

TOWN OF HOLLAND BOARD OF SUPERVISORS  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
HOLLAND TOWN HALL, W3005 COUNTY ROAD G, CEDAR GROVE, WI 53013  
Monday, October 12<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, and Stephen Jones
  - b. Members Absent: Town Supervisor David Huenink
  - c. Others Present: Clerk-Treasurer Janelle Kaiser
  - d. Members of the public that signed in: Ken MacKenzie and Judy MacKenzie
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:  
Motion by Jones, seconded by Lammers, to adopt the agenda for the October 12<sup>th</sup>, 2020 board meeting as presented; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES:  
Motion by Lammers, seconded by Jones, to approve the minutes from the September 14<sup>th</sup>, 2020 and September 21<sup>st</sup>, 2020 board meetings as amended during the October 12<sup>th</sup>, 2020 board meeting; the motion carried by unanimous voice vote.
7. RECORD RETENTION CERTIFICATION:  
Clerk-Treasurer Janelle Kaiser certified that everything is up to date.
8. PUBLIC INPUT:
  - a. Property owners Ken and Judy MacKenzie were present to extend thanks to the Holland Town Board for the action taken on the speed limit posting and reduction on Lower Smies Road. Details regarding the action taken by the Town Board may be found within the minutes of the August 10<sup>th</sup>, 2020 board meeting.  
The MacKenzie's expressed appreciation for the 35 miles per hour (MPH) speed limit signs at I-43 and another near Lower Smies Road below the bluff. They suggested that another 35MPH speed limit sign be added near the top of the bluff. Their concern was for pedestrian safety. Supervisor Lammers stated that he would confirm the requirements of the speed limit sign placement per state law, but the Town Board expressed willingness to add a sign indicating the 35MPH speed limit. Supervisor Lammers will discuss the matter with Department of Public Works and Property Director Nate Voskuil.

The MacKenzies also inquired whether a speed limit monitoring device could be temporarily placed in the area of the newly reduced speed limit as discussed in a prior board meeting. Supervisor Lammers will discuss the matter with Department of Public Works and Property Director Nate Voskuil.

9. FINANCIAL/TREASURER'S REPORT:

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

10. APPROVAL OF VOUCHERS:

Janelle Kaiser added 3 invoices to the October voucher list. Motion by Jones, seconded by Lammers, to approve the October voucher list as modified; the motion carried by unanimous voice vote. A modified October vouchers list will be included in the November board meeting packet.

11. ACCOUNTS RECEIVABLE:

No new information to report. A reimbursement for fire services provided by the Cedar Grove Fire Department has been submitted to the State of Wisconsin Department of Transportation; Janelle Kaiser will provide an update at the November board meeting.

12. PLAN COMMISSION RECOMMENDATIONS:

a. Request by Ben and Gina Claerbaut for multiple rezonings:

Motion by Lammers, seconded by Jones, to accept the recommendation of the Town of Holland Plan Commission to approve the rezoning request by Ben and Gina Claerbaut. The motion includes approval of the certified survey map submitted on September 28th, 2020, rezoning 3.14 acres of A-1 land within the proposed boundaries of Lot 2 to A-2, and to rezone all remaining A-2 land to A-1 on the Claerbaut farmstead except the portion of A-2 land within Lot 1 and Lot 2 per the certified survey map.

The motion carried by unanimous roll call vote. Doug Hamilton: Y; Don Becker: Y; Stanley Lammers: Y; Stephen Jones: Y.

b. Hire a part-time zoning administrator in 2021:

Motion by Hamilton, seconded by Lammers, to hire a paid part-time zoning administrator in 2021 to alleviate the workload on the two board members sitting on the Plan Commission, to provide more assistance to applicants, and to assure more consistency in the handling of applications.

A member of the Town Board, either Chair Becker or Supervisor Huenink, will draft a job description for the zoning administrator position. Clerk Janelle Kaiser will contact clerk contacts in the county to inquire about the description of duties for a zoning administrator in surrounding townships. This item will be added to ongoing issues on the next board meeting agenda.

13. REVIEW 2021 BUDGET:

The Town Board reviewed and made minor changes to a draft version of the Town of Holland's 2021 budget at the October board meeting. Clerk Janelle Kaiser will notice the budget hearing and elector's meeting to adopt the 2021 tax levy to be held on November 9<sup>th</sup>, 2020 in the Sheboygan Press, Lakeshore Weekly, The Sounder, and in 3 posting places throughout the Township. A draft version of the budget will be posted on the Township's website.

14. SCHEDULE PUBLIC HEARING TO PRESENT 2021 BUDGET:

Motion by Lammers, seconded by Becker, to schedule the public hearing to present the 2021 budget

on November 9th, 2020 at 7pm; motion carried by unanimous roll call vote.

