

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
HOLLAND TOWN HALL, W3005 COUNTY ROAD G, CEDAR GROVE, WI 53013
Monday, April 12th, 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 David Huenink, Stanley Lammers, Douglas Hamilton, and Stephen Jones
 - b. Members Absent: None
 - c. Others Present: Clerk-Treasurer Janelle Kaiser
 - d. Members of the public that signed in: Jack Stokdyk, Nicholas Pardi, Craig Claerbout, Warren Claerbout, Judy Claerbout, and Kelly Caswell
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:
Chair Becker suggested that agenda item 24 be discussed following agenda item 12c. Motion by Huenink, seconded by Lammers, to adopt the agenda for the April 12th, 2021 board meeting as presented but to discuss agenda item 24 following item 12c.; 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 March 8th, 2021 and March 15th, 2021 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. PUBLIC INPUT:
 - a. Craig Droppers thanked Chairman Donald Becker and Supervisor Stephen Jones, whose elected terms will end on April 19th, 2021, for their selfless service to the Township. Craig stated that he appreciates the countless hours spent serving the Township and its constituents.
 - b. Nicholas Pardi informed the Town Board that the Oostburg Middle School 7th grade boys' basketball team won the state championships for division 3. He requested that the Town Board consider recognizing the team for their superior sportsmanship. The Town Board decided to place this item on the electors meeting agenda for April 20th, 2021.
 - c. Jack Stokdyk thanked Don Becker and Stephen Jones for the extra effort that they put in towards business in the Town of Holland.

- d. Supervisor Dave Huenink reported that the well water testing program hosted by UW-Extension for Town of Holland property owners earlier in the month went well. There was consistent traffic throughout the day that property owners picked up sample bottles at the Town Hall, with 99 property owners electing to test their well water in total. A virtual and informational Zoom meeting will be held on May 18th, 2021 at 6:30pm by groundwater specialist Kevin Masarik from UW-Stevens Point that will show the overall results from the Town of Holland, explain what the numbers mean, and answer any questions from property owners.
- e. Chair Don Becker thanked Stephen Jones for his dedication to the role of Town Board Supervisor, noting that they worked together closely to complete the Town Hall renovation project. He acknowledged his enjoyment in working with the members of the current Town Board.

9. FINANCIAL/TREASURER'S REPORT:

Motion by Lammers, seconded by Hamilton, to approve the March 2021 financial/treasurer's report as presented; the motion carried by unanimous voice vote.

10. APPROVAL OF VOUCHERS:

Motion by Lammers, seconded by Huenink, to approve the April voucher list as presented at the April 12th, 2021 board meeting; the motion carried by unanimous voice vote.

11. ACCOUNTS RECEIVABLE:

An accounts receivable report to show receivables of \$1,050.00 for fire services provided by the Cedar Grove Fire Department at an incident on Interstate 43 was included in the April 2021 board meeting packet. Clerk-Treasurer Janelle Kaiser will continue to follow standard billing procedures for collection of this receivable, noting that she has already contacted the driver who turned the bill over to their insurance company. The insurance company denied the claim, so Janelle will proceed with a reimbursement request to the State of Wisconsin Department of Transportation.

12. PLAN COMMISSION RECOMMENDATIONS:

- a. Request by Raymond and Karen Will for a minor land division and rezoning:
Motion by Lammers, seconded by Jones, to accept the recommendation of the Town of Holland Plan Commission and approve the minor land division and rezoning request by Raymond and Karen Will for a minor land division of parcel 59006067661 and rezoning R-1 to A-5, contingent upon Raymond and Karen providing a recordable certified survey map to include language stating that all resultant parcels, including the original remnant parcel, shall be prohibited from future divisions for a period of 10 years from the Town approval date; the motion carried by unanimous roll call vote. Douglas Hamilton: Y; David Huenink: Y; Stephen Jones: Y; Stanley Lammers: Y; Donald Becker: Y.
- b. Request by Warren and Judith Claerbout for a rezoning:
Motion by Lammers, seconded by Jones, to accept the recommendation of the Town of Holland Plan Commission and approve the rezoning request by Warren and Judith Claerbout for a rezoning of 59006067571 from M-3 to A-5; the motion carried by unanimous roll call vote.
- c. Request by Mark and Mary Navis for a minor land division and rezoning:
Motion by Huenink, seconded by Jones, to accept the recommendation of the Town of Holland Plan Commission and approve the minor land division and rezoning request by Mark and Mary Navis to divide 3.00 acres from parcel 59006064431, rezone that 3.00 acres from

