction with invasive species management efforts made by the Lakeshore Natural Resources Partnership Group, with whom the Town of Holland will continue to collaborate with as it pertains to invasive plant species management throughout the Township. Supervisor Lammers also reported that there are some culverts holding water and draining very minimally on Stokdyk Ingelse Road. Director of Public Works and Property, Nate Voskuil, and Supervisor Lammers will review the elevation data gathered by the County Transportation department and find a long-term solution to the drainage issue. This item will be discussed at the June 15th special meeting of the Town Board.

- d. Public Safety:

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

Supervisor Huenink reported that Oostburg Ambulance has filled the open position of an

Advanced Emergency Medical Technician (EMT). The Village of Oostburg is currently providing funds for an apartment across the road from where Oostburg Ambulance is located so that responders have a place to rest and can also dispatch faster when a call comes in.

Oostburg Fire Partners had a meeting on May 21st, during which the Town of Wilson proposed a future review and update of the existing agreement between the municipalities involved.

17. PUBLIC INPUT:

- a. Laura Logan stated that she thought that the Town Board would discuss emails that she sent as correspondence during the June board meeting. Clerk-Treasurer Janelle Kaiser stated that emails sent to Town Board are not included in the Town Board meeting packet and may or may not be discussed at a specific Town Board meeting. Emails not sent to Board members are forwarded if requested in the email.
- b. Chair Becker requested that the Town Board start thinking about how best to use the proceeds from Onion River Solar, if approved by the Wisconsin Public Service Commission. This could include tax levy reductions, special project needs, and starting a fund to dampen the budgetary effects at the end of the project's useful life. It may be appropriate to obtain input from the public, much like what was done for the comprehensive plan, with regard to the use of the utility payments to the Town.

To allow time for these discussions, Chair Becker noted that Town Board meetings could be shorter if agenda items are prioritized and eliminated if not of high priority.

- c. Janelle Kaiser will contact assessor Luke Mack to request additional information as an addendum to the report he provided for inclusion in the June Board meeting packet.

18. CORRESPONDENCE: All relevant correspondence received on or prior to Friday, June 5th, 2020 was included in the June board meeting packet.

19. ADJOURN – Motion by Hamilton, seconded by Lammers, to adjourn the meeting at 10:15pm; the motion carried by unanimous voice vote.