

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
HOLLAND TOWN HALL, W3005 COUNTY ROAD G, CEDAR GROVE, WI 53013
Monday, January 11th, 2021 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, David Huenink, and Stephen Jones
 - b. Members Absent: None
 - c. Others Present: Clerk-Treasurer Janelle Kaiser
 - d. Members of the public that signed in: Jim Testroote and Lori Testroote
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:
Motion by Jones, seconded by Huenink, to adopt the agenda for the January 11th, 2021 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 December 14th, 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. Jim Testroote and Lori Testroote were present to discuss concerns about a culvert located south of the property owned by the Testrootes at N960 Sauk Trail Road. The property owners stated that the culvert flooding is not atypical, but the amount of water flowing through the culvert appears to have increased dramatically since the property was purchased in the 1980s. In recent years, there have been times when the culvert was operating beyond full capacity, which caused flooding of the Testroote property on multiple occasions. Jim has spoken with Sheboygan County, who agreed that the problems must be addressed, and also advised that the actions taken by surrounding property owners to direct more water towards that culvert would likely need to be handled through a civil lawsuit. Jim requested that the Holland Town Board take action to determine how much water is being directed toward that culvert and flowing through it. Jim stated that he previously spoke with Town of Holland Department of Public Works and Property Director Nate

Voskuil, who told Jim that the Town could request that a hydraulic study be performed. Jim has not heard back from Nate regarding this matter, but Supervisor Lammers stated that he would follow up. Chair Becker advised that the Wisconsin Department of Natural Resources. (WI DNR) could be contacted to report actions taken by surrounding property owners to fill in wetlands with soil in the event that permission was not granted; the WI DNR may order the property owners to remove the soil. Chair Becker did not say that this would necessarily prevent a civil suit but did say that this was another avenue the Testrootes could explore. Jim Testroote also mentioned that there were rocks deposited on the north side of Barr Creek near the point where the water flows down from Sauk Trail Road, mentioning that the Sheboygan County Highway Department may have taken the bluff down and clogged the flowage; the work being performed by Sheboygan County would have been at the Town's request, but the Holland Town Board was not aware that the bluff had been taken down and acknowledged that this matter should be investigated.

9. FINANCIAL/TREASURER'S REPORT:

Motion by Huenink, seconded by Jones, to approve the December 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 January board meeting that was revised after the January board meeting packet was sent to the Holland Town Board. The revised January voucher list as presented at the January meeting will be included in the February board meeting packet. Motion by Lammers, seconded by Jones, to approve the January voucher list as presented; the motion carried by unanimous voice vote. The motion included authorization to pay the December 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 on I-43 in 2020 was submitted to the State of Wisconsin Department of Transportation by Janelle Kaiser. Janelle reported that the reimbursement was received from the State of Wisconsin in January 2021. Janelle will send half of that reimbursement to the Village of Cedar Grove in February 2021 to honor the current agreement between the Town of Holland and Village of Cedar Grove.

Janelle Kaiser also reported that an I-43 incident report was sent by the Cedar Grove Fire Department in January 2021; an accounts receivable report will be presented at the February 2021 board meeting to show that billing efforts to collect for those services have been initiated.

12. PLAN COMMISSION RECOMMENDATIONS:

None.

13. POSSIBLE UPDATES TO §330 ZONING AND §280 SHORT-TERM RENTALS:

Proposed changes to §330 and §280 were provided in the January 2021 board meeting packet for initial board review and comments. Supervisor Huenink will update the draft ordinances with suggested changes and send to Town Attorney Gerry Antoine for review.

14. PROPOSED NEW PRIVATE ROAD:

Andy Gronik has proposed converting a long driveway into a named private road for his Property, which abuts both Hawe Road and Cole Road, in order to create a new road address. The Town of Holland has no jurisdiction over private roads in the Town and there is no ordinance to

allow for or prohibit this action. However, for public safety purposes, the road name must be unique in both the Town of Holland and Sheboygan County because the address will be registered for emergency medical services (EMS), the sheriff's department, and local fire departments. Sheboygan County will be responsible for assigning the specific address to the property if a new private road is created.

The Town Board decided to wait until the property owner finalizes the proposed road name before taking any Town actions to facilitate the process, such as sending a letter to the postmaster or contacting public safety service providers, such as the local fire department. This item will remain on the agenda and will be discussed at a future board meeting.

The Town Board expressed an interest in creating an ordinance identifying requirements for creating and naming a new private road in the township. The Town Board noted that if an ordinance were to be created, there should be a provision that requires an area for vehicles to pull off of the road in the event that an emergency vehicle must pass; the board recalled that the distance between pull off areas should be approximately 1,000 feet but acknowledged that that distance should be confirmed. This item will be discussed at a future board meeting.

