

Town of Holland
Annual Meeting Minutes
April 17, 2018

1. CALL TO ORDER: The annual meeting of the Town of Holland was called to order by Chairman Donald Becker at 7:30 P.M. on April 17, 2018, at the Town of Holland Hall, County G.
2. PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Chairman Becker.
3. CERTIFY WISCONSIN OPEN MEETING LAW HAS BEEN MET: Clerk Janelle Kaiser stated that by default the annual town meeting is held on the third Tuesday in April. § 60.11(2)(a). If it will be on that day, and at the same place and time as the prior year, no notice is even required to be made. However, the meeting was noticed at the usual posting places in the Town, the website, and local newspapers.
4. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS: Don Becker explained that electors are entitled to add anything they wish to discuss to the agenda if it is in the limits of what is allowed by law for the electors to decide. Don explained that state statutes, not the board, determine what can be decided at an Annual Meeting. Only electors who reside in the Town of Holland may vote. Property owners who do not reside in the Township are not allowed to vote. Voters are not required to be registered. Voting will be done by a show of hands unless otherwise called for. He asked if anyone would like additions to the agenda. Motion by Jack Stokdyk, supported by David Huenink, to adopt the agenda as presented; the motion carried by voice vote.
5. MINUTES OF PREVIOUS ANNUAL MEETING: Clerk-Treasurer Janelle Kaiser provided copies of the annual meeting minutes from April 18, 2017. Don Becker explained that providing hard copies of the minutes, rather than the Clerk reading them aloud, allows those present to review them at any time. He explained that these minutes are for information purposes only because annual meeting minutes are approved by residents present at the meeting each year.
6. INTRODUCTIONS AND COMMENTS: Chairman Don Becker stated that the Town of Holland board works very well together, and that each member has contributed greatly to make everything run smoothly. Board members were introduced as Stanley Lammers, David Huenink, Stephen Jones, and Douglas Hamilton. Chair Becker informed everyone that each board member is appointed as the Chairman of a committee and will serve as a member of another committee. Chair Becker thanked those who were involved in organizing and preparing the meal that will be served after the meeting and introduced himself. He then introduced Clerk-Treasurer Janelle Kaiser. Janelle Kaiser was appointed as Clerk-Treasurer and Plan Commission Clerk to serve a one-year term beginning on April 1, 2018. Chair Becker introduced current and former employees of the Town: former treasurer and deputy treasurer Craig and Sue Droppers, former clerk and deputy clerk Sharon and Al Claerbaut, former chairman Larry Heinen, former Public Works Director Roger TeStroete, former board member Marty Elmer, Public Works Director Nate Voskuil, plan commission members Jack Stokdyk, Roy Teunissen, and Bryan

Kaiser, former Plan Commission Clerk Louise Huenink, and Judi O'Connell, former assistant to the Clerk). Former Town custodian, Dennis Huibregste, joined the meeting later.

7. PROGRESS REPORTS BY COMMITTEE CHAIRPERSONS AND TOWN CHAIRMAN:

- a. PUBLIC SAFETY - committee chair David Huenink reported on police and fire protection for the Town. The Sheboygan County Sheriff's Department provides normal coverage for the entire county, and the Town contracts for additional police services for Town-specific tasks during the summer. The Town is involved with four fire departments – Cedar Grove, Oostburg, Adell, and Random Lake. No serious incidents were reported, and these fire departments provided services the Town needed while keeping costs within budget. Sharon Claerbaut noted that Ben and Kevin Droppers are volunteers of the Cedar Grove fire department and would like the time to thank them and their fellow volunteers for their service.

David is also the chairman of the Amsterdam Park Commission and a member of the Sheboygan County Amsterdam Dunes Advisory Committee. He made himself available to answer any questions regarding police or fire protection as well as the two Amsterdam areas.

