

TOWN OF HOLLAND BOARD OF SUPERVISORS  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
HOLLAND TOWN HALL, W3005 COUNTY ROAD G, CEDAR GROVE, WI 53013  
Monday, December 14<sup>th</sup>, 2020 7:30pm

1. CALL TO ORDER:  
Town Chair Donald Becker called to order the Board of Supervisors monthly meeting at 7:32pm.
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, David Huenink, and Stephen Jones
  - b. Members Absent: None
  - c. Others Present: Clerk-Treasurer Janelle Kaiser
  - d. Members of the public that signed in: Jack Stokdyk
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:  
Motion by Lammers, seconded by Jones, to adopt the agenda for the December 14<sup>th</sup>, 2020 board meeting as modified; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES:  
Motion by Huenink, seconded by Jones, to approve the minutes from the November 9<sup>th</sup>, 2020 board meeting 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. PUBLIC INPUT:
  - a. Supervisor Doug Hamilton reported that a member of the public had contacted him about the proposed replacement of Oostburg Ambulance in the Village of Oostburg. The individual expressed concern about the replacement ambulance agency's future longevity in the community and inquired about whether a member of the Town of Holland board would attend the meeting during which the Village of Oostburg will make a decision whether to replace Oostburg Ambulance. The member of the public had concerns about attending due to COVID-19. Doug informed her that the meeting will take place in a space where social distancing was required.  
Supervisor Huenink reported on the attendance at the meeting of the Oostburg Village Board during which the ambulance service decision was made and that masks were required.

9. FINANCIAL/TREASURER'S REPORT:

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

10. APPROVAL OF VOUCHERS:

Janelle Kaiser presented a voucher list at the December board meeting. The voucher list was modified to add one invoice; a revised version of the December voucher list will be included in the January board meeting packet. Motion by Huenink, seconded by Lammers, to approve the December voucher list as modified; the motion carried by unanimous voice vote. The motion included authorization to pay the November 2020 Sheboygan County Highway Department invoice after review by Transportation Committee Chairman Stanley Lammers and Director of Public Works and Property Nate Voskuil.

11. ACCOUNTS RECEIVABLE:

A reimbursement for fire services provided by the Cedar Grove Fire Department was submitted to the State of Wisconsin Department of Transportation by Janelle Kaiser. Janelle reported that the reimbursement was approved, and payment will be disbursed by the State of Wisconsin soon; there are no other receivables at this time.

12. PLAN COMMISSION RECOMMENDATIONS:

a. Request by Jeremy Borth for a rezoning:

Motion by Lammers, seconded by Jones, to approve the rezoning request by Jeremy Borth to rezone parcel 59006060350 from R-1 to A-5, whereas the parcel was merged with 3 acres of contiguous land that is actively being farmed, and the minimum lot requirements of the A-5 zoning classification will be met as a result of the boundary line adjustment. The motion also included approval of the conditional use permit request to allow 3 accessory structures on one parcel not to exceed the square footage that currently exists, with one accessory structure to exceed the maximum allowed footprint of 3,000 square feet.

The rezoning is contingent upon:

- i. Completion of the boundary line adjustment to combine 3 acres of parcel 59006060332 with parcel 59006060350. The motion carried by unanimous roll call vote. Douglas Hamilton: Y; Donald Becker: Y; Stanley Lammers: Y; Stephen Jones: Y; David Huenink: Y.

b. Recommendation of Plan Commission to waive CUP fee:

Motion by Lammers, seconded by Hamilton, to waive the conditional use permit application fee for Karl Hoffman. During the December Plan Commission meeting, the commission determined that the property owner should have obtained a conditional use permit to build the accessory structure as it is currently constructed, as the accessory structure footprint exceeds the maximum allowed for one structure per Town of Holland zoning ordinance. It was also determined by the Plan Commission that the building permit should not have been issued by Tom Huenink without referring the property owner to the Plan Commission to apply for a conditional use permit. Holland Building Inspector Tom Huenink will be notified of this matter.

More information about this item can be found within the December 7<sup>th</sup>, 2020 Plan Commission meeting minutes at [www.townofholland.com](http://www.townofholland.com) under item 9. c. (1).

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

A representative from the department did not attend the December board meeting due to another local government meeting in the area that required their presence. Supervisor Huenink provided a summary of contract services throughout 2020 as well as planned contract services for 2021. Throughout 2020, the Sheboygan County Sheriff's Department provided 153.5 hours of contract time. Targeted enforcements may occur in certain areas within the Township to address speeding and other traffic violations, some of which will be because of traffic studies performed by Sheboygan County. Supervisor Huenink stated that he would communicate with the Sheboygan County Sheriff's Department to request targeted enforcements in the Spring of 2021 to include an effort to enforce the abandoned vehicles ordinance as has been done in prior years.

14. REVIEW/UPDATE THE FEE SCHEDULE:

The Town of Holland Board and Town Clerk recommended that several modifications be made to the Town of Holland fee schedule. Clerk Janelle Kaiser will update the fee schedule as modified during the December board meeting and send to the Town Board prior to the January board meeting for review. A copy of the amended fee schedule and a resolution to amend the fee schedule will be included in the January board meeting packet.

15. 2020 BUDGET CARRY FORWARDS AND UNASSIGNED FUND BALANCE TO FUND DESIGNATED RESERVES:

Motion by Lammers, seconded by Huenink, to fund a \$72,416.57 designated reserve for public safety from unassigned fund balance and a \$10,000 designated reserve for future assessment services from unassigned fund balance; the motion carried by unanimous roll call vote.

