

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
HOLLAND TOWN HALL, W3005 COUNTY ROAD G, CEDAR GROVE, WI 53013
Monday, September 13th, 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: Joshua Puls, Melissa Puls, Mark Tellier, and Dan Teunissen
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:
Chair David Huenink suggested that agenda item 21(g) be discussed following agenda item 7 as shown on the agenda presented for the September 13th, 2021 board meeting. Motion by Lammers, seconded by Stapel, to adopt the agenda for the September 13th, 2021 board meeting as presented to include the change in discussion order suggested by Chair Huenink; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES:
Motion by Lammers, seconded by Caswell, to approve the minutes from the August 9th, 2021 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:
None.
9. FINANCIAL/TREASURER'S REPORT:
Motion by Stapel, seconded by Hamilton, to approve the August 2021 financial/treasurer's report as presented; the motion carried by unanimous voice vote.
10. APPROVAL OF VOUCHERS:
One invoice was added to the voucher listing. Motion by Lammers, seconded by Caswell, to approve the September voucher listing as modified during the September 14th, 2021 board meeting; the

motion carried by unanimous voice vote. A revised voucher listing for September will be include in the October board meeting packet.

11. ACCOUNTS RECEIVABLE:

No information to report.

12. PLAN COMMISSION RECOMMENDATIONS:

a. Stuart and Linda Ten Haken for a rezoning:

Motion by Stapel, seconded by Lammers, to accept the recommendation of the Town of Holland Plan Commission to approve the request by Stuart Ten Haken to rezone parcel 59006066890 from A-3 to A-5; the motion carried by unanimous roll call vote.

13. REVIEW PROPOSED CONTRACT WITH GRANICUS FOR SHORT-TERM RENTAL LICENSE MANAGEMENT:

The Holland Town Board reviewed the contract proposed by Granicus for the 2021-2022 contract period at the September board meeting. Clerk-Treasurer Janelle Kaiser suggested that the current solution for compliance monitoring be removed from the contract, as the benefits that the solution provides do not outweigh the cost of the solution for the Town at this time. The Town Board accepted Janelle's suggestion.

Motion by Hamilton, seconded by Lammers, to approve the proposed contract for services with Granicus for the 2021-2022 contract period to include the modification of removing the compliance monitoring service, authorizing Chairman David Huenink and Clerk-Treasurer Janelle Kaiser to sign the modified contract; the motion carried by unanimous voice vote.

14. REVIEW PROPOSED CONTRACT WITH SHEBOYGAN COUNTY SHERIFF FOR 2022:

Motion by Caswell, seconded by Hamilton, to approve the proposed contract for services in 2022 with the Sheboygan County Sheriff's Department; the motion carried by unanimous voice vote.

15. OOSTBURG FIREHOUSE LEASE RENEWAL:

Motion by Stapel, seconded by Caswell, to approve the Oostburg Firehouse Lease as presented in the September board meeting packet, contingent upon approval by all partnering municipalities: Town of Lima, Town of Wilson, and the Village of Oostburg; the motion carried by unanimous voice vote.

16. CEDAR GROVE FIRE DEPARTMENT WAGE INCREASE:

Motion by Lammers, seconded by Stapel, to accept the wage increase recommendation proposed by the Cedar Grove Fire Department starting on January 1, 2022, to include one modification to the proposal to increase wage rates per fire call from \$10 per hour to a range of \$12-15 per hour, contingent upon approval of a rate increase by the Village of Cedar Grove; Chairman Huenink will present the Town's proposed modification of the wage increase proposal to the co-owner of the Cedar Grove Fire Department, the Village of Cedar Grove, at a future Village board meeting. The motion carried by unanimous voice vote.

17. EMERGENCY RESPONSE PLAN FOR THE TOWN OF HOLLAND:

Clerk-Treasurer Janelle Kaiser attended a training about emergency response planning for municipalities earlier in 2021. She suggested that an emergency response plan be adopted by the Town of Holland with the help of the Sheboygan County Emergency Management Department. The Holland Town Board concurred that the Public Safety Committee of the Town Board may begin work on the response plan as time allows.