- A-1 to A-1-S, and rezone 17 acres from A-1 to A-PR as shown on the recordable certified survey map and plat of survey, respectively, whereas the applicants have not yet provided the full legal description for one of the remnant parcels and this board action may be rescinded if not provided; the motion carried by unanimous roll call vote.
- d. Ordinance to amend Town Code §330 Zoning, §324 Wind Energy Systems, and §220 Land Division:
 Motion by Huenink, seconded by Hamilton, to adopt Town of Holland Ordinance 2021-03, Ordinance Amending Provisions in Chapters 220, 324 and 330 of the code of the Town of Holland, Sheboygan County Wisconsin; the motion carried by unanimous roll call vote.
 Motion by Huenink, seconded by Lammers, to adopt Town of Holland Ordinance 2021-04, Ordinance Creating Article VIIIA of Chapter 330 and Creating §§330-22.B(2)(j), 330-26.B(2)(j), 330-34.B(2)(p), 330-35.B(2)(q), 330-36.B(2)(i) and 330-37.B(2)(h) of the code of the Town of Holland, Sheboygan County, Wisconsin; the motion carried by unanimous roll call vote.
13. ORDINANCE TO AMEND TOWN CODE §200-2{9}H:
 Motion by Lammers, seconded by Jones, to adopt ordinance 2021-05, Ordinance Amending §200-2{9}H of the code of the Town of Holland, Sheboygan County, Wisconsin; the motion carried by unanimous roll call vote.
14. ACCESSORY STRUCTURE FOOTPRINT AND IMPERMEABLE SURFACE REVIEW AT W2688 COUNTY ROAD G:
 Motion by Lammers, seconded by Jones, to accept the Town of Holland Plan Commission’s recommendation to calculate the percentage of impermeable surfaces at W2688 County Road G, recognizing that this requires an inspection by the Town of Holland Building Inspector and that the inspector is hereby directed to make that inspection; the motion carried by unanimous voice vote. The Town Board also noted that the Plan Commission could deny the application made by Karl and Dianne Hoffmann, as it did not include all required information, and action could be taken instead of insisting that a valid application be submitted. More details about the status of this application can be found within item 14 of the April 5th, 2021 Plan Commission meeting minutes at www.townofholland.com.
15. SALVATION ARMY HALL RENTAL FEE WAIVER:
 Motion by Lammers, seconded by Huenink, to approve a hall rental fee waiver for the Salvation Army Salvation Bike Ride on July 10th, 2021; the fee waiver includes a requirement for the Salvation Army representatives to post signage at the Town Hall requiring riders to remove bike shoes prior to entering the Town Hall. The motion carried by unanimous voice vote.
16. APPOINT TOWN BOARD MEMBER TO PLAN COMMISSION FOR ONE YEAR:
 Motion by Huenink, seconded by Hamilton, to appoint new Town Board Supervisor Brody Stapel, whose term will begin on April 20th, 2021, to the Town Plan Commission for a one-year term beginning on April 12th, 2021 and ending on April 11th, 2022; the motion carried by unanimous voice vote.
17. APPOINT TOWN BOARD COMMITTEE MEMBERS AND COMMITTEE CHAIRPERSONS:
 Motion by Lammers, seconded by Hamilton, that the board committee appointments for 2021-2022 beginning on April 12th, 2021 and ending on April 11th, 2022 will be as follows: *Appointed positions: David Huenink –Plan Commission, 2nd on Public Safety; Stanley Lammers – Roads, 2nd on Administration and Finance; Douglas Hamilton – Sanitation, Parks & Property, 2nd on Roads; Kelly*

Caswell – Public Safety, 2nd on Sanitation, Parks and Property; Brody Stapel – Administration and Finance, 2nd on Plan Commission.