16. OOSTBURG AMBULANCE STATUS:

The Oostburg Village Board met on Monday, December 14<sup>th</sup>, 2020 at 6:00pm to vote on whether to discontinue the Oostburg Ambulance service and adopt a contract for services presented by Orange Cross Ambulance. The Oostburg Village Board voted to discontinue Oostburg Ambulance services and adopt the contract for services proposed by Orange Cross Ambulance. Supervisor Huenink attended this meeting. The Village Board has not approached the Town of Holland Board with any proposals for funding and has not notified the Town of Holland of any changes in coverage for the area. More information can be obtained by contacting the Village of Oostburg.

17. CEDAR GROVE FIRE DEPARTMENT BY-LAWS AND OFFICER CHANGES:

Motion by Huenink, seconded by Becker, to approve the by-law changes as included in the December board meeting packet. The motion includes approval of the following officer changes: Nic Gilbertson as Chairman and Larissa Wille as Secretary. The motion carried by unanimous roll call vote.

18. 2021-2023 SERVICE AGREEMENT WITH ADVANCED DISPOSAL:

Motion by Hamilton, seconded by Jones, to accept the service agreement for disposal services with Advanced Disposal from January 1<sup>st</sup>, 2020 through December 31<sup>st</sup>, 2023 as modified during the December board meeting; the motion carried by unanimous roll call vote. Janelle Kaiser will send a signed copy of the contract to Advanced Disposal prior to the end of 2020.

19. 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 December meeting packet.  
The Holland Town Board authorized Janelle Kaiser to act on enforcement matters for the property at N2211 N Pine Beach Road as it relates to an incomplete short-term rental license application; Janelle will work with Town Attorney Gerry Antoine on this matter.  
The Holland Town Board authorized Janelle Kaiser to request a letter be drafted by Gerry Antoine and sent to the property owner at N2353 Cardinal Lane to acknowledge receipt of a discontinuation of short-term rental activity letter received earlier in the year from the property owner to explain that future short-term rental activities on the property without obtaining a license will result in enforcement action.
- b. FOLLOW UP ON ENFORCEMENT MATTER FOR TWO RESIDENCES ON A SINGLE PARCEL:  
A letter was 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 in October. A second letter was sent to the property owner in November. Following a discussion that Chair Becker had with the property owner at N1641 Alexander Lane, the matter will return to the Plan Commission to determine whether a violation of an ordinance has occurred. This topic will be removed from the Holland Town Board agenda and will be discussed at a future Plan Commission meeting.
  - c. SOLAR ELECTRICAL UTILITY:  
Supervisor Jones is conducting research on a potential ordinance to address any future proposals of solar electrical projects under 100 megawatts in the Town of Holland. This topic will be added to a future board meeting agenda if recommended by Supervisor Jones. For further detail, please see the Administrative Committee report within the October 12<sup>th</sup>, 2020 board meeting minutes.  
Supervisor Huenink reported that Onion River Solar, LLC sent the performance bond as required earlier in December. Survey work for the solar project was in progress at the time of this meeting and staking will begin in January 2021.
  - d. 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.
  - e. ZONING ADMINISTRATOR POSITION DESCRIPTION AND RECRUITMENT:  
No new information to report. This matter will remain on the agenda to be discussed at a future board meeting.
  - f. DRAINAGE PROBLEMS ON LOWER SMIES ROAD:  
Ditching work has been completed on the road sections with drainage issues as discussed at prior Holland Town Board meetings (see September 2020 board meeting minutes for further detail); large rocks were placed in areas that typically wash out to prevent ongoing issues within those road sections and 3 trees that are perched along the edge of the road in one of those sections are set to be removed. This matter will be removed from future board agendas.
  - g. STATUS OF SPEED LIMITS SIGNS ON SMIES ROAD AND EFFORTS TO ENCOURAGE LOWER TRAFFIC SPEED:  
A 35 miles per hour speed limit sign was installed by Nate Voskuil on Smies Road as

discussed at the October 12<sup>th</sup>, 2020 board meeting. This matter will be removed from future board agendas.

h. TOWN HALL AUDIO VISUAL UPGRADE UPDATE:

Supervisor Huenink reported that the wiring, speakers, and equipment rack has been installed. Wiring has been installed for potential future expansion of the system.

20. COMMITTEE REPORTS:

a. ADMINISTRATION AND FINANCE:

None.

b. PARKS AND PROPERTY:

Supervisor Hamilton reported that the Town's public address system was sold for \$200. Supervisor Hamilton also reported that the grant application for broadband access installation to Idlewood Court and W3005 County Road G (Holland Town Hall) has been submitted to the Wisconsin Public Service Commission. Doug Hamilton thanked Celeste Flynn at Charter Communications for her assistance with submitting the application. It is anticipated that a decision will be made about the application in February or March of 2021.

c. ROADS:

Supervisor Lammers stated that the betterment project taking place on Rauwerdink Road is complete. He reported that 2 culverts located on Palmer Road would be replaced by the Town of Holland's roads department would be replaced in 2021.

d. Public Safety

Supervisor Huenink reported that he is in the process of checking and cleaning up titles for the Cedar Grove Fire Department's fire trucks. He also reported that the Cedar Grove fire house had been appraised earlier this year.

21. PUBLIC INPUT:

None.

22. CORRESPONDENCE:

All relevant correspondence was provided during the December board meeting.

23. ADJOURN:

Motion by Jones, seconded by Lammers, to adjourn the December board meeting at 10:05pm. The motion carried by unanimous voice vote.