

TOWN OF HOLLAND BOARD OF SUPERVISORS  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
HOLLAND TOWN HALL, W3005 COUNTY ROAD G, CEDAR GROVE, WI 53013  
Monday, July 13<sup>th</sup>, 2020 7:30pm

1. CALL TO ORDER:  
Town Chair Donald Becker called to order the Board of Supervisors monthly meeting at 7:30pm.
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 and a deputy of the Sheboygan County Sheriff's Department
  - d. Members of the public that signed in: Sonya Kostuch, Oliver Kostuch, Nicholas Pardi
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:  
Motion by Lammers, seconded by Huenink, to adopt the agenda for the July 13<sup>th</sup>, 2020 board meeting as presented; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES:  
Motion by Huenink, seconded by Hamilton, to approve the minutes from the June 8<sup>th</sup>, 2020 and June 15<sup>th</sup>, 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. PRESENTATION ON PC PROCEDURES AND OPPORTUNITIES FOR IMPROVEMENT:  
Faith Opsteen presented information to the Town Board that highlighted some of the procedures that the Plan Commission currently follows, as well as areas for improvement, in the form of a PowerPoint. This presentation is intended to be the beginning of an ongoing discussion to standardize and improve Plan Commission processes over time. Faith and Don are working together as a subcommittee to study the procedures and opportunities mentioned above. An agenda item to continue the discussion of Plan Commission procedures and opportunities for improvement will remain on both the Plan Commission and Town Board agenda in August.
9. PUBLIC INPUT:  
None.

10. FINANCIAL/TREASURER'S REPORT:

Motion by Lammers, seconded by Jones, to approve the June 2020 financial/treasurer's report as presented; the motion carried by unanimous voice vote.

11. APPROVAL OF VOUCHERS:

Motion by Hamilton, seconded by Jones, to approve the July voucher list as presented; the motion carried by unanimous voice vote.

12. ACCOUNTS RECEIVABLE:

There is one item aged 61-90 days outstanding in accounts receivable relating to a non-resident incident on Interstate 43. Multiple collection efforts have been made; Clerk Janelle Kaiser will submit a reimbursement to the State of Wisconsin for the aged receivable.

13. PLAN COMMISSION RECOMMENDATIONS:

14. Ben and Gina Claerbaut for multiple rezonings:

- a. Motion by Lammers, seconded by Jones, to accept the recommendation made by the Town of Holland Plan Commission to approve the rezoning requests made by Ben and Gina Claerbaut since the Plan Commission and Town Board acted in early June to create a new 2.3-acre parcel and to rezone it from A-1 to B-1 conditioned upon an approximate 2.5:1 rezoning trade, the Plan Commission recommends to the Town Board that 5.75 acres of A-2 land on the farm tract of Ben Claerbaut, parcel 59006075980, be rezoned to A-1. This motion is conditioned upon:

(1) Satisfaction of the four conditions in the June 1, 2020 Plan Commission motion recommending to the Town Board to approve a land division creating a new 2.3-acre parcel and rezoning of the new parcel from A-1 to B-1

(2) Ben Claerbaut, working with Sheboygan County, complete a boundary line adjustment ("merger") enlarging the size of parcel 59006076090 by 5.75 acres and reducing the size of parcel 59006075980 by the same amount.

(3) Failure to complete the aforementioned conditions by October 5th, 2020 at 5:00pm results in an incomplete and voided application

The motion carried by unanimous roll call vote. Douglas Hamilton: Y; David Huenink: Y; Stephen Jones: Y; Stanley Lammers: Y; Donald Becker: Y.

- b. Motion by Becker, seconded by Jones, that since the Plan Commission and Board acted in early June to rezone 0.5 acres of A-1 land to R-1 conditioned upon an approximate 2.5:1 rezoning trade, the Plan Commission recommends that the Town Board that 1.25 acres of A-2 land on the farm tract of Ben Claerbaut, parcel 59006075980, be rezoned from A-2 to A-1. This motion is conditioned upon:

(1) Satisfaction of the three conditions in the June 1, 2020 Plan Commission motion recommending to the Town Board that a rezoning of 0.5 acres of land from A-1 to R-1

(2) Completing a corresponding boundary line adjustment ("merger") through Sheboygan County to enlarge parcel 59006076090

(3) Failure to complete the aforementioned conditions by October 5th, 2020 at 5:00pm results in an incomplete application

The motion carried by unanimous roll call vote.

15. SET TENTATIVE TIMELINE FOR BUDGET ACTIVITIES:

The Holland Town Board will meet on September 21<sup>st</sup>, 2020 at 1:00pm to begin work on the Town of Holland's 2021 budget.

16. OBTAIN INSURANCE QUOTES:

Supervisor Jones, the Chairman of the Administrative Committee of the Town Board, stated that he would obtain insurance quotes prior to the budget meeting on September 21<sup>st</sup> as mentioned above.