- b. PARKS AND PROPERTY - committee chair Doug Hamilton reported that the annual shred event was a success in 2017 and will occur again in 2018 at the Oostburg State Bank parking lot in Oostburg. Doug thanked the volunteers and Oostburg State Bank, who make the event go smoothly each year. Doug reported that the Town Hall is available for rent and can accommodate up to 75 people; interested parties can find the agreement and application on the Town website. The Town consolidated its voice, internet, and cell phone service in 2018 with one carrier under a government contract, which has cut the cost of services in approximately one half since the renovation. Doug stated that operations at the recycling center continue to be optimized resulting in better traffic flow and supervision, reminding residents that the center accepts single-stream recycling materials. Doug noted that the fee schedule for electronics and other items can be found on the Town's website under the Resources tab.

Sally Lensink, a Holland poll worker, inquired about the cost of the shred event. The cost will be \$2 per bag.

- c. ADMINISTRATION - committee chair Steve Jones reported that his main effort on the board this year was the Town Hall remodeling project. Steve reported that he worked closely with Chair Don Becker to oversee the project, putting in many hours and always trying to do what was best for the Town in the long term. As one of his main projects, Steve coordinated the purchase and installation of the office furniture. He enjoyed searching for a high-quality flag for the meeting room.
- d. ROADS - Roads committee chair Stanley Lammers reported on betterment and leveling blacktop coating completed on Rauwerdink Road from County Road G to Risseeuw Road. The same process was completed on DeMaster Road from DeWitt Road to Sauk Trail Road. Stan stated that the Town of Holland will replace bridges over the Onion River on Rauwerdink Road and Hoitink Road. Each bridge is estimated to cost \$1.5 million, with the Town held responsible for 10% or \$150,000 for each bridge. These bridges, along with blacktopping Risseeuw Road from County Road KW to Rauwerdink

Road, will consume most of the capital improvement budget for 2018. Stan noted that the committee is in the process of transferring all records to computer files on the Town's new cloud-based filing system.

Roy Teunissen commented that he felt the extended turn lane into the Town Hall parking lot was not necessary. Chair Becker replied that his comments are appreciated and that the decision to install the turn lane was made by the County.

A resident questioned whether County Rd G would be worked on this year; Supervisor Lammers noted that it is slated for 2018.

- e. **CHAIRMAN'S REPORT:** The Chairman recognized the many employees and volunteers that it takes to run the Town of Holland. Special mention and thanks were given to Sharon and Al Claerbaut as well as Craig and Sue Droppers for their many years of service as clerk, deputy clerk, treasurer, and deputy treasurer, respectively. The Plan Commission members were thanked for their service; Eugene Schmitz and Trevor Mentink have stepped down from the Plan Commission after 16 and 9 years of service, respectively. Louise Huenink, Clerk of the Plan Commission, has completed 6 years of service and will be replaced by the Clerk-Treasurer. All the employees of the town, members of the Board of Appeals, all volunteers, and poll workers were recognized and thanked for their service. A special "thank you" to Steve Jones, for his assistance with the renovation project.

The Town Hall renovation project got underway in early June 2017 and is now substantially complete. Landscaping, installation of barricades, installation of an outdoor posting board, handrail modification, sidewalk work, and final surface coat of asphalt and striping remain to be completed with the onset of warmer weather. Chair Becker noted that the weather will determine when the work is done, but likely will be done as late as August 2018.

In August 2017, water damage to the addition area, exterior door structures, windows and other areas was found. The repair of the structural damage and the replacement of the windows was handled as an emergency repair. The gutting of the existing restrooms led to restoration of the restrooms by local contractors who did a commendable job. The Plan Commission reworked our zoning ordinances that come under farmland preservation zoning (FPZ), and these revised ordinances were recertified by DATCP in July 2017. Agricultural zoning ordinances that are not part of FPZ were approved by the Board in April 2018.

Doug Hamilton and David Huenink moved our land-based phone system and a single cell phone to the Verizon platform and added internet access.

David Huenink and Janelle Kaiser moved us from a dispersed electronic filing system to a centralized cloud-based system. Files have been moved onto the system, and standard procedures for naming and filing documents have been put in place.

