

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 10<sup>th</sup>, 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: Jared Stensby of Alliant Energy
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:  
Motion by Lammers, seconded by Stapel, to adopt the agenda for the October 10<sup>th</sup>, 2022 board meeting as presented; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES:  
Motion by Stapel, seconded by Caswell, to approve the minutes from the September 12<sup>th</sup>, 2022 and September 19<sup>th</sup>, 2022 board meetings as presented during the October 10<sup>th</sup>, 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 Hamilton, seconded by Caswell, to approve the September 2022 financial/treasurer's report as presented; the motion carried by unanimous voice vote.

10. APPROVAL OF VOUCHERS:

Motion by Lammers, seconded by Stapel, to approve the October 10th, 2022 voucher listing as presented during the October 10th, 2022 board meeting; the motion carried by unanimous voice vote.

11. ACCOUNTS RECEIVABLE:

None.

12. PLAN COMMISSION RECOMMENDATIONS:

None.

13. ONION RIVER ELECTRICAL UTILITY UPDATE:

- a. Jared Stensby was present to provide a progress update about the Onion River Solar Project. Jared provided information about current and upcoming work to be performed, to include grading work, material delivery, cable installation, and substation construction.
- b. Alliant Energy mailed a newsletter to community members that provided a project update; that newsletter can be found on the front page of [www.townofholland.com](http://www.townofholland.com).
- c. Motion by Lammers, seconded by Caswell, to rescind the Town Board motion from the May 16<sup>th</sup>, 2022 board meeting to issue the following permits for the Onion River Solar Project per the Town of Holland fee schedule:
  - i. Solar Array Structures (considered by Town to be one integrated and interconnected structure for building permit purposes)
    1. 1 Building permit for commercial structure \$75 fee
    2. 1 Electrical permit \$50 fee
  - ii. Electrical Substation near Risseeuw Rd
    1. 1 HVAC permit \$50
    2. 1 Electrical permit \$50
    3. 1 Building permit for commercial structure \$75 (this building permit was already issued on 9/21/2021 per the Town Building Inspector Tom Huenink)
- d. Motion by Lammers, seconded by Caswell, to approve issuance of the following permits for the Onion River Solar Project per the Town of Holland fee schedule:
  - i. Solar Array Structures and any and all fences constructed for the purpose of the project
    1. 1 Building permit for commercial structure \$75 fee
    2. 1 Electrical permit \$50 fee
  - ii. Electrical Substation near Risseeuw Rd
    1. 1 HVAC permit \$50
    2. 1 Electrical permit \$50
    3. 1 Building permit for commercial structure \$75 (this building permit was already issued on 9/21/2021 per the Town Building Inspector Tom Huenink)

14. REVIEW 2023 BUDGET:

The Town Board reviewed the draft budget for the year 2023 at the October 10th, 2022 board meeting. Clerk-Treasurer Janelle Kaiser will notice a budget hearing and special elector's meeting to adopt the tax levy to be collected in 2023 and to hear a recommendation from the Town of Holland Elected Official Salary Committee in the Lakeshore Weekly, The Sounder, in 3 posting places throughout the Township, and on the Town's website. Detail showing the proposed 2023 budget will be posted on the Township's website and available for viewing in the office of the Clerk-Treasurer.

15. SCHEDULE PUBLIC HEARING TO PRESENT 2023 BUDGET:

Motion by Lammers, seconded by Caswell, to schedule a public hearing to present the 2023 budget on November 14th, 2022 at 7:00pm at the Town Hall; motion carried by unanimous voice vote.

16. SCHEDULE SPECIAL ELECTORS' MEETING TO SET AND APPROVE TAX LEVY TO BE COLLECTED IN 2023:

Motion by Lammers, seconded by Caswell, to schedule a special electors' meeting to set and approve the tax levy to be collected in 2023 on November 14th, 2022 to begin immediately after the public budget hearing scheduled to start at 7:00pm at the Town Hall; motion carried by unanimous voice vote.

17. SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT 2023 JOINT POWERS AGREEMENT:

The agreement had not been received at the time of the October 10<sup>th</sup>, 2022 board meeting; this topic will be discussed at a future board meeting.

18. OPERATOR LICENSE APPLICATIONS FOR CYNTHIA TORRY AND KIMBERLY EBERHARDT AT CEDAR GROVE OASIS, N905 SAUK TRAIL RD, CEDAR GROVE, WI 53013:

Motion by Stapel, seconded by Caswell, to approve operator license applications for Cynthia Torry and Kimberly Eberhardt and to authorize Clerk-Treasurer Janelle Kaiser to issue operator licenses for Cynthia Torry and Kimberly Eberhardt valid from October 11, 2022 through June 30, 2023; the motion carried by unanimous voice vote.

