

TOWN OF HOLLAND BOARD OF SUPERVISORS  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
HOLLAND TOWN HALL, W3005 COUNTY ROAD G, CEDAR GROVE, WI 53013  
Monday, August 10<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
  - d. Members of the public that signed in: Sonya Kostuch, Heather DeRuyter, Jack DeTroye, Ken MacKenzie, and Judy MacKenzie
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:  
Motion by Huenink, seconded by Lammers, to adopt the agenda for the August 10<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 Lammers, to approve the minutes from the July 13<sup>th</sup>, 2020 and July 14<sup>th</sup>, 2020 board meetings with one minor change to the July 13<sup>th</sup>, 2020 minutes; the motion carried by unanimous voice vote. The change was made as follows:
  - a. July 13, 2020 board meeting minutes:
    - i. Page 3, agenda item 17 title "Broadband Grants" to "Broadband Grants."
7. RECORD RETENTION CERTIFICATION:  
Clerk-Treasurer Janelle Kaiser certified that everything is up to date.
8. PUBLIC INPUT:  
None.
9. FINANCIAL/TREASURER'S REPORT:  
Motion by Jones, seconded by Lammers, to approve the July 2020 financial/treasurer's report as presented; the motion carried by unanimous voice vote. Don Becker noted that the account title for debt principal was spelled incorrectly in the profit and loss financial statement; Clerk Janelle Kaiser will correct this misspelling prior to the September board meeting.

10. APPROVAL OF VOUCHERS:

Janelle Kaiser added 2 invoices to the August voucher list. Motion by Lammers, seconded by Huenink, to approve the August voucher list as modified; the motion carried by unanimous voice vote.

11. ACCOUNTS RECEIVABLE:

There is one item aged over 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.

12. PLAN COMMISSION RECOMMENDATIONS: None.

13. REVIEW SHORT-TERM RENTAL SOFTWARE SERVICES CONTRACT WITH HOST COMPLIANCE:

Clerk Janelle Kaiser included the 2019 agreement between the Town of Holland and Host Compliance in the August board meeting packet. The Town Board requested that Janelle obtain an updated 2020 contract from Host Compliance that highlights any changes between the 2019 and proposed 2020 agreement and include that document in the September board meeting packet.

14. EMERGENCY POLL WORKER APPOINTMENT:

Motion by Jones, seconded by Lammers, to appoint 2 election inspectors as shown on the listing provided to the Town Board in the August board meeting packet for a term to begin on August 10<sup>th</sup>, 2020 and ending on December 31, 2021; the motion carried by unanimous voice vote.

15. REQUEST BY JASON AND HEATHER DERUYTER FOR A FIREWORKS PERMIT FOR SEPTEMBER 2020:

Motion by Huenink, seconded by Hamilton, to approve a fireworks permit for Jason and Heather DeRuyter to display Class C fireworks on September 5<sup>th</sup>, 2020 or on weather-permitting alternate dates as provided; the motion carried by unanimous roll call vote. Stephen Jones: Y; Stanley Lammers: Y; Donald Becker: Y; Douglas Hamilton: Y; David Huenink: Y.  
Clerk-Treasurer Janelle Kaiser will send letters notifying the first responding fire department and the Sheboygan County Sheriff's department of the permit issuance.

16. SPEED LIMIT ON SMIES ROAD EAST OF SAUK TRAIL ROAD AND INTERSTATE 43:

Ken and Judy MacKenzie were present to discuss a request for a speed limit posting and reduction on Smies Road. The MacKenzie's presented a petition of 18 signatures from neighboring property owners to show local support of the request. The speed limit reduction requested is on Smies Road from the intersection of Smies Road and Sauk Trail Road to Interstate 43 from 55 miles per hour (mph) to 45mph and on Smies Road from Interstate 43 to Lake Michigan from 55mph to 35mph. Ken and Judy MacKenzie requested the speed limit reduction because of limited sight lines due to topography of the area, pedestrian activity, the number of residential homes on Smies Road, short-term rental activity in the area, and increased UPS and FedEx deliveries.

Motion by Lammers, seconded by Jones, to approve a speed limit reduction on Smies Road from the intersection of Smies Road and Sauk Trail Road to Interstate 43 from 55mph to 45mph and on Smies Road from Interstate 43 to Lake Michigan from 55mph to 35mph; the motion carried by unanimous roll call vote.

Supervisor Lammers will work with Director of Public Works and Property Nate Voskuil to get signs installed and will also inquire about placing a speed monitoring device in the area to create greater awareness of the speed limit reduction.

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 August meeting packet.

Motion by Becker, seconded by Lammers, to authorize Clerk-Treasurer Janelle Kaiser to request that Town Attorney Gerry Antoine send enforcement letters to property owners in the Township that are carrying out short-term rental activities without first having obtained a 2020-2021 Town of Holland Short-Term Rental License. The enforcement letters should be mailed between August 21<sup>st</sup>, 2020 and August 31<sup>st</sup>, 2020 and should allow for a 10-day response window for the recipients of the letter; the motion carried by unanimous voice vote.

Chair Becker requested that Supervisor Jones work with Janelle on the enforcement of the Town of Holland's short-term rental ordinance as it pertains to the unlicensed rental activity in the Township.

