

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
HOLLAND TOWN HALL, W3005 COUNTY ROAD G, CEDAR GROVE, WI 53013
Monday, May 9th, 2022
Immediately following the Town of Holland Plan Commission meeting

1. CALL TO ORDER:
Town Chair David Huenink called to order the Board of Supervisors monthly meeting at 7:50pm.
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. Let these minutes show that Supervisor Douglas Hamilton left the meeting early at 9:00pm.
 - c. Others Present: Clerk-Treasurer Janelle Kaiser
 - d. Members of the public that signed in: Tom Birenbaum, Tim Rohrer, Ryan Birenbaum, Kenneth MacKenzie, Lance Borgenhagen, and Amy Scott (attendees that stayed for the Town Board meeting after the May 9th, 2022 Plan Commission meeting ended)
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:
Chair Huenink proposed that agenda items 14 and 15 be discussed following agenda item 8 as shown on the agenda presented at the May 9th, 2022 board meeting. Motion by Hamilton, seconded by Stapel, to adopt the agenda for the May 9th, 2022 board meeting as presented; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES:
Motion by Lammers, seconded by Stapel, to approve the minutes from the April 11th, 2022 and April 26th, 2022 board meetings as presented during the May 9th, 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:
 - a. Amy Scott of W1418 Dewitt Road was present to discuss the signage posted at the public walk-in access to Lake Michigan at the end of Dewitt Road. She presented photos of the signage at the 4 public access points in the Town of Holland at the May 9th, 2022 board meeting and commented about the lack of continuity in the signage between the 4 public access points. Amy requested that the signage be adjusted at the end of Dewitt Road so as not to obstruct her view of Lake Michigan from her dwelling at W1418 Dewitt Road. She

stated that the signs are reflective and noted that the green sign indicating easement boundaries for public access is especially so. She inquired about whether there is a solution to lessen the obstruction.

Chair Huenink noted that the signs at all 4 access points provide fairly consistent information, and that the signs were intended to be placed in the middle of public access points if possible. Chair Huenink stated that he would visit all 4 public access points and check whether anything can be done to maintain or improve consistency amongst the signage.

Amy also mentioned that the road right-of-way marker at the end of Dewitt Road is askew.

- b. Jane Hamilton of N1483 Apple Tree Lane was present to support residents of the Town of Holland that have experienced unwanted dogs at large on their properties. Jane requested that the Chapter 140 of the Holland Town Code, which addresses animals, be amended to state that dog owners must leash their dogs on the beach in the Town of Holland. She stated that a good portion of dogs in the Town of Holland are unleashed because their owners are not aware of any ordinances that address animals running at large. Jane informed the Town Board that she has sent letters to several neighbors regarding their tenants who don't leash their dogs. She requested that short-term rental license holders be informed of the ordinance that addresses animals running at large each year. Jane also suggested that signage could be added to the 4 walk-in access points to Lake Michigan in the Town of Holland to address the Town's ordinances about animals running at large.

9. FINANCIAL/TREASURER'S REPORT:

Motion by Lammers, seconded by Stapel, to approve the April 2022 financial/treasurer's report as presented; the motion carried by unanimous voice vote.

10. APPROVAL OF VOUCHERS:

Motion by Lammers, seconded by Caswell, to approve the May 9th, 2022 voucher listing as modified during the May 9th, 2022 board meeting to include authorization for Clerk-Treasurer Janelle Kaiser to pay the April invoice to Sheboygan County Highway Department following Supervisor Lammers and Nate Voskuil's review and approval; the motion carried by unanimous voice vote.

11. ACCOUNTS RECEIVABLE:

None.

12. PLAN COMMISSION RECOMMENDATIONS:

- a. Request by Kenneth MacKenzie for a minor land division:
Motion by Brody Stapel, seconded by Kelly Caswell, to accept the recommendation of the Holland Plan Commission and approve the request to divide parcel 59006076230 (zoned A-5, 20.100 acres) into two separate 10.05-acre parcels as shown on the certified survey map provided by Kenneth MacKenzie on May 9th, 2022. The motion carried by unanimous roll call vote. Stanley Lammers: Y; Brody Stapel: Y; David Huenink: Y; Kelly Caswell: Y.
- b. Request by Lance Borgenhagen for a minor land division:
Motion by Brody Stapel, seconded by Kelly Caswell, to accept the recommendation of the Holland Plan Commission and approve the request to separate 1.940 acres from parcel 59006065450 (zoned A-5, 17.460 acres) as shown on the certified survey map provided by Lance Borgenhagen on May 9th, 2022. The Town Board recognized that the minor land division requests the creation of a flag lot as defined by the Holland Town Code for the resultant 15.520-acre parcel; this motion includes acceptance of the Holland Plan

Commission's recommendation to approve the creation of a flag lot for the resultant 15.520-acre parcel as shown on the certified survey map provided by Lance Borgenhagen on May 9th, 2022. The motion carried by unanimous roll call vote.

13. INFORMATION EXCHANGE WITH THE SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT:

A representative of the Sheboygan County Sheriff's Department was not present at the May 9th, 2022 board meeting. This topic will be discussed at a future board meeting.

14. REVIEW HOLLAND TOWN CODE CHAPTER 140 ANIMALS:

The Holland Town Board discussed possible changes to the Chapter 140 of the Holland Town Code. Private road easements and how they may affect ordinance enforcement as it pertains to animals at large was also discussed. The Public Safety Committee of the Holland Town Board will meet to discuss possible changes to the ordinance and put together a recommendation for a future board meeting.