15. 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; these changes were reviewed at the January 2021 board meeting. The Town Board determined that further review of the fees addressed in §330 of the Holland Town Code was required and should be discussed at the February board meeting. Supervisor Huenink will draft a proposal for changes to those fees and send the information to Chair Becker and Janelle Kaiser for review. A copy of the fee schedule and a resolution to amend the fee schedule will be included in the February board meeting packet.

The Town Board determined that a careful review of the ordinance that governs the process of appealing a Plan Commission or Town Board decision made about property owner application requests should be reviewed. This will be discussed at a future board meeting.

Motion by Becker, seconded by Lammers, to approve an application fee of \$200 for a request submitted by Carl Weingaertner to petition for a minor change to Town of Holland's zoning ordinance. The Town Board recognized that the current fee as shown of the Town of Holland fee schedule exceeds the appropriate fee amount for the request submitted. Town Attorney Gerry Antoine advised the Town Board on this matter. The motion carried by unanimous voice vote.

16. 2020 TRANSPORTATION BUDGET UPDATE OR AUTHORIZATION TO DRAW ON TRANSPORTATION DESIGNATED RESERVE FOR 2020 WEATHER-RELATED EXPENSES TO ESTABLISH PROCEEDS FROM COMMITTED FUNDS FOR TRANSPORTATION:

Motion by Lammers, seconded by Jones, to authorize that \$61,008.28 be drawn from the Town's current designated reserve for transportation to address 2020 weather-related transportation expenses. The draw on the current designated reserve for transportation will be reflected in the Town's 2020 financial statements. The motion carried by unanimous voice vote.

17. CONDITIONAL USE PERMITS FOR SOLAR FARMS UNDER 50 MEGAWATTS:

The Town Board requested that Supervisor Jones determine where a requirement to obtain a conditional use permit for a solar farm under a certain number of megawatts would be added to Town ordinances if an ordinance were to be adopted. The Town Board concurred that the proposed requirement for the conditional use permit should be set for solar farms under 100 megawatts, as opposed to 50, due to application requirements set by the State of Wisconsin Public Service Commission.

The Town Board discussed that a potential template for the conditional use permit would closely

follow the Joint Development Agreement adopted by Onion River Solar LLC, Sheboygan County, and the Town of Holland to address the Onion River Solar Project in 2020.

18. NEW POLICY FOR PROBATIONARY NEW-HIRE EMPLOYEES OF THE TOWN:

The Town Board reviewed a draft compensation schedule policy for probationary new hires in the Town of Holland. The board determined that compensation increases should be based on percentages as opposed to dollar amounts for probationary new hires. A new version of the policy will be included in the February board meeting packet for further review.

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 January meeting packet.

The Holland Town Board authorized Janelle Kaiser to act on enforcement matters for the property at N2211 N Pine Beach Road and N2353 Cardinal Lane as it relates to an incomplete short-term rental license application and a violation of Town ordinance under Chapter 280, respectively; 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 out under his name as the Town's attorney. The letter should state that a complete license application and applicable fees and penalties must be received by the Town of Holland within 30 days of the letter date.

b. SOLAR ELECTRICAL UTILITY:

No new information to report.

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. ZONING ADMINISTRATOR POSITION DESCRIPTION AND RECRUITMENT:

Motion by Jones, seconded by Hamilton, to approve the zoning administrator position description as modified during the January board meeting; the motion carried by unanimous voice vote. Janelle Kaiser will sign the description and file it with the Town's other job position descriptions.

The Town Board will discuss zoning administrator compensation and recruitment at a future board meeting.

e. TOWN HALL AUDIO-VISUAL UPGRADE UPDATE:

Supervisor Huenink reported that a stand-alone personal computer (PC) for the purpose of operating components of the audio-visual system has been purchased and will be installed after delivery.

20. COMMITTEE REPORTS:

a. ADMINISTRATION AND FINANCE:

None.

b. PARKS AND PROPERTY:

None.

c. ROADS:

None. A road status report from Nate Voskuil was included in the January board meeting packet.

d. Public Safety

None.

21. PUBLIC INPUT:

Supervisor Huenink reported that a Facebook page has been started by members of the community using the Town's name. The Town Board will monitor the account and take action if the account begins to operate in an effort to appear as though the Town is administering the account. Let the record show that the Town of Holland does not have a Facebook account.

22. CORRESPONDENCE:

All relevant correspondence was provided during the January board meeting.

23. ADJOURN:

Motion by Jones, seconded by Lammers, to adjourn the January board meeting at 11:13pm. The motion carried by unanimous voice vote.