

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
HOLLAND TOWN HALL, W3005 COUNTY ROAD G, CEDAR GROVE, WI 53013
Monday, October 18th, 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, and Kelly Caswell
 - b. Members Absent: Brody Stapel
 - c. Others Present: Clerk-Treasurer Janelle Kaiser
 - d. Members of the public that signed in: None
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:
Motion by Lammers, seconded by Hamilton, to adopt the agenda for the October 18th, 2021 board meeting as presented; 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 September 13th, 2021 and September 27th, 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. Kelly Caswell asked about where emergency vehicles of Orange Cross Ambulance in Oostburg are regularly stationed, as a vehicle was spotted sitting near Tractor Supply on the south side of Sheboygan. Chair Huenink explained that each ambulance has a designated home base and will wait in that area until needed. The designated home base is determined by the coverage area and available vehicles to respond, so they move around periodically.
 - b. Doug Hamilton asked about whether there had been any recent comments from the public about the structures on the property at N1970 State Road 32. Clerk-Treasurer Janelle Kaiser stated that a member of the public had recently called to say that they thought the dwelling on the property should be razed due to its condition. The Town Board concurred that the appropriate process to get the home razed should be researched and discussed at a future board meeting.

9. FINANCIAL/TREASURER'S REPORT:

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

10. APPROVAL OF VOUCHERS:

Two invoices were added to the voucher listing and one invoice amount was changed. Motion by Lammers, seconded by Hamilton, to approve the October voucher listing as modified during the October 18th, 2021 board meeting; the motion carried by unanimous voice vote. A revised voucher listing for October will be include in the November board meeting packet.

11. ACCOUNTS RECEIVABLE:

Clerk-Treasurer Janelle Kaiser reported that CG Services LLC is more than 120 days delinquent on an invoice sent for 2 culverts and a driveway permit for Smies Road. A continuous effort to collect has been made. Janelle suggested that the delinquent amount could be added as a special assessment to their 2021 tax bill. CG Services holds 2 conditional use permits with the Township; as a standard condition of all conditional use permits, the permits provide that the premises owners and/or permit holders shall timely pay all taxes (including real estate and personal property taxes), permit fees, professional fees and any other amounts owed to the Town of Holland. If the Premises owners or the permit holder fail to timely pay any taxes, permit or professional fees, or other amounts owed to the Town, then the Permit shall be subject to review and termination. Janelle Kaiser will provide an update about this receivable at a future board meeting.

12. PLAN COMMISSION RECOMMENDATIONS:

- a. Ordinance 2021-08 Amending Provisions in Chapter 330 of the Holland Town Code:
Motion by Caswell, seconded by Lammers, to accept the recommendation of the Town of Holland Plan Commission and adopt Town of Holland Ordinance 2021-08 Amending Provisions in Chapter 330 of the Code of the Town of Holland, Sheboygan County, Wisconsin; the motion carried by unanimous roll call vote.
David Huenink: Y; Stanley Lammers: Y; Kelly Caswell: Y; Douglas Hamilton: Y.

13. POSSIBLE CHANGES TO CHAPTER 330 OF THE HOLLAND TOWN CODE:

The Town Board reviewed possible changes to Chapter 330 at the October 18th, 2021 board meeting. A public hearing will be held during the November 1st, 2021 Plan Commission meeting to address these changes.

14. ORDINANCE AMENDING CHAPTER 280 SHORT-TERM RENTALS:

Motion by Hamilton, seconded by Lammers, to accept the recommendation of the Town of Holland Plan Commission and adopt Town of Holland Ordinance 2021-09 Amending Provisions in Chapter 280 of the Code of the Town of Holland, Sheboygan County, Wisconsin; the motion carried by unanimous roll call vote.

