

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
HOLLAND TOWN HALL, W3005 COUNTY ROAD G, CEDAR GROVE, WI 53013
Monday, June 14th, 2021 7:30pm

1. CALL TO ORDER:
Town Chair David Huenink called to order the Board of Supervisors monthly meeting at 7:30pm.
2. Pledge of Allegiance:
Chair David Huenink 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 David Huenink, Town Supervisors Stanley Lammers, Douglas Hamilton, Brody Stapel, and Kelly Caswell
 - b. Members Absent: None
 - c. Others Present: Clerk-Treasurer Janelle Kaiser
 - d. Members of the public that signed in: Matt Clementi of Stantec
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:
Motion by Lammers, seconded by Hamilton, to adopt the agenda for the June 14th, 2021 board meeting as presented; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES:
Motion by Stapel, seconded by Lammers, to approve the minutes from the May 10th, 2021 board meeting and May 19th board of review meeting as modified to include one change as discussed during the June 14th, 2021 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:
Clerk Janelle Kaiser informed the Town Board that a property owner suggested that the Town's Recycling Center schedule be modified to include weeknight hours. The Town's Recycling Center is currently open every Saturday from 8:00am to 4:00pm.
9. FINANCIAL/TREASURER'S REPORT:
Motion by Lammers, seconded by Hamilton, to approve the May 2021 financial/treasurer's report as presented; the motion carried by unanimous voice vote.
10. APPROVAL OF VOUCHERS:
Motion by Lammers, seconded by Hamilton, to approve the June voucher list as presented at the June 14th, 2021 board meeting to include 1 invoice amount modification; the motion carried by unanimous voice vote.

11. ACCOUNTS RECEIVABLE:

Clerk Janelle Kaiser stated that a reimbursement for services provided by the Cedar Grove Fire Department on Interstate 43 in October 2020 has been submitted to the Wisconsin Department of Transportation. Janelle will provide an update about the payment at a future board meeting.

12. PLAN COMMISSION RECOMMENDATIONS:

a. Request by Onion River Solar LLC for a minor land division and rezoning:

Motion by Lammers, seconded by Caswell, to accept the recommendation of the Town of Holland Plan Commission and approve the minor land division of parcel 59006064790 and rezoning of 6.50 acres from A-1 to A-PR; the motion carried by unanimous roll call vote. Douglas Hamilton: Y; Kelly Caswell: Y; Brody Stapel: Y; Stanley Lammers: Y; David Huenink: Y. Let the minutes show that at the time of the June 14th, 2021 meeting, all required signatures and documents for the rezoning and land division had been provided to the Town of Holland.

Let the minutes also show that Supervisor Stapel inquired about the plan to address the drainage tile installed in the area where an electrical substation will be constructed. Matt Clementi of Stantec was present at the meeting and stated that he would notify the developer and engineers working on the project of this concern. Matt noted that the tiles should be re-routed around the drainage pond that is planned for the project and that any tiles that are damaged or disturbed during any part of the construction should be repaired.

13. PLAN COMMISSION PROCEDURES AND OPPORTUNITIES FOR IMPROVEMENTS UPDATE:

Clerk Janelle Kaiser provided an update about the procedure improvements being made on the Plan Commission level to improve the application process. A project timeline, as well as completed documents to include cover sheets for future applications, were included in the June 14th meeting packet for Town Board review.

14. POSSIBLE CHANGES TO TOWN CODE §330-12B. ACCESSORY USES:

The Town Board discussed possible changes to the Town Code to address the use of intermodal storage or shipping containers for storage or for temporary use during construction projects. Clerk Janelle Kaiser provided information from other municipalities whose ordinances address this topic as well as advice from the Wisconsin Towns Association to help guide the conversation. The Town Board discussed temporary use of these types of containers for home construction, suggesting that the ordinances could be amended to address the length of time a container may be used for this purpose. Currently, the ordinances only address construction trailers for this use. Board members concurred that temporary could be defined as less than 1 year unless extended by the Plan Commission. If the use of the container is temporary, a building permit likely would not be required.

The Town Board also discussed the use of these containers for storage. They agreed that the containers should be subject to the same setbacks as accessory structures and should be included in calculations to determine impermeable surface percentages as provided by Town ordinances. A building permit would likely be required if the use of the container is indefinite. These containers could not be inhabited. The Town Board discussed possible limits on the number of containers based on tiered lot sizes. If a property owner wishes to exceed those limits, a conditional use permit would be required.

The Town Board will continue this discussion at a future board meeting.

