

TOWN OF HOLLAND BOARD OF SUPERVISORS  
OFFICIAL PROCEEDINGS OF THE SPECIAL MEETING  
Town Holland Hall  
W3005 County Road G, Cedar Grove  
Monday, April 26<sup>th</sup>, 2022 10:30am

1. CALL TO ORDER:  
Town Clerk-Treasurer Janelle Kaiser called to order the Board of Supervisors special meeting at 10:34am at the Holland Town Hall.
2. APPOINT CHAIRPERSON:  
Let the minutes show that Chair Huenink was not physically present at the meeting but intended to join via telephone conference. He had not yet called in when the meeting was called to order. Motion by Stapel, seconded by Caswell, to appoint Supervisor Stanley Lammers as chair of the April 26<sup>th</sup>, 2022 special board meeting; the motion carried by unanimous voice vote.
3. PLEDGE OF ALLEGIANCE:  
The Pledge of Allegiance was led by Supervisor Stanley Lammers.
4. 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.
5. ROLL CALL:
  - a. Members Present (in person): Town Supervisors Stanley Lammers, Brody Stapel, Douglas Hamilton, and Kelly Caswell
  - b. Members Present (via telephone conference): Chair David Huenink joined via telephone conference at approximately 10:37am
  - c. Members Absent: None
  - d. Others Present: Clerk-Treasurer Janelle Kaiser
  - e. Members of the public that signed in: None
6. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:  
Motion by Stapel, seconded by Caswell, to adopt the agenda for the April 26<sup>th</sup>, 2022 special board meeting as presented; the motion carried by unanimous voice vote.
7. REVIEW FEDERAL PROCUREMENT METHODS REQUIRED FOR GOODS, SERVICES, OR PROPERTY THAT ARE WHOLLY OR PARTIALLY FUNDED USING AMERICAN RESCUE PLAN ACT (ARPA) FUNDS:  
The Town Board reviewed an article published in the April 2022 issue of the Wisconsin Towns Association (WTA) magazine titled "ARPA Purchasing Rules – An Introduction to Federal Procurement" to better understand federal procurement expectations as it pertains to goods, services, or property funded wholly or partially using ARPA funds.
8. REVIEW PREVIOUS ALLOCATION OF FUNDING SOURCES FOR CEDAR GROVE FIRE DEPARTMENT REPLACEMENT FIRE TRUCK PRE-PAYMENT AND MAKE ANY NECESSARY CHANGES TO THE FUNDING SOURCE ALLOCATION:  
Motion by Stapel, seconded by Caswell, to:
  - a. Rescind the following portion of the motion made during the January 18<sup>th</sup>, 2022 special meeting of the Holland Town Board: "authorization by the Holland Town Board to pay for the

- prepayment using funds received by the Township through the American Rescue Plan Act in 2021, with any remaining balance owed to be funded by the designated reserve for public safety expenditures.” Let these minutes show that this portion of the motion was rescinded following new information learned by the Holland Town Board from the aforementioned WTA magazine article about federal procurement requirements. The Holland Town Board concurred that federal procurement requirements could not be met for the previously authorized use of ARPA funding provided to the Township.
- b. Authorize Clerk-Treasurer Janelle Kaiser to revise the funding source for the pre-payment made to Fire Apparatus and Equipment, Inc., on January 24<sup>th</sup>, 2022 for the Town’s 50% share of a prepayment for a replacement fire truck for Cedar Grove Fire Department to be accounted for in the following order:
    - i. The remaining balance of the designated reserve for public safety expenditures as of April 26<sup>th</sup>, 2022 should be applied
    - ii. The remaining expenditure amount should be accounted for within the “Fire Truck” subaccount within the “Public Safety” expense category
  - c. Authorize use of ARPA funding for fire department protection (Cedar Grove Fire Department, Oostburg Fire Department, Adell Fire Department, and Random Lake Fire Department) and emergency medical service expenses (Cedar Grove First Responders and Adell First Responders) incurred in the years 2022 and 2023 up to \$234,248.22 under the standard allowance for revenue loss provided by ARPA, which is the total amount of ARPA funds anticipated to be received by the Township between years 2021 and 2022. Let these minutes show that since this motion was made after March 31<sup>st</sup>, 2022, this information will be reported by Clerk-Treasurer Janelle Kaiser in the annual ARPA Project and Expenditure Report to be provided to the United States Department of the Treasury due on April 30<sup>th</sup>, 2023. Let these minutes also show that it is the Township’s understanding that the rescinded use of ARPA funds per item 8.a. of these minutes need not be included in the annual ARPA Project and Expenditure Report for the period ending March 31<sup>st</sup>, 2022, due April 30<sup>th</sup>, 2022, as the expenditure is no longer relevant to the Township’s planned use of ARPA funding.

The motion carried by unanimous roll call vote. Douglas Hamilton: Y; Kelly Caswell: Y; Brody Stapel: Y; Stanley Lammers: Y; David Huenink: Y.

#### 9. PUBLIC INPUT:

- a. Supervisor Lammers said that the Township is required to have a written ethics code that covers conflicts of interest per the general requirements set by the federal governments that apply to ARPA spending. Chair Huenink noted that the Holland Town Code does include a chapter that addresses ethics and that specific conflicts of interests are addressed within that chapter. He also noted that the Township is required to adopt a document procurement procedure that is consistent with local, state, and federal procurement standards.
- b. Supervisor Hamilton inquired about whether a conditional use permit amendment had been approved by the Plan Commission for the property at N905 Sauk Trail Road. Chair Huenink, Supervisor Stapel, and Clerk-Treasurer confirmed that the request for a conditional use permit amendment had been approved by the Plan Commission on April 4<sup>th</sup>, 2022.  
This information was provided to the Holland Town Board in the April 11<sup>th</sup>, 2022 meeting packet.

10. ADJOURN – Motion by Stapel, seconded by Hamilton, to adjourn the meeting at 11:15am; the motion carried by unanimous voice vote.