19. REQUEST FOR APPOINTMENT OF SUCCESSOR AGENT FOR RETAIL CLASS A LIQUOR LICENSE AND CIGARETTE AND TOBACCO LICENSE HELD AT CEDAR GROVE OASIS, N905 SAUK TRAIL RD, CEDAR GROVE, WI 53013 FROM BONNIE DEPIES TO KIMBERLY EBERHARDT:

Motion by Caswell, seconded by Lammers, to approve the request by Joel Accathara of Cedar Grove Oasis to appoint successor agent Kimberly Eberhardt as the responsible agent for the Retail Class A Liquor License and Cigarette and Tobacco License held at Cedar Grove Oasis, N905 Sauk Trail Road, Cedar Grove, WI 53013; the motion carried by unanimous voice vote.

20. AUDITOR SELECTION FOR ANNUAL AUDIT OF TOWNSHIP FINANCIALS:

Motion by Lammers, seconded by Hamilton, to appoint Isaac Patterson of Peterson, Corson, and Hamman, S.C., to perform the 2022 financial audit of the Town of Holland's financial records; the motion carried by unanimous voice vote.

21. ORDINANCES TO AMEND HOLLAND TOWN CODE CHAPTER 140 ANIMALS, CHAPTER 190 HOUSING, AND CHAPTER 330 ZONING:

The Town Board reviewed a draft ordinance to amend Chapter 330 Zoning of the Holland Town Code. The draft ordinance will be reviewed by the Holland Plan Commission at a future meeting and will be discussed at a future board meeting.

Motion by Stapel, seconded by Lammers, to adopt Town of Holland Ordinance No. 2022-05, Ordinance Amending Provisions in Chapters 140 and 190 of the Code of the Town of Holland, Sheboygan County, Wisconsin; the motion carried by unanimous roll call vote.

Douglas Hamilton: Y; Kelly Caswell: Y; Brody Stapel: Y; Stanley Lammers: Y; David Huenink: Y.

22. CLERK-TREASURER ADDITIONAL WORK:

- a. Motion by Huenink, seconded by Stapel, to authorize compensation in the amount of \$2,000 to Clerk-Treasurer Janelle Kaiser for the performance of Zoning Administrator duties from January 1<sup>st</sup>, 2022 through June 30<sup>th</sup>, 2022, recognizing that significant extra work was performed during that time frame to complete the duties intended to be performed by a Zoning Administrator; the motion carried by unanimous voice vote. Let these minutes show that Clerk-Treasurer Janelle Kaiser accepted an employment offer for the position of Zoning Administrator and officially began serving as Zoning Administrator on July 1<sup>st</sup>, 2022.
- b. Chair Huenink explained that a possible change to the Oostburg Fire Partners Fire Protection Services Agreement, which is currently under review by the Fire Partners, could include additional work for the Town of Holland Clerk-Treasurer in the future. The agreement may provide that if one of the municipalities provides clerical services to the Oostburg Fire Department, that municipality shall be compensated for the related actual costs incurred which shall be agreed to and included as part of the Oostburg Fire Department's annual budget. In the event that clerical services were to be provided by the Town of Holland Clerk-Treasurer in the future, an hourly rate would be set for those services and the Township would be reimbursed for that compensation by the Oostburg Fire Partners.

23. 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 October meeting packet.
- b. UPDATE ABOUT PARTNERSHIP BETWEEN THE TOWN OF HOLLAND AND BERTRAM COMMUNICATIONS LLC TO IMPROVE BROADBAND SERVICES IN THE TOWN OF HOLLAND TO INCLUDE COMMITMENT OF FUNDS, LETTERS OF SUPPORT, AVAILABLE GRANTS AND GRANT APPLICATIONS, AND OTHER FUNDING SOURCES:  
Chair Huenink reported that a federal broadband expansion grant application was

submitted on behalf of the Town of Holland with the help of Bertram Communications LLC at the end of September 2022. As authorized by the Town Board at the September 12<sup>th</sup>, 2022 board meeting, Chair Huenink signed a commitment of funds letter to be included in the broadband expansion grant application which commits \$250,000 to the broadband expansion project should the grant application be approved. The Township should receive information about whether the application has been approved by February or March of 2023. Chair Huenink reported that the broadband expansion project would include an estimated 1,154 fiber runs in the Town of Holland.

c. OOSTBURG FIRE PARTNERS FIRE PROTECTION SERVICES AGREEMENT:

The Holland Town Board reviewed a revised draft Oostburg Fire Partners Fire Protection Services Agreement drafted by Chair Huenink. This draft version was approved by the Village of Oostburg earlier in the evening.

Motion by Hamilton, seconded by Lammers, to authorize Chair David Huenink to sign the Oostburg Fire Partners Fire Protection Services Agreement on behalf of the Township as drafted; the motion carried by unanimous roll call vote.

d. ATV/UTV ROUTES AND SIGNAGE:

The Holland Town Board continued their discussion about possible county roads to serve as connecting routes for ATV/UTVs on Town roads. Chair Huenink will request an updated map from Tim Rohrer of the Kettle Moraine ATV Association and then proceed to contact Sheboygan County Transportation and the Sheboygan County Sheriff to set up a meeting to discuss the proposed connecting routes.