18. PROPOSED ORDINANCES TO AMEND AND CREATE SECTIONS OF TOWN CODE §330 ZONING:

The Holland Town Board reviewed and modified proposed changes to §330 of the Holland Town Code. The proposed changes will be reviewed by the Town Plan Commission at a future meeting.

19. AGRICULTURAL DRAINAGE TILE LOCATED IN ROAD RIGHT-OF-WAY AND UTILITY PERMITS:

Plan Commission member Craig Droppers inquired about how the Township will notify property owners and/or utility companies of agricultural drainage tile and irrigation lines traveling under Town roads when issuing utility permits to allow work in the road right-of-way along Town roads at the September Plan Commission meeting. The Town Board concurred that notifying property owners of possible utility work and providing for a time window to respond about the location of tile or irrigation would delay utility work unnecessarily, rather, requesting this information from property owners in advance of utility permit requests would give property owners adequate time to report known tile and irrigation that travels under roads and within the road right-of-way. The Town Board concurred that maintaining a database for approximate locations of drainage tile and irrigation lines that could be affected by utility work would allow Department of Public Works and Property Director Nate Voskuil to review potentially affected areas prior to issuing a utility permit without holding up the process. Clerk-Treasurer Janelle Kaiser will start a spreadsheet for the collection of this information and will begin collecting information from members of the Town Plan Commission and Town Board to test the collection process and determine what information is valuable to collect.

20. POSSIBLE RETAIL LIQUOR LICENSE REQUIRED FOR N1066 SAUK TRAIL ROAD:

During a review of the conditional use permit issued to Grant Van Driest at N1066 Sauk Trail Road, the Plan Commission noted that a retail liquor license issued by the Town of Holland is required if Grant's business expanded to retail sales, which was planned at the time of the conditional use permit issuance. The Town Board authorized Clerk-Treasurer Janelle Kaiser to send a letter to Grant Van Driest to ask whether the business is currently conducting retail sales and inform him of the local retail liquor license requirement.

21. ONGOING ISSUES:

a. MANAGING SHORT-TERM RENTAL LICENSES:

Clerk-Treasurer Janelle Kaiser provided an update regarding the status of short-term rental license and application management between the Town of Holland and Granicus. A report detailing the license status of each known short-term rental property in the Township was drafted by Janelle and included in the September meeting packet. The report reflected one non-compliant property; Clerk-Treasurer Janelle Kaiser informed the Town Board that enforcement action had been taken in the form of a letter, and back-and-forth communication with the property owner to obtain compliance had recently occurred.

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

No new information to report. Chair Huenink has informed the Village of Cedar Grove of the Town's 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 David Huenink reported that the Onion River Solar Project is proceeding with their plan to begin construction in the first or second quarter of 2022.

- d. AUDIO-VISUAL UPRADE FOR TOWN HALL:
No new information to report.
- e. ZONING ADMINISTRATOR COMPENSATION AND RECRUITMENT:
No new information to report.
- f. PROPERTY USAGE AT W4266 COUNTY ROAD D:
The Town Board concurred that this item should be removed from future agendas, as there have been no further complaints from neighboring property owners, and as there has been no physical evidence presented to indicate that the barn on the property is being used for an event barn business.
- g. POSSIBLE ORDINANCE VIOLATION AT W1266 STOKDYK INGELSE ROAD:
The Town of Holland Building Inspector, Tom Huenink, reported that a fence at W1266 Stokdyk Ingelse Road exceeds 6 feet in height as provided by the Town ordinance, measuring 8 feet in height following a complaint received from a property owner. The owners of W1266 Stokdyk Ingelse Road, Joshua and Melissa Puls, were present to discuss the fence at the September board meeting. The Puls stated that a building permit was taken out for the fence and that the fence was constructed at that height because a 6-foot fence did not adequately block the interior view of the neighboring property owner's home due to elevation. Chair David Huenink informed the Puls that they could submit a request for a special exception to a yard requirement within the R-1 zoning district to allow for the existing 8-foot fence to the Plan Commission.
Motion by Lammers, seconded by Hamilton, to waive the base application fee of \$300 for a special exception, whereas the applicant received a building permit to construct the fence and the violation of the height requirement was not noted by the Township at the time of issuance; the motion carried by unanimous voice vote. Kelly Caswell: Y; Brody Stapel: Y; Stanley Lammers: Y; David Huenink: Y; Douglas Hamilton: Y.