15. SCHEDULE TOWN ELECTORS MEETING TO SET AND APPROVE 2021 TAX LEVY:

Motion by Lammers, seconded by Hamilton, to schedule a special electors' meeting to set and approve the 2021 tax levy on November 9th, 2020 immediately following the related public hearing scheduled to start at 7pm; motion carried by unanimous roll call vote.

16. SCHEDULE MEETING TO ACT ON THE JOINT DEVELOPMENT AGREEMENT WITH ONION RIVER SOLAR, LLC:

A special meeting to act on the Joint Development Agreement between the Town of Holland and Onion River Solar, LLC may take place on Monday, November 2<sup>nd</sup>, 2020 at 6:30pm. It is also possible that action on the agreement will be taken up at the regular board meeting to be held on November 9<sup>th</sup>, 2020.

17. SHEBOYGAN COUNTY INTERGOVERNMENTAL AGREEMENT FOR 2021 SALES TAX REVENUE-SHARING:

Motion by Lammers, seconded by Jones, to approve the 2021 Sales Tax Revenue-Sharing agreement with Sheboygan County; the motion carried by unanimous roll call vote. Janelle Kaiser will send a copy of the signed agreement to the Sheboygan County Finance Department.

18. SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT 2021 CONTRACT SERVICES AGREEMENT:

Motion by Hamilton, seconded by Jones, to approve the 2021 Contract Services Agreement with the Sheboygan County Sheriff's Department; the motion carried by unanimous roll call vote. Janelle Kaiser will send a copy of the signed agreement to the Sheboygan County Sheriff's Department.

19. AUDITOR SELECTION FOR THE TOWN 2020 FINANCIAL AUDIT: Motion by Lammers, seconded by Hamilton, to appoint Paul Corson of Peterson, Corson, and Hamman, S.C., to perform the 2020 financial audit of the Town of Holland's financial records; the motion carried by unanimous roll call vote.

20. EMERGENCY POLL WORKER APPOINTMENT:

Motion by Lammers, seconded by Jones, to appoint 3 election inspectors as shown on the listing provided to the Town Board in the October board meeting packet for a term to begin on October 12<sup>th</sup>, 2020 and ending on December 31, 2021; the motion carried by unanimous voice vote.

21. FOLLOW UP ON ENFORCEMENT MATTERS; STR AND TWO RESIDENCES ON A SINGLE PARCEL:

A letter has been drafted and will be sent to a property owner who is in potential violation of a Town ordinance which governs that two dwelling units may not exist on a single parcel. The letter states that a potential solution to bring the property owner into compliance with Town ordinances exists and that the property owner should contact a member of the Town Board to discuss the matter.

Clerk Janelle Kaiser received a letter that was mailed by a property owner in regard to compliance with Chapter 280 of the Town of Holland Town Code. The letter was in response to several contact attempts made by Clerk Janelle Kaiser to inform the property owner of Chapter 280 requirements to obtain a Town license to conduct short-term rental activities on Town property. The letter from the property owner stated that short-term rental activities are not being conducted on the property. At the Town Board's request, Janelle Kaiser will contact Town Attorney Gerry Antoine to request that he send an enforcement letter to the property owner stating that a license must be obtained, as well as payment for a 2019 license that was not obtained, due to evidence held by the Town of Holland that does not support the statement made in the letter sent by the property owner in

September 2020. If a short-term rental license for the 2020-2021 license period is not obtained to include payment for a 2019-2020 license, penalties and legal expenses should be collected if allowed by ordinance and state statutes.

22. 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 October meeting packet.

b. SOLAR ELECTRICAL UTILITY:

No new information to report. This matter will remain on the agenda to be discussed at a future board meeting.

c. IMPROVE FIRE BILLING FOR CEDAR GROVE FIRE DEPARTMENT:

No new information to report. This matter will remain on the agenda to be discussed at a future board meeting.

d. OUTDOOR STORAGE CASE FOR BLANK FORMS AND PERMIT APPLICATIONS AT TOWN HALL:

Clerk Janelle Kaiser, by unanimous consent of the Town Board, will purchase 5 document holders for outdoor use at the Town Hall. These document holders will be attached to the posting board at the Town Hall so that property owners can obtain forms, such as building permit applications or absentee ballot request forms, without needing to make contact with the clerk or if forms need to be obtained by a property owner outside of regular office hours of the clerk.

e. PLAN COMMISSION PROCEDURES AND OPPORTUNITIES FOR IMPROVEMENT:

No new information to report. This matter will remain on the agenda to be discussed at a future board meeting.

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

Clerk Janelle Kaiser included the current agreement and proposed 2020-2021 agreement between the Town of Holland and Host Compliance (owned by Granicus) in the October board meeting packet. Clerk-Treasurer Janelle Kaiser stated Granicus had not responded to her inquiry about removing the 24/7 hotline from the contract based on the needs of the Town of Holland. Janelle Kaiser will follow up with Granicus about the hotline.