17. BROADBRAND GRANTS FOR THE TOWN OF HOLLAND:

Supervisor Hamilton provided information in the July board meeting packet about the process of applying for a 2021 state broadband expansion grant available to local municipalities in Wisconsin. The application must be submitted by December 1<sup>st</sup>, 2020. A property owner on Draayers Court contacted Supervisor Hamilton earlier this year to discuss broadband grant opportunities due to the lack of internet access below the bluff in that area of the township. The State of Wisconsin Public Service Commission encourages local municipalities to adopt a "broadband forward" ordinance when planning to apply for grants of this nature. If awarded, the grant would cover a portion of the cost of the broadband access, and either the township or town residents, or possibly both, would be responsible for the remainder of the cost. Supervisor Hamilton stated that he would obtain more accurate cost information in preparation for the aforementioned September budget meeting of the Holland Town Board.

Applying for a grant for both the Draayers Court area as well as the Holland Town Hall was discussed. It was noted that there will be future opportunities for broadband grants and that other areas of the township may be considered in the future.

18. RELEASE FUNDS FOR FIRE TRUCK:

Motion by Lammers, seconded by Huenink, to release the funds borrowed from Oostburg State Bank in December 2019 for the shared purchase of a new fire truck for the Oostburg Fire Department. The funds borrowed will be paid back in 4 equal installments prior to the end of 2020. The motion carried by unanimous roll call vote.

19. STOP SIGNS AT WALVOORD ROAD AND SMIES ROAD INTERSECTION:

Sonya and Oliver Kostuch were present to discuss the frequency of speeding vehicles at the intersection of Walvoord and Smies Road. The Kostuch's stated that a stop sign could help slow down vehicles in that area, noting that they run a daycare out of their home near the intersection. They requested that a stop sign be installed to create a 3-way stop sign intersection and provided signatures from neighbors showing their support. A safety and speed study will be conducted by the Sheboygan County Sheriff Department and Sheboygan County Highway Department, respectively. Supervisor Lammers will contact the highway department. This item will remain on the agenda for the August board meeting.

20. 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 July meeting packet.

Janelle Kaiser will request that Town Attorney Gerry Antoine draft letters to be sent to property owners that are carrying out short-term rental activities and have not obtained a

2020-2021 Town of Holland Short-Term Rental License.

b. SOLAR ELECTRICAL UTILITY:

Onion River Solar, LLC submitted an application for a solar development project in the Town of Holland to the State of Wisconsin Public Service (WPS) Commission earlier this year. The WPS Commission mailed a letter and a disk to the Holland Town Hall containing application contents submitted by Onion River Solar, LLC to the WPS Commission pertaining to the proposed solar project. The letter is posted at the Town Hall and the contents of the disk can be reviewed in the Clerk-Treasurer's office during office hours or by appointment. It was noted during the meeting that members of the public who wish to make comments on the application contents should direct that correspondence to the WPS Commission. The commission will hold a scoping period during which comments addressing the concerns of the community can be sent.

c. LAKE ROAD RATINGS:

No new information to report. This item will be removed from the agenda until further notice.

d. LAKE ROAD BARRIERS:

No new information to report. This item will be removed from the agenda until further notice.

e. FIRE BILLING SERVICES FOR THE CEDAR GROVE FIRE DEPARTMENT:

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.

f. BUILDING INSPECTOR RECORDS MANAGEMENT:

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

g. COMPLAINT FORM UPDATE:

The form will be re-titled "Report of Public Concern." Janelle Kaiser will update the form and post the new version on the Town website.

h. OUTDOOR FORM AND PERMIT APPLICATION STORAGE AT TOWN HALL:

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

21. COMMITTEE REPORTS:

a. ADMINISTRATION AND FINANCE:

None.

b. PARKS AND PROPERTY:

Supervisor Hamilton reported that a candidate that was interested in the operator position at the Town Recycling Center has not submitted an application. Janelle Kaiser stated that

she received an email from an individual indicating interest in the position and forwarded the email to Supervisor Hamilton. Supervisor Hamilton will contact the interested party by email.

Supervisor Huenink reported that Amsterdam Dunes Lot 1 has been split and added to the Amsterdam Park parcel as discussed at a prior board meeting. Supervisor Huenink has facilitated the completion of all document preparation and recording to create one parcel for Amsterdam Park owned by the Amsterdam Park Commission.

c. ROADS:

Supervisor Lammers reported that Frontier finished moving underground phone lines to allow for future road projects along Rauwerdink Road.

d. Public Safety:

Supervisor Huenink reported 25.5 of contract time performed by the Sheboygan County Sheriff's Department in June 2020.

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, but the amount will be determined at a future board meeting; 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.

22. PUBLIC INPUT:

Supervisor Hamilton reported that the shred event hosted by Oostburg State Bank and the Town of Holland would be held at the Oostburg branch of Oostburg State Bank on Saturday, July 18<sup>th</sup>, 2020 from 8-11am.

23. CORRESPONDENCE: All relevant correspondence was included in the July board meeting packet.

24. ADJOURN – Motion by Lammers, seconded by Jones, to adjourn the July board meeting at 10:17pm.