The Lakeshore and Kettle Moraine ATV/UTV clubs are currently fundraising for required signage to be installed throughout the Township for ATV/UTV routes in the Town of Holland.

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

No information to report during open session at this meeting. This topic may be discussed at a future board meeting.

f. DILAPIDATED STRUCTURES AT N1970 STATE ROAD 32:

Chair Huenink provided a brief update about the status of the property at N1970 State Road 32. The property was recently sold and plans for structure removal are in place. This topic will be discussed at a future board meeting.

g. SIGNAGE AND BARRICADES AT WALK-IN ACCESS TO LAKE MICHIGAN LOCATIONS:

No new information to report. This topic may be discussed at a future board meeting.

24. COMMITTEE, CLERK-TREASURER AND CHAIRMAN REPORTS:

a. ADMINISTRATION AND FINANCE:

None.

b. PARKS AND PROPERTY:

- i. The Amsterdam Park Commission will meet on October 17<sup>th</sup>, 2022. The meeting agenda will be posted in 3 posting places throughout the Township.
- ii. Supervisor Hamilton reported that the cost of electronics recycling has increased and suggested that the disposal fees for electronics at the Recycling Center be adjusted when the Town Board completes its next review of the Town of Holland Fee Schedule.

c. ROADS:

A monthly roads report was provided by Department of Public Works and Property Director Nate Voskuil for Town Board review.

d. PUBLIC SAFETY:

- i. Supervisor Caswell reported 26 hours of contract time performed by the Sheboygan County Sheriff's Department during the month of September 2022.
- ii. Chair Huenink will attend upcoming meetings of the respective boards of Oostburg, Wilson, and Lima to continue discussions about the draft Oostburg Fire Partners Fire Protection Services Agreement.
- iii. A joint meeting of the Village of Cedar Grove Fire, Law, & Safety Committee and Town of Holland Public Safety Committee will take place on Wednesday, October 19<sup>th</sup>, 2022 at 6:00pm at the Cedar Grove Firehouse. The meeting agenda will be posted in 3 posting places throughout the Township.

e. CLERK-TREASURER:

Janelle attended virtual 3-day election administration training held by the University of Wisconsin Green Bay on September 21-23, 2022. She also provided an update about volunteer work completed at the I-43 memorial located at the Town of Holland Historical Marker. Restoration of the garden at the memorial is planned for Spring 2023.

f. CHAIRMAN:

Chair Huenink reported that he will attend an upcoming meeting held by the Town of Wilson to discuss the Town's short-term rental ordinance and provide insight about the adoption and implementation of that ordinance. He also reported that if the Holland Plan Commission is to meet in November, the meeting will take place on November 14<sup>th</sup>, 2022 at 6:00pm.

25. PUBLIC INPUT:

Supervisor Lammers reported that he received complimentary feedback from some community members regarding Janelle Kaiser's performance in her role as Clerk-Treasurer.

26. MOTION TO CONVENE IN CLOSED SESSION PURSUANT TO § 19.85(1)(e), WIS STATS., FOR THE PURPOSE OF DELIBERATING OR NEGOTIATING THE SALE OF PUBLIC PROPERTY OR

CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS, WHERE COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION, TO WIT: TO DISCUSS THE STATUS OF, APPROACHES TO, DEVISE NEGOTIATING STRATEGIES FOR, AND DISCUSS THE TERMS AND CONDITIONS OF, AN AGREEMENT WITH THE VILLAGE OF CEDAR GROVE, REGARDING THE CEDAR GROVE FIRE DEPARTMENT AGREEMENT BETWEEN THE VILLAGE OF CEDAR GROVE AND THE TOWN OF HOLLAND: Motion by Lammers, seconded by Hamilton, to enter into closed session at 9:17pm pursuant to §19.85(1)(e), Wis. Stats., to discuss the terms and conditions of an agreement with the Village of Cedar Grove, regarding the Cedar Grove Fire Department Agreement between the Village of Cedar Grove and the Town of Holland; the motion carried by unanimous roll call vote.

27. RECONVENE INTO OPEN SESSION TO TAKE ACTION RELATING TO CLOSED SESSION DELIBERATIONS, IF ANY:

Motion by Hamilton, seconded by Lammers, to reconvene in open session at 9:22pm; the motion carried by unanimous roll call vote.

28. CORRESPONDENCE:

All relevant correspondence was included in the October board meeting packet or was previously sent to Town Board members by email.

29. PUBLIC INPUT:

None.

30. ADJOURN:

Motion by Hamilton, seconded by Caswell, to adjourn the meeting at 9:23pm; the motion carried by unanimous voice vote.