

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 10th, 2022 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 Huenink led 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, Kelly Caswell, and Brody Stapel
 - b. Members Absent: None
 - 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 January 10th, 2022 board meeting as presented; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES:
Motion by Hamilton, seconded by Caswell, to approve the minutes from the December 13th, 2021 board meeting as modified during the January 10th, 2022 board 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:
None.
9. FINANCIAL/TREASURER'S REPORT:
Motion by Lammers, seconded by Caswell, to approve the December 2021 financial/treasurer's report as presented; the motion carried by unanimous voice vote.
10. APPROVAL OF VOUCHERS:
Motion by Stapel, seconded by Lammers, to approve the January 10th, 2022 voucher listing as modified at the January 10th, 2022 board meeting; the motion carried by unanimous voice vote.

11. ACCOUNTS RECEIVABLE:

None.

12. PLAN COMMISSION RECOMMENDATIONS:

None.

13. PLAN COMMISSION APPLICATION FEE WAIVER FOR A SPECIAL EXCEPTION:

Motion by Lammers, seconded by Hamilton, to waive the fee for a potential future Plan Commission application for a special exception request to allow for a reduced side yard setback for a new accessory structure due to proposed building height if the application is received within the current year from or on behalf of the current owners of N131 Surfside Drive. Let the minutes show that the motion does not include waiver of the fees to prepare or record the special exception documents if approved. Let the minutes also show that this fee waiver only applies if the applicant agrees that Plan Commission action may be delayed until another application request has been submitted for review by the Plan Commission, thereby limiting the financial impact of the waived fees. The motion carried by unanimous voice vote.

14. REPRESENTATIVE FROM GLACIERLAND RC&D TO DISCUSS PHRAGMITES MANAGEMENT FUND:

A representative from Glacierland RC&D was not present at the January 10th, 2022 meeting. The representative plans to attend the February 14th, 2022 meeting.

15. WISCONSIN TOWNS ASSOCIATION (WTA) DISTRICT MEETINGS:

Chair Huenink and Supervisor Hamilton will attend the WTA's Virtual Board of Review Certification meeting on Monday, March 28th, 2022. Supervisor Lammers will attend the 2022 District Meeting to be held at the Manitowoc Farm Wisconsin Discovery Center on Saturday, April 2nd, 2022. Clerk-Treasurer Janelle Kaiser will submit registrations on their behalf.

16. TOWN HALL FEE WAIVER FOR BOY SCOUTS ANNUAL BANQUET:

Motion by Stapel, seconded by Hamilton, to waive the fee for the local Boy Scouts of America to hold their annual banquet at the Holland Town Hall in 2022; the motion carried by unanimous voice vote.

17. 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 January meeting packet.

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

Chair Huenink has continued to search for a commercial appraiser to perform the services required for a re-appraisal of the Cedar Grove Firehouse. An update will be provided at a future board meeting.

c. SOLAR ELECTRICAL UTILITY:

No new information to report. A representative of Onion River Solar LLC will be present at a future board meeting to provide an update about future land use and how the project will

look as it develops.

- d. **ZONING ADMINISTRATOR COMPENSATION AND RECRUITMENT:**
Motion by Lammers, seconded by Stapel, to authorize Clerk-Treasurer Janelle Kaiser to obtain gift cards to a local restaurant/business totaling no more than \$250 to be provided to Chair Huenink to recognize and thank him for the significant extra work he performed throughout the year 2021 to complete duties intended to be performed by a zoning administrator. Let the minutes show that Chair Huenink recused himself from the motion and the Town Board left the specification of which local restaurant/business should be part of this action up to Chair Huenink. The motion carried by unanimous voice vote, with Huenink recusing.
- e. **EMERGENCY REPOSE PLAN FOR THE TOWN OF HOLLAND:**
The Town of Holland Public Safety Committee and Clerk-Treasurer Janelle Kaiser will meet on January 11th, 2021 at 9:00am to continue work on the plan.
- f. **DATABASE FOR AGRICULTURAL DRAINAGE TILE AND IRRIGATION LOCATION WITHIN ROAD RIGHT-OF-WAY OR UNDERNEATH TOWN ROADS:**
No new information to report. Clerk-Treasurer Janelle Kaiser will send a reminder email to members of the Plan Commission and Town Board who have been asked to provide information for the database. This topic will be discussed at a future board meeting.
- g. **STREET NUMBER SEQUENCING ON APPLE TREE LANE TO INCLUDE N1464 APPLE TREE LANE:**
Clerk-Treasurer Janelle Kaiser contacted the property owner as well as Brett Zemba at Sheboygan County to begin the process of changing the street number at parcel 59006078960. The process to complete the street number change has been initiated by Sheboygan County. This item will be removed from future board agendas.
- h. **DILAPIDATED STRUCTUES AT N1970 STATE ROAD 32:**
Clerk-Treasurer Janelle Kaiser has made contact with a family member of the owner at N1970 State Road 32 in an effort to make progress on this agenda item. More information about this can be found at www.townofholland.com within the November 8th, 2021 and December 14th, 2021 board meeting minutes. This topic will be discussed at a future board meeting.
- i. **TEMPORARY USE WITHIN RIGHT-OF-WAY:**
No new information to report. The Holland Town Board previously requested that Clerk-Treasurer Janelle Kaiser draft a permit form for temporary uses in the road right-of-way on Town-maintained roads. This will be discussed at a future board meeting.
- j. **TOWN OF HOLLAND DOMAIN NAMES:**
Chair Huenink provided a listing of all domain names registered to the Town of Holland and the company that maintains the registration at the January 10th, 2022 board meeting. Chair Huenink has personally paid for a portion of the expenses to maintain the domain name registrations throughout the years he has been involved with the Township and has asked Clerk-Treasurer Janelle Kaiser to generate a list of all invoice entries where he is the payee for domain name registration reimbursements. Janelle and Chair Huenink will compare the list of previously paid invoice entries to invoices provided by the companies who maintain

the registrations (paid by Chair Huenink) to determine the reimbursement owed to Chair Huenink.

18. COMMITTEE REPORTS:

a. ADMINISTRATION AND FINANCE:

None.

b. PARKS AND PROPERTY:

Supervisor Hamilton provided an update about broadband grant opportunities for the Holland Town Hall and Idlewood Court in the Town of Holland through the Rural Digital Opportunity Fund (RDOF). An update will be provided at a future board meeting.

c. ROADS:

A monthly roads report was provided at the January 10th, 2022 board meeting for Town Board review.

d. Public Safety:

None.

19. PUBLIC INPUT:

None.

20. 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 Hamilton, seconded by Lammers, to enter into closed session at 8:36pm; the motion carried by unanimous roll call vote.

21. 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 8:43pm; the motion carried by unanimous roll call vote. No action was taken relating to closed session deliberations.

22. PUBLIC INPUT:

None.

23. CORRESPONDENCE:

All relevant correspondence was included in the January board meeting packet or was previously sent by email.

24. ADJOURN:

Motion by Hamilton, seconded by Caswell, to adjourn the January board meeting at 8:45pm. The motion carried by unanimous voice vote.