15. ATV/UTV ROUTE PROPOSAL BY KETTLE MORAINES ATV ASSOCIATION AND LAKESHORE ATV/UTV CLUB:

Tim Rohrer of the Kettle Moraine ATV Association and Tom and Ryan Birenbaum of the Lakeshore ATV/UTV Club were present to discuss an ATV/UTV route proposal provided to the Holland Town Board at the April 11th, 2022 board meeting. The Town Board discussed the proposal with Tom, Ryan, and Tim and asked several questions. This topic will be discussed at a future board meeting.

16. REQUESTS FOR LIQUOR LICENSES, TOBACCO LICENSES, AND OPERATOR LICENSES (SO CORRECTIONS CAN BE MADE BY JUNE IF NECESSARY):

The Town Board reviewed liquor license applications submitted by Cedar Grove Oasis at N905 Sauk Trail Road and Mirror Bar at W4254 County Road K. No missing information or required changes were noted on the liquor license renewal applications or the tobacco license.

17. APPOINT SALARY COMMITTEE FOR ELECTED OFFICIALS:

Several individuals were suggested as possible candidates to serve on a salary committee to review compensation for the Holland Town Board and provide a recommendation at the November 2022 meeting of electors. Clerk-Treasurer Janelle Kaiser will contact these individuals to inquire about their interest in serving on the committee. This topic will be discussed at a future board meeting.

18. ONGOING ISSUES:

a. MANAGING SHORT-TERM RENTAL (STR) 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 May meeting packet.

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

No new information to report. An update will be provided at a future board meeting.

c. SOLAR ELECTRICAL UTILITY:

There will be a meeting between the Holland Town Board Roads Committee, Sheboygan County, and Alliant Energy about driveway permits, utility permits, and pre-construction

information for the Onion River Solar Project on Wednesday, May 11th, 2022 at 1:00pm.

- d. ZONING ADMINISTRATOR COMPENSATION AND RECRUITMENT:
No new information to report. This topic will be discussed at a future board meeting.
- e. EMERGENCY REPOSEN PLAN FOR THE TOWN OF HOLLAND:
The Town of Holland Public Safety Committee will meet to conduct a final review of the draft plan. This topic will be discussed at a future board meeting.
- f. DATABASE FOR AGRICULTURAL DRAINAGE TILE AND IRRIGATION LOCATION WITHIN ROAD RIGHT-OF-WAY OR UNDERNEATH TOWN ROADS:
No new information to report. This topic will be discussed at a future board meeting.
- g. DILAPIDATED STRUCTUES AT N1970 STATE ROAD 32:
No new information to report. This topic will be discussed at a future board meeting.
- h. AGRICULTURAL USE WITHIN TOWN ROAD RIGHT-OF-WAY:
Clerk-Treasurer Janelle Kaiser presented a draft version of a permit application form for agricultural uses within the right-of-way on Town roads. The Town Board reviewed it and requested modifications. This topic will be discussed at a future board meeting.
- i. DRAINAGE DITCH SOUTH OF OOSTBURG:
Supervisor Lammers stated that several property owners who own property on which a portion of this drainage ditch is located met to discuss cleaning out the ditch on their properties. Chair Huenink will follow up with Village of Oostburg President Allen Wrubbel to ask about an engineering estimate in the report provided to the Village regarding recommended work to the drainage ditch.

19. COMMITTEE REPORTS:

- a. ADMINISTRATION AND FINANCE:
None.
- b. PARKS AND PROPERTY:
None.
- c. ROADS:
A monthly roads report was provided in the May 9th, 2022 board meeting packet for Town Board review.
- d. PUBLIC SAFETY:
None.

20. CLERK-TREASURER REPORT:

- a. AMERICAN RESCUE PLAN ACT STATE AND LOCAL FISCAL RECOVERY FUNDS REPORT:
Janelle Kaiser reported that the required annual report to the Department of the Treasury for ARPA Project & Expenditures was submitted on April 29th, 2022.
- b. ANNUAL RECYCLING GRANT REPORT:
Janelle Kaiser reported that the required annual report to the Department of Natural Resources for the Township's annual recycling grant was submitted on April 26th, 2022.

- c. WEC .GOV EMAIL DOMAIN SUBGRANT ANNOUNCEMENT:
Information was provided in the May 9th, 2022 board meeting packet about a subgrant approved by the Wisconsin Elections Commission for municipalities for up to \$600 per jurisdiction for transition to a wi.gov or .gov email domain. Janelle and Chair Huenink will work together on this.
- d. REQUEST AUTHORIZATION TO ACT ON QUOTES FOR NEW PRINTER AT HOLLAND TOWN HALL AND PHONE CHANGE/PURCHASE FOR CLERK-TREASURER:
The Town Board authorized Janelle Kaiser to act on quotes for a new printer and phone change for the Clerk-Treasurer with Chair Huenink's approval.

21. PUBLIC INPUT:

- a. Amy Scott was present to inquire about a culvert located at W1418 Dewitt Road. She asked whether the culvert could have been installed by the Township several decades ago. The culvert has rusted out and is no longer serving its purpose, which is to manage the water traveling north across Dewitt Road. Amy agreed that Department of Public Works and Property Director Nate Voskuil could access her property to discuss the culvert's condition and necessary replacement with prospective contractors and take measurements. This topic will be discussed at a future board meeting.

22. 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 Stapel, seconded by Caswell, to enter into closed session at 10:13pm; the motion carried by unanimous roll call vote.

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

Motion by Stapel, seconded by Lammers, to go back into open session at 10:34pm; the motion carried by unanimous roll call vote. No action was taken relating to closed session deliberations.

24. PUBLIC INPUT:

None.

25. CORRESPONDENCE:

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

26. ADJOURN:

Motion by Stapel, seconded by Lammers, to adjourn the May board meeting at 10:36pm. The motion carried by unanimous voice vote.