- 8. **PRESENTATION AND DISCUSSION OF 2017 FINANCIAL REPORT BY AUDITOR PAUL CORSON:** Chairman Becker introduced Paul Corson of the firm of Corson, Peterson and Hamann who conducts the Town Audit each year. Don turned the meeting over to Mr. Corson who presented the 2017 audit. Paul gave the Town, a small, cash-based municipality, a clean audit opinion. Pie

charts were used to present a breakdown of the Town tax roll, revenues, and expenses. Paul distributed the Town's 2017 audit report and provided a synopsis of the year's financial activity.

9. APPROVAL OF 2017 FINANCIAL REPORT: Motion by Roy Teunissen, seconded by Jack Stokdyk, to approve the report as presented. Motion carried by a show of hands (24 votes yes, zero votes no).

10. COMPENSATION COMMITTEE REPORT: In early 2018, board member compensation was reviewed by a volunteer committee. Town electors Jason Alsum, Mark Huenink, and David Veldboom collected and reviewed applicable data from surrounding Towns similar in size and nature. Chair Becker thanked those who served on this committee. Jason Alsum then presented the committee's findings and recommendation. Jason provided a report of the committee's findings, gathered with help from Clerk Sharon Claerbaut, and recommended an increase of 3% for the chairman and board members. Craig Droppers commented that The Town of Holland is the largest Town, in terms of land mass in Sheboygan County, and said that perhaps the board members might earn more. David Huenink noted that this change will not take effect until 2019. Motion by Bryan Kaiser to approve a 5% increase in compensation for the Town Chairman and Town Supervisors beginning in the 2019 term. Motion supported by Mark O'Connell. Motion carried by a show of hands at 8:25pm (21 votes yes, zero votes no).

11. ANY OTHER BUSINESS THAT LAWFULLY COMES BEFORE THE TOWNSHIP: Chair Becker requested that any business attendees wish to discuss be presented at this time. No other business was requested by attendees.

12. RECOGNITION OF SERVICE – Chair Becker took this time to acknowledge clerk Sharon Claerbaut, deputy clerk Allan Claerbaut, treasurer Craig Droppers, and deputy treasurer Sue Droppers. Roger TeStroete was present to speak about Sharon and Craig's work during his time served with the Town. Roger thanked Sharon and Craig for serving the Town so well and expressed appreciation of their efforts.
Larry Heinen was present to speak about Sharon and Craig's work during their time as Clerk and Treasurer. As both neighbors and co-workers, they had a good working relationship. Larry thanked Sharon and Craig for their work.
David Huenink recognized that the Town was very fortunate to have Sharon and Craig as Clerk and Treasurer. They showed immense dedication to the position, no matter how large or small an obstacle they were presented.
Stan Lammers thanked Sharon and Craig for their service, taking time to appreciate that at times the position required great effort.
At this time, Chair Becker presented Sharon, Craig, Al, and Sue, with a certificate commemorating their service.
Sharon and Craig said a few words, thanking co-workers, neighbors, poll workers, and friends for everything throughout the years.

13. SET NEXT ANNUAL MEETING DATE: By default, the annual town meeting is held on the third Tuesday in April. This date is set by state statutes. The third Tuesday in April of 2019 is April

16th. Motion by Stan Lammers, supported by Roy Teunissen, to set the next annual meeting date of April 16th, 2019 at 7:30pm; motion carried by unanimous voice vote.

14. READING OF THE 2018 MINUTES FOR APPROVAL: Chair Becker recommended that the reading not include all committee reports as they were presented to the Clerk-Treasurer in writing at the meeting, unless anyone present objected to this practice. There were no objections. Clerk-Treasurer Janelle Kaiser read the minutes for approval. Motion by Jason Alsum, supported by David Veldboom, to approve the minutes. Motion carried by unanimous voice vote.

15. ADJOURN: Motion by Jack Stokdyk, seconded by Roy Teunissen, to adjourn. Motion carried. Meeting adjourned at 9:00pm.

Respectfully submitted,
Janelle Kaiser, Clerk-Treasurer

A light meal was served following the meeting.