18. BOARD OF APPEALS RECRUITMENT / APPOINT NEW MEMBERS:

Motion by Hamilton, seconded by Huenink, to appoint Jim Wonser as the Chairman of the Board of Appeals for a three-year term beginning on April 13th, 2021 and ending on March 31, 2023, and to appoint Jill Huenink as an alternate member to the Board of Appeals for a three-year term beginning on April 13th, 2021 and ending on March 31, 2024; the motion carried by unanimous voice vote. Let the minutes show that the 1st and 2nd alternate positions for the Board of Appeals will move into regular member positions of the Board of Appeals, as one member chose not to continue at the end of their term ending in 2021 and one member moved to the vacant chairman position. John DuMez, the 1st alternate, will fill Terrell Roerdink's position of which the term ended in 2021, therefore John's term will end in 2024; Neal Teunissen will fill Jim Wonser's position of which the term would have ended in 2023.

19. CEDAR GROVE FIREHOUSE APPRAISAL AND CEDAR GROVE FIRE DEPARTMENT AGREEMENT:

Motion by Lammers, seconded by Hamilton, to authorize the Town of Holland public safety committee to obtain a commercially certified appraisal of the Cedar Grove Fire Department firehouse, which is jointly owned and operated by the Town of Holland and the Village of Cedar Grove, at an average current market rate for commercial appraisals, whereas the appraisal obtained by the Village of Cedar Grove was completed more than one year before it was provided to the Town of Holland.

Supervisor Huenink will continue to review the new draft agreement between the Town of Holland and Village of Cedar Grove for Cedar Grove Fire Department operations submitted to the Town of Holland by the Village of Cedar Grove. The Town Board agreed that action cannot be taken on the agreement until an agreement is reached about the appraisal of the firehouse. The Town Board acknowledged that the new agreement should include Cedar Grove First Responder operations much like the current agreement between the Village and the Town. The Town Board authorized, by unanimous consent, the public safety committees of the Town of Holland and Village of Cedar Grove, respectively, to meet to discuss the agreement to include the items that address cost sharing as well as a periodic audit of the Cedar Grove Fire Department annual report.

20. WISCONSIN TOWNS ASSOCIATION 2021 SPRING WORKSHOP:

Supervisors Doug Hamilton, Stanley Lammers, and David Huenink will attend the virtual 2021 Spring Workshops hosted by the Wisconsin Towns Association. Clerk-Treasurer Janelle Kaiser will also attend. Janelle will also send the workshop information to new Town Board Supervisors, whose terms will begin on April 20th, 2021, and submit registrations for all attendees prior to April 30th, 2021.

21. 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 April meeting packet.

Janelle Kaiser provided a report about a provisional license expiration for Mary Ellen Chadwick, whose provisional license expired on April 8th, 2021 without submitting the required documents to obtain a standard license for 2020-2021. Correspondence was included in the April board meeting packet to show that a consistent effort to obtain the

- required documents has been made by Mary Ellen and that rental operations have been discontinued until the documents are submitted. Janelle expressed confidence that a valid standard short-term rental license would be issued prior to the May board meeting.
- b. **CONDITIONAL USE PERMITS FOR SOLAR FARMS UNDER 100 MEGAWATTS:**
An ordinance related to this topic was adopted in agenda item 12.d. This matter will be removed from future board meeting agendas.
 - c. **SOLAR ELECTRICAL UTILITY:**
Supervisor Huenink reported that Onion River Solar is working with Stantec to prepare a draft proposal to tie into the current electrical substation on Risseeuw Road. A new substation would be constructed on a portion of parcel number 59006064790 (zoned A-1, 35.00 acres).
 - d. **IMPROVE FIRE BILLING FOR CEDAR GROVE FIRE DEPARTMENT:**
No new information to report. This matter will be removed from future board meeting agendas.
 - e. **AUDIO-VISUAL UPRADE FOR TOWN HALL:**
Supervisor Huenink reported that final adjustments need to be made to the microphones in the conference room. The large screen in the conference room has presented some technical difficulties when attempting to connect via the in-wall wiring, making it difficult to use the display feature unless the screen is directly connected to the equipment. The installer will return to the Town Hall to address these items in the near future.
 - f. **GRANT APPLICATION FOR BROADBAND ACCESS:**
Supervisor Hamilton reported that the Wisconsin Public Service Commission denied the Town of Holland's 2020 grant application for broadband access installation to the Idlewood Lane neighborhood and County Road G between State Highway 32 and County Road KW (including the Holland Town Hall). Supervisor Hamilton provided his notes about possible options for the Town's internet service; the Town Board agreed that based on the outlook for future grant opportunities from federal and state government, a second attempt would likely be worth the time and effort.
 - g. **ZONING ADMINISTRATOR COMPENSATION AND RECRUITMENT:**
No new information to report. This matter will remain on the agenda to be discussed at a future board meeting.
 - h. **BARR CREEK FLOWAGE ISSUES LOCATED NEAR N960 SAUK TRAIL RD:**
No new information to report. This matter will remain on the agenda to be discussed at a future board meeting.