15. REVIEW PROPOSED 2022 BUDGET:

The Town Board reviewed and made minor changes to the proposed budget for the year 2022 at the October 18th, 2021 board meeting. Clerk Janelle Kaiser will notice a budget hearing and special elector's meeting to adopt the 2022 tax levy in the Lakeshore Weekly, The Sounder, in 3 posting places throughout the Township, and on the Town's website. A draft of the proposed budget detail will be posted on the Township's website.

16. VOTE TO SCHEDULE PUBLIC HEARING TO PRESENT 2022 BUDGET:
Motion by Lammers, seconded by Hamilton, to schedule a public hearing to present the 2022 budget on November 8th, 2021 at 7:00pm; motion carried by unanimous roll call vote.
17. VOTE TO SCHEDULE TOWN ELECTORS MEETING TO SET AND APPROVE 2022 TAX LEVY:
Motion by Lammers, seconded by Hamilton, to schedule a special electors' meeting to set and approve the 2022 tax levy on November 8th, 2021 to begin immediately after the public budget hearing scheduled to start at 7:00pm; motion carried by unanimous roll call vote.
18. VOTE TO ADD THE 2020 UNUSED PERCENTAGE ADJUSTMENT FOR PRIOR YEARS UNUSED LEVY CARRYFORWARD TO THE 2022 TAX LEVY:
Motion by Lammers, seconded by Hamilton, to add the adjustment for the 2020 unused levy percentage carryforward as provided by Section C of the Wisconsin Department of Revenue's levy limit worksheet for the Township's 2022 tax levy, with the 2020 unused levy percentage carryforward totaling \$907.00; the motion carried by unanimous roll call vote.
19. SHEBOYGAN COUNTY INTERGOVERNMENTAL AGREEMENT FOR 2022 SALES TAX REVENUE-SHARING:
Motion by Lammers, seconded by Hamilton, to approve and authorize the Town Chairman and Town Clerk-Treasurer to sign the 2022 Sales Tax Revenue-Sharing Agreement with Sheboygan County; the motion carried by unanimous voice vote. Clerk-Treasurer Janelle Kaiser will send the signed agreement to the Sheboygan County Finance Department.
20. SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT JOINT POWERS AGREEMENT:
Motion by Hamilton, seconded by Caswell, to approve and authorize the Town Chairman to sign the 2021-2022 Joint Powers Agreement with the Sheboygan County Sheriff's Department; the motion carried by unanimous voice vote. Clerk-Treasurer Janelle Kaiser will send the signed agreement to the Sheboygan County Sheriff's Department.
21. CONTRACT WITH GRANICUS FOR SHORT-TERM RENTAL LICENSE MANAGEMENT SOFTWARE IN 2021-2022:
The proposed contract for services with Granicus for the 2021-2022 contract period was included in the October 18th, 2021 board meeting packet to confirm that the contract modification of removing the compliance monitoring service for 2021-2022, as discussed at the September 13th, 2021 board meeting, had been made. No action was required for this item as approval and authorization to sign the contract for 2021-2022 had already been acted upon at the September 13th, 2021 meeting.
22. AGREEMENT FOR 2022 SHRED EVENT WITH PRO SHRED SECURITY:
Motion by Lammers, seconded by Caswell, to authorize Town Supervisor Douglas Hamilton to sign the agreement with Pro Shred Security on behalf of the Town of Holland for the 2022 Shred Event to be hosted by the Town of Holland and Oostburg State Bank; the motion carried by unanimous roll call vote. Let the minutes show that Supervisor Douglas Hamilton recused himself from the vote.
23. AUDITOR SELECTION FOR TOWN OF HOLLAND 2021 FINANCIAL AUDIT:
Motion by Lammers, seconded by Hamilton, to appoint Paul Corson of Peterson, Corson, and Hamman, S.C., to perform the 2021 financial audit of the Town of Holland's financial records; the motion carried by unanimous voice vote.
24. TOWN ROAD IMPROVEMENT PROGRAM FUNDING FOR 2022-2023:
The Town Board discussed the Town's eligibility for local road improvement funds for 2022-2023

and special local road improvement supplemental funding. A member of the Town Board and Department of Public Works and Property Nate Voskuil will represent the Township at the October 27th LRIP 2022-2023 meeting of the Sheboygan County Town Road Improvement Committee at the Sheboygan County Transportation Department building on County Road J in Plymouth.