Motion by Becker, seconded by Jones, to authorize Chair Becker and Clerk Janelle Kaiser to sign the 2020-2021 agreement with Host Compliance prior to the November board meeting; the motion carried by unanimous voice vote.

g. DRAINAGE PROBLEMS ON LOWER SMIES ROAD:

Supervisor Lammers reported that cleanup has been performed in the ditches and in the culverts surrounding Lower Smies Road in response to the poor drainage reports provided by property owners. Nate Voskuil and Supervisor Lammers are waiting for elevations to be measured by Sheboygan County to ensure that any work performed follows the natural grades rather than attempting to direct the water in a different direction (from Smies Road to Lower Smies Road) potentially adversely affecting other properties.

h. STATUS OF SPEED LIMITS SIGNS ON SMIES ROAD AND EFFORTS TO ENCOURAGE LOWER TRAFFIC SPEED – STATUS OF STOP SIGNS ON AMSTERDAM ROAD AT PARK:

The discussion about the status of speed limit signs on Smies Road was discussed during public input as shown above in these minutes.

The stop sign positioned at the intersection of Amsterdam Road and Marine Drive was moved as detailed in the September board meeting minutes (item 14). The Amsterdam Park Commission will be addressing the other signage in their upcoming meeting. This topic will be removed from the ongoing issues section of the agenda.

23. COMMITTEE REPORTS:

a. ADMINISTRATION AND FINANCE:

Supervisor Jones provided a report about a possible ordinance addition to the Holland Town Code to address any future solar farm project proposals with small enough scopes that the Public Service Commission would not be involved in the application process. Supervisor Jones contacted an attorney as well as legal counsel at the Wisconsin Towns Association (WTA). The attorney at WTA recommended that the Town not adopt an ordinance because any ordinance that exists at the time of a small solar farm project proposal would be considered a binding ordinance. The ordinance would need to be strictly followed as opposed to working with the project developers on a joint development agreement. An ordinance could end up hurting more than helping the Township in certain situations. The WTA was not aware of any ordinances in the State of Wisconsin that address small solar farm projects and stated that a Township's ability to govern solar renewable energy projects is restricted even more so than wind turbine projects. The Town Board requested that Steve Jones obtain information about whether the Town could adopt an ordinance applicable to smaller solar farms that would require these developers to enter into a joint development agreement with the Town of Holland and to obtain a conditional use permit from the Plan Commission. Steve Jones stated that he would follow up with Sheboygan County, as well as Town Attorney Gerry Antoine, to obtain more information prior to the next board meeting.

b. PARKS AND PROPERTY:

Supervisor Hamilton reported he is still working with Spectrum on two grant requests to Charter Communications (Spectrum) for broadband enhancement projects on Idlewood Court and County Road G (Town Hall). The applications received were combined by Charter and will be reviewed as one project; Charter will analyze cost and other factors to determine priority of the projects. If deemed viable by Charter, the prioritized projects will be submitted to the Public Service Commission of Wisconsin to be evaluated and considered for a grant.

Supervisor Hamilton also stated that he would like to look at alternatives to broadband for the Town Hall should the grant not be approved, such as a nearby optical cable and a possible line of sight connection through Spectrum. The latter would require a cooperative agreement with the Cedar Grove High School.

c. ROADS:

Supervisor Lammers stated that the monthly report provided by Director of Public Works and Property Nate Voskuil provided an update regarding current road project progress. The report was included in the October board meeting packet.

Supervisor Lammers reported that a betterment project on Rauwerdink Road would begin during the week of October 19<sup>th</sup>. The culverts that suffered the most damage during a

unique rain event in August have been repaired, however there are a couple of culverts on Town roads that DPW Nate Voskuil may attempt to repair prior to the end of the year without Sheboygan County's assistance if traffic diversion can be accomplished.

d. Public Safety

Supervisor Huenink was absent from the October board meeting. A public safety report was not provided.

24. PUBLIC INPUT:

Clerk Janelle Kaiser asked if any action should be taken in response to large gatherings at the Holland Town Hall during the COVID-19 pandemic. The Town Board suggested that Janelle Kaiser purchase extra cleaning supplies to provide to renters of the Town Hall and also asked her, along with Nate Voskuil, to research air purification devices to be used at the Town Hall following large gatherings. This topic should be placed under ongoing issues.

Janelle Kaiser also suggested that draft agendas (as opposed to meeting packets) for all future meetings of the Plan Commission and Town Board be sent to both governing bodies prior to the group's respective meetings in order to notify the officials of Town meetings should they care to attend or request further information about a particular topic on the agenda. After receiving the draft agenda, officials will know to check the website for a final agenda should they be interested in doing so. This suggestion is in response to a conversation detailed in the public input section of the October Plan Commission minutes.

25. CORRESPONDENCE: All relevant correspondence was included in the October board meeting packet.

26. ADJOURN – Motion by Jones, seconded by Hamilton, to adjourn the October board meeting at 9:53pm. The motion carried by unanimous voice vote.