22. COMMITTEE REPORTS:

- a. **ADMINISTRATION AND FINANCE:**
None.
- b. **PARKS AND PROPERTY:**
Supervisor Hamilton stated that he recently discussed cleaning the front of the Holland

Town Hall building with Department of Public Works and Property Director Nate Voskuil.

c. ROADS:

The monthly report provided by Director of Public Works and Property Nate Voskuil offered an update regarding current road project progress.

d. Public Safety:

Supervisor Huenink reported that the Town of Holland should only bill drivers and insurance companies (or submit for reimbursement from the state) for Cedar Grove Fire Department trucks that respond on the scene for incidents on Interstate 43, as opposed to a response where equipment is dispatched but does not respond on the scene.

The Cedar Grove Fire Department is planning the purchase of a new fire truck in 2023 and is currently discussing options with 3 vendors. After 1 vendor is chosen, the configuration for the fire truck will be finalized. Supervisor Huenink discussed that a pre-pay option for certain parts of the truck may be a cost-saving possibility.

Supervisor Huenink also reported that a review of vehicle titles for the 7 vehicles owned by the Cedar Grove Fire Department produced 4 out of 7 titles, though the VIN numbers, license plate numbers, manufacturer, and year of the vehicles have been recorded. He noted that the fire department doesn't carry registrations or insurance cards in the trucks and will follow up on whether this is required for fire departments.

23. PUBLIC INPUT:

- a. Craig Droppers inquired about whether the Cedar Grove Fire Department (CGFD) receives any financial support for dive team services provided to the Sheboygan County Sheriff. He noted that there is a limited number of dive teams in the county and that the CGFD added that service using their own funds, which adds to the cost of operating the department. He also acknowledged that when the Township needs extra help from the sheriff's department, it comes at a cost, whereas CGFD dive team response costs are not reimbursed by Sheboygan County. Craig stated that it doesn't seem fair that the cost is covered solely by the CGFD simply because they happen to have the equipment and trained individuals. He ended by recognizing that the dive team offers valuable services, but the cost sharing does not seem equitable.

Dave Huenink noted that there are now controls in place to manage the addition of services to the CGFD to include Town and Village Board approvals.

- b. Chair Becker and Supervisor Jones expressed their appreciation for the current Town Board's ability to work together and commit time to serving the Town's residence throughout their tenure as board members. Supervisor Lammers stated that Becker and Jones will be missed.

24. Motion by Huenink, seconded by Lammers, to convene in Closed Session pursuant to Wis. Stat. §19.85(1)(g), for purposes of conferring with legal counsel for the Town Board who is rendering oral or written advice concerning strategy to be adopted by the Town Board with respect to litigation in which the Town Board is or is likely to become involved, to-wit: summons and complaint the Town of Holland has filed in Sheboygan County Circuit Court against a property owner to enforce Ch. 280 of the Holland Town Code. The motion carried by unanimous roll call vote.

Motion by Hamilton, seconded by Lammers, to reconvene in open session at 8:00pm; the motion carried by unanimous roll call vote.

25. Public input
None.

26. CORRESPONDENCE: All relevant correspondence was included in the April board meeting packet.

27. ADJOURN – Motion by Jones, seconded by Becker, to adjourn the April board meeting at 10:45pm.
The motion carried by unanimous voice vote.