25. 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 and ordinance compliance status of each known short-term rental property in the Township was drafted by Janelle and included in the October meeting packet.

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

Chair Huenink contacted a commercial appraiser during the month of October but did not hear back prior to the October 18th, 2021 board meeting. An update will be provided at a future board meeting.

c. SOLAR ELECTRICAL UTILITY:

No new information to report.

d. AUDIO-VISUAL UPRADE FOR TOWN HALL:

The project is complete. Chair Huenink will create a document that explains how to use the system; a copy of the document will be filed as well as kept near the equipment in the Town meeting room.

e. ZONING ADMINISTRATOR COMPENSATION AND RECRUITMENT:

No new information to report.

f. EMERGENCY REPONSE PLAN FOR THE TOWN OF HOLLAND:

Clerk-Treasurer Janelle Kaiser reported that the Sheboygan County Emergency Management Department suggested that the Township create a first draft of a response plan prior to meeting with them. Janelle requested that Chair Huenink and Supervisor Caswell of the Town's Public Safety Committee email her some days and times that would work to go over the plan sometime after Thanksgiving.

g. 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. Clerk-Treasurer Janelle Kaiser sent a letter to Grant Van Driest to ask whether the business is currently conducting retail sales, to which he responded yes. Janelle will confirm details of the retail operation with Grant and guide him through the process of applying for a liquor license.

26. COMMITTEE REPORTS:

a. ADMINISTRATION AND FINANCE:

None.

b. PARKS AND PROPERTY:

Supervisor Hamilton stated that he has been completing spot checks of vehicles that visit the Town of Holland Recycling Center to verify whether they are residents of the Town of Holland. He reported that out of approximately 30-40 spot checks, approximately 2 of the vehicles contained non-residents of the Town of Holland.

The 2022 Shred Event to be hosted by the Town of Holland and Oostburg State Bank will be held on July 9th, 2022 from 8am-10am.

c. ROADS:

A monthly roads report was included in the October board meeting packet for Town Board review.

d. Public Safety:

Supervisor Caswell reported 28.5 hours of contract time performed by the Sheboygan County Sheriff's Department during the month of September 2021.

Chair Huenink reported that a joint meeting of the Town of Holland Public Safety Committee, Cedar Grove Public Safety Committee, and Cedar Grove Fire Department will be held on October 20th, at 6:00pm. The agenda for the meeting can be found at the 3 posting places in the Township and on the Town's website.

27. PUBLIC INPUT:

Supervisor Hamilton stated that there are 3 lights facing west and 1 facing north on Smies Road on the property operated by CG Services along Interstate 43. He inquired about whether an ordinance addressing light visibility beyond the property line exists. Chair Huenink stated that light is addressed in the conditions of a conditional use permit and CG Services currently holds a permit for that property. This will be discussed by the Plan Commission at a future meeting.

28. MOTION TO CONVENE IN CLOSED SESSION PURSUANT TO §19.85(1)(g), WIS. STATS., FOR THE PURPOSE 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: Motion by Lammers, seconded by Caswell, to enter into closed session at 9:20pm; the motion carried by unanimous roll call vote.

29. 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 9:29pm; the motion carried by unanimous roll call vote. No action was taken relating to closed session deliberations.

30. PUBLIC INPUT:

None.

31. CORRESPONDENCE: All relevant correspondence was included in the October board meeting packet.

32. ADJOURN:

Motion by Caswell, seconded by Hamilton, to adjourn the October board meeting at 9:38pm. The motion carried by unanimous voice vote.