15. POSSIBLE UPCOMING FUNDS AND GRANTS AVAILABLE FROM FEDERAL AND STATE GOVERNMENTS:
The Town Board discussed possible allowed uses for upcoming funding and grant opportunities to include the anticipated American Rescue Plan Act (ARPA) funding.
16. ASSIGN AUTHORIZED REPRESENTATIVE TO FILE FORMS FOR UPCOMING FUNDS AND GRANTS AVAILABLE FROM FEDERAL AND STATE GOVERNMENTS:
Motion by Stapel, seconded by Lammers, to appoint Clerk-Treasurer Janelle Kaiser as the Town of Holland's authorized representative to file required forms required by the state and federal governments for anticipated funds and grants available from state and federal governments to include forms required under the American Rescue Plan Act. Janelle Kaiser will sign and submit the forms required to receive ARPA funds on or before the deadline on Friday, June 18th, 2021.
17. ASSOCIATED APPRAISAL REPORT REGARDING PERCENT OF ASSESSMENT VERSUS SALES:
A report from Assessor Luke Mack was included in the June 14th meeting packet for Town Board review.
18. REQUEST BY BONNIE AND WILLIAM DEPIES FOR A RETAIL CLASS A LIQUOR LICENSE AND A CIGARETTE LICENSE FOR THEIR PLACE OF BUSINESS AT HY-WAY TRANSIT INC., N905 SAUK TRAIL ROAD, CEDAR GROVE, WI. ALSO, A REQUEST TO ISSUE OPERATOR LICENSES TO SHERRY HENIECKE, MARIAN HOPEMAN, CHARLENE KING, GARY WINKELHORST, TAMLYN DUTTER, AND SUSAN MIRELES:
Motion by Stapel, seconded by Caswell, to approve the request made by Bonnie and William Depies for a Retail Class A Liquor License, cigarette and tobacco products license, and six operator licenses as listed above, valid from July 1, 2021 through June 30, 2022; the motion carried by unanimous roll call vote.
19. REQUEST BY NICHOLAS BICHLER FOR A RETAIL CLASS B LIQUOR LICENSE FOR HIS PLACE OF BUSINESS, MIRROR BAR, LOCATED AT W4254 COUNTY HWY K, RANDOM LAKE, WI. ALSO, A REQUEST TO ISSUE OPERATOR LICENSES TO MARILYN BIRENBAUM AND KATHY BICHLER: Motion by Hamilton, seconded by Caswell, to approve the request made by Nicholas Bichler for a Retail Class B Liquor License and two operator licenses as listed above, valid from July 1, 2021 through June 30, 2022; the motion carried by unanimous roll call vote.
20. MAINTENANCE PERSONNEL AT AMSTERDAM PARK:
The Town Board concurred that the Director of Public Works and Property should manage this position and its duties by discussing it with current personnel. If further action is required, the director should notify the Town Board.
21. UPDATE/DISCUSS BROADBAND OPTIONS:
The Town Board discussed future broadband grant opportunities through the State of Wisconsin with application assistance from Charter. The Town of Holland is considered to be an underserved area as it pertains to broadband access and grant opportunities are a likely possibility for the Town of Holland.
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 June meeting packet.
- b. CEDAR GROVE FIREHOUSE APPRAISAL AND CEDAR GROVE FIRE DEPARTMENT AGREEMENT:
Chair Huenink had no new information to report about the appraisal or the agreement but has plans to contact a commercial appraiser in the near future. An update will be provided at a future board meeting.
 - c. SOLAR ELECTRICAL UTILITY:
Chair Huenink reported that the Onion River Solar development project was approved by the Wisconsin Public Service Commission.
 - d. AUDIO-VISUAL UPRADE FOR TOWN HALL:
Chair Huenink reported that adjustments to the system were made on May 25th. The microphones need to be adjusted and there is a device on order to connect the camera to the computer in the conference room.
 - e. ZONING ADMINISTRATOR COMPENSATION AND RECRUITMENT:
The Town Board decided that applicants should fill out a general application and attach a resume to that application for review. At least one member of both the Town Board and Plan Commission will review the completed applications.
 - f. PROPERTY USAGE AT W4266 COUNTY ROAD D:
The Town Board authorized Clerk-Treasurer Janelle Kaiser to send a second letter sent by certified mail to the property owner that recognizes the property owner's use of the structure and to request that the property owner demonstrate compliance with the Town's ordinances. The letter will also recognize that a rezoning of the parcel to a zoning district that may allow for these types of activities is recommended.
Further details about this item can be found within the May 3rd Plan Commission meeting minutes and the May 10th Town Board meeting minutes at www.townofholland.com.
 - g. PROCLAMATION 2021-01 FOR THE OOSTBURG MIDDLE SCHOOL 7TH GRADE BOYS' BASKETBALL TEAM:
Chair Huenink has not heard back from coaches of the basketball team in regard to how the proclamation can be delivered to the team. An update will be provided at a future board meeting.
 - h. TRAINING FOR APPOINTED POSITIONS – BOARD OF APPEALS:
No new information to report.
23. COMMITTEE REPORTS:
- a. ADMINISTRATION AND FINANCE:
None.
 - b. PARKS AND PROPERTY:
Supervisor Hamilton reported that an application has been received for a recycling center attendant.
Chair Huenink reported that the Amsterdam Park boat ramp was installed before the end of May as anticipated.

c. ROADS:

Supervisor Lammers reported that the road work being performed on County Road KW between County Road D and County Road G includes a test strip on the center line using the product(s) discussed at the May 10th, 2021 board meeting. More details can be found within those meeting minutes at www.townofholland.com.

Supervisor Lammers also discussed structural damage to a large box culvert that was installed for Barr Creek near Sauk Trail road in 2005. The company that provided the consult for the culvert installation will be contacted and repairs will be ongoing.

d. Public Safety:

Supervisor Caswell reported that he was approached by a resident on Sauk Trail Road that requested a speed limit reduction from 45 miles per hour to 35 miles per hour. Supervisor Caswell contacted the Sheboygan County Sheriff's Department, who installed a temporary speed board in the area for monitoring. The Town will receive a report of the traffic speeds in that area to assist in the decision about a speed limit reduction.

Supervisor Huenink reported that the current individual that performs fire inspections for the Cedar Grove Fire Department will retire from that position at the end of 2021. Two new individuals will be performing those services starting January 1, 2022.

24. PUBLIC INPUT:

None.

25. CLOSED SESSION:

The Town Board elected not to go into closed session at the June 14th, 2021 board meeting.

26. RECONVENE IN OPEN SESSION:

Not applicable, as the Town Board elected not to go into closed session at the June 14th, 2021 board meeting.

27. Public input

None.

28. CORRESPONDENCE:

All relevant correspondence was included in the June board meeting packet.

29. ADJOURN:

Motion by Stapel, seconded by Hamilton, to adjourn the April board meeting at 10:10pm. The motion carried by unanimous voice vote.