Let the minutes show that Clerk-Treasurer Janelle Kaiser is authorized to send notification and informational letters to short-term renters within the Township at any time based on evidence gathered by using Host Compliance software that monitors short-term rental activities. Janelle must obtain Town Board authorization to send enforcement letters.

b. SOLAR ELECTRICAL UTILITY:

Chair Don Becker stated that he was informed by Jeff Rauh of Ranger Power that Onion River, LLC plans to publish a notice in local newspapers to provide further information about the proposed Onion River Solar Project in the Town of Holland.

c. IMPROVE FIRE BILLING FOR CEDAR GROVE FIRE DEPARTMENT:

Clerk-Treasurer Janelle Kaiser and Supervisor Huenink met with the secretary of the Cedar Grove Fire Department on July 27<sup>th</sup>, 2020 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 will continue work with the department on a report format to make the billing process more efficient for both parties. The process to manage charges when Village of Cedar Grove or Town of Holland residents are involved in incidents on Interstate 43 requiring local fire department services was discussed at the August board meeting; Supervisor Huenink proposed that the Town of Holland use current billing practices to invoice Village of Cedar Grove residents involved in these incidents, per the request of the Village of Cedar Grove Board, and remit full payment to the Village as opposed to retaining 50% of the payment (let the minutes show that the Cedar Grove Fire Department is jointly owned by the Town of Holland and the Village of Cedar Grove). If a Town of Holland resident is involved in such an incident, they will not be billed. An operational procedure should be drafted to document this practice going forward. Supervisor Huenink will communicate the above matter to the Village of Cedar Grove Board. This matter will remain on the agenda to be discussed at a future board meeting.

- d. **BUILDING INSPECTOR RECORDS MANAGEMENT:**  
No new information to report. Janelle Kaiser will meet with Tom Huenink prior to the September meeting. This item will be discussed at a future board meeting.
  
- e. **OUTDOOR STORAGE CASE FOR BLANK FORMS AND PERMIT APPLICATIONS AT TOWN HALL:**  
Janelle Kaiser and Nate Voskuil are working together to design an outdoor storage case for blank form and permit applications that will remain weather-resistant and sturdy in the long run at the Town Hall. This design may include custom welding of stainless steel or aluminum to increase durability and longevity of the case. This item will be discussed at a future board meeting.
  
- f. **PLAN COMMISSION PROCEDURES AND OPPORTUNITIES FOR IMPROVEMENT:**  
No new information to report. This item will be discussed at a future board meeting.
  
- g. **BROADBAND FORWARD ORDINANCE:**  
Motion by Hamilton, seconded by Jones, to adopt Town of Holland Ordinance 2020-10 Creating Chapter 316 (titled: Utilities) of the Code of the Town of Holland, Sheboygan County, Wisconsin; the motion carried by unanimous roll call vote.  
Let the minutes show that Supervisor Hamilton provided information at the July board meeting 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.  
Supervisor Hamilton stated that he would move forward with a grant application for the aforementioned area surrounding Draayers Court following the adoption of Ordinance 2020-10.
  
- h. **STOP SIGNS AT WALVOORD ROAD AND SMIES ROAD INTERSECTION:**  
Supervisor Lammers stated that he had not yet received results of the traffic study from the intersection as discussed during the July board meeting.

18. **COMMITTEE REPORTS:**

- a. **ADMINISTRATION AND FINANCE:**  
None.
  
- b. **PARKS AND PROPERTY:**  
Supervisor Hamilton reported that the shred event hosted Oostburg State Bank and the Town of Holland occurred on July 18<sup>th</sup>, 2020. He received a thank you note from the Cedar Grove Food Pantry for the canned goods delivered there as a result of the donations from the shred event.  
Supervisor Hamilton also reported that Martin Karl (former sanitation employee), Charlene

Karl (former sanitation volunteer), and Sydney Rader (former sanitation employee) expressed appreciation for their retirement gift cards and plaque.

c. ROADS:

Supervisor Lammers reported that several culverts were damaged by the heavy rainstorm that occurred earlier in the month. Most of the damaged culverts are eligible under the bridge aid program. He noted that Sheboygan County will have several projects added to their queue and other road projects could be delayed because of the rainstorm's aftermath.

d. Public Safety:

Supervisor Huenink reported 29 contract hours performed by the Sheboygan County Sheriff's Department in July 2020.

Supervisor Huenink reported that the Amsterdam Park Boat Launch will not be installed this year due to the continued planning of a permanent base to be installed at the launch site. He reported that an agreement will be drafted by the Amsterdam Park Commission to document the planned work at the launch site. Construction will start in Spring of 2021 or possibly in Autumn of 2020, depending on the ability to obtain any necessary permits and finalize construction plans.

19. PUBLIC INPUT:

None.

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

21. CLOSED SESSION:

Let the minutes show that Supervisor Stanley Lammers recused himself and left the August 11<sup>th</sup>, 2020 board meeting at 8:54pm.

Motion by Huenink, seconded by Jones, to convene in closed session at 8:55pm pursuant to § 19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the sale of public property or conducting other specified public business, where competitive or bargaining reasons require a closed session, to-wit: to discuss the status of, approaches to, devise negotiating strategies for, and discuss the terms and conditions of, an agreement with Onion River Solar LLC, an affiliate of Ranger Power, LLC, regarding development, construction and operation of a solar photovoltaic electrical generating facility; the motion carried by unanimous roll call vote.

Let the minutes show that Clerk-Treasurer Janelle Kaiser left the August 11<sup>th</sup>, 2020 board meeting at 8:56pm.

22. RECONVENE IN OPEN SESSION:

Motion by Hamilton, seconded by Jones, to reconvene in open session at 10:42pm; the motion carried by unanimous roll call vote.

23. PUBLIC INPUT:

None.

24. ADJOURN – Motion by Huenink, seconded by Hamilton, to adjourn the August board meeting at 10:42pm.