22. COMMITTEE REPORTS:

- a. ADMINISTRATION AND FINANCE:
None.
- b. PARKS AND PROPERTY:
Supervisor Huenink discussed a report of rocks piled up at the end of E Van Ess Road that are possibly blocking part of the access point for the public walk-in access to Lake Michigan on that easement at the August board meeting. He suggested that rocks can be placed along public access points to Lake Michigan to a certain degree to protect their property but cannot block the access because the access point is a public easement at the September meeting. At this time, the Township is not aware of any public access points that are blocked in a manner that prevents public access to Lake Michigan.
- c. ROADS:
A monthly roads report was included in the September board meeting packet for Town Board review.
- d. Public Safety:
Supervisor Caswell reported 27 hours of contract time performed by the Sheboygan County Sheriff's Department during the month of August 2021.

23. CLERK-TREASURER REPORT:

a. RECYCLING COMPLIANCE ASSURANCE PLAN:

Janelle Kaiser informed the Town Board that a plan to enforce the Town's recycling ordinance is a requirement of the Wisconsin Department of Natural Resources in order to receive recycling grant funds. Janelle will work on the plan and present it at a future board meeting.

b. WTA FALL WORKSHOP TRAINING IN DE PERE, WI:

Janelle Kaiser will attend a fall workshop training presented by the Wisconsin Town's Association about budgeting and municipal levy limits on September 21st, 2021.

c. BADGER BOOKS OPEN HOUSE IN MANITOWOC, WI:

Janelle will attend an open house to obtain more information about electronic poll books being offered by the Wisconsin Elections Commission on September 14th, 2021.

d. UW-GREEN BAY CLERK TRAINING INSTITUTE COMPLETION:

Janelle Kaiser reported that she completed 3 years of training to meet the requirements of graduating from the Clerk's Institute presented by the University of Wisconsin – Green Bay during the summer of 2021.

e. REMINDER OF SPECIAL BOARD MEETING ON SEPTEMBER 27TH, 2021:

The Holland Town Board will meet on Monday, September 27th, 2021 at 1:00pm to address 2022 budget preparations and required Town Board actions in the 2021 redistricting process.

24. PUBLIC INPUT:

Dan Teunissen was present to suggest that the Town look into requiring recycling center passes that must be displayed in vehicles entering the Town of Holland Recycling Center. Clerk Janelle Kaiser stated that she would email a neighboring municipality who currently uses recycling center passes to obtain more information. The Township has entertained the need to use these passes in the past, but previously concluded that the cost outweighed the benefit at that time.

He also suggested that the Township look into purchasing a disc for the Town's ditch mower to reclaim gravel that gets kicked away from the road in order to better protect the road edge.

Supervisor Lammers stated that he would look into the cost of the implement.

25. MOTION TO CONVENE IN CLOSED SESSION PURSUANT TO §19.85(1)(c), WIS. STATS., FOR THE PURPOSE OF REVIEWING EMPLOYEE COMPENSATION FOR ALL NON-ELECTED EMPLOYEES IN 2022:

Motion by Lammers, seconded by Hamilton, to enter into closed session for the purpose of reviewing employee compensation for all non-elected employees in 2022. The motion carried by unanimous roll call vote.

26. RECONVENE IN OPEN SESSION TO TAKE ACTION RELATING TO CLOSED SESSION DELIBERATIONS, IF ANY:

Motion by Lammers, seconded by Hamilton, to go back into open session at 11:10pm; the motion carried by unanimous roll call vote.

Motion by Lammers, seconded by Caswell, to adopt the Town of Holland Employee Compensation schedule revisions as discussed during closed session, effective January 1st, 2022; the motion carried by unanimous roll call vote.

27. PUBLIC INPUT:

None.

28. CORRESPONDENCE:

All relevant correspondence was included in the September board meeting packet. The Town Board congratulated Janelle Kaiser for completing the Wisconsin Municipal Clerks Institute on July 16, 2021.

29. ADJOURN:

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