

TOWN OF HOLLAND BOARD OF SUPERVISORS  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
HOLLAND TOWN HALL, W3005 COUNTY ROAD G, CEDAR GROVE, WI 53013  
Monday, December 13<sup>th</sup>, 2021 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 and Benjamin Jeanty of the Sheboygan County Sheriff's Department
  - d. Members of the public that signed in: Roger TeStroete, Jack Stokdyk, Andrew Walsh, Marc Garofalo
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:  
Motion by Stapel, seconded by Lammers, to adopt the agenda for the December 13<sup>th</sup>, 2021 board meeting as presented; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES:  
Motion by Hamilton, seconded by Lammers, to approve the minutes from the November 8<sup>th</sup>, 2021 board meeting as modified during the December 13<sup>th</sup>, 2021 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. INFORMATION EXCHANGE WITH SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT:  
Deputy Benjamin Jeanty of the Sheboygan County Sheriff's Department was present at the December 13<sup>th</sup> board meeting to provide a summary report of the 2021 contract period.
9. PUBLIC INPUT:
  - a. Roger TeStroete, Sheboygan County Board Supervisor, was present to report that the Sheboygan County budget for 2022 is complete. He provided a brief summary of some items within the budget that he thought would be of interest to the Township, such as replacement of the blacktop plant owned and operated by Sheboygan County and the Sheboygan County Sales Tax Shared Revenue Program.

10. FINANCIAL/TREASURER'S REPORT:

Motion by Lammers, seconded by Hamilton, to approve the November 2021 financial/treasurer's report as presented; the motion carried by unanimous voice vote.

11. APPROVAL OF VOUCHERS:

Motion by Hamilton, seconded by Caswell, to approve the December voucher listing as modified at the December 13<sup>th</sup>, 2021 board meeting; the motion carried by unanimous voice vote.

12. ACCOUNTS RECEIVABLE:

Clerk-Treasurer Janelle Kaiser reported that a delinquent receivable from CG Services LLC that had been reported as paid prior to the November 8<sup>th</sup>, 2021 board meeting did not clear the bank. Collection of the delinquent receivable is expected in the near future. There were no other receivables to report.

13. PLAN COMMISSION RECOMMENDATIONS:

- a. Andy Walsh on behalf of Our Lady of the Lakes Catholic Congregation for a minor land division and rezoning:  
Motion by Stapel, seconded by Lammers, to accept the recommendation of the Town of Holland Plan Commission and approve the request for a minor land division and rezoning by Andy Walsh on behalf of Our Lady of the Lakes Catholic Congregation to divide 1.369 acres from parcel 59006068380 and rezone those 1.369 acres from P-2 to R-1 as shown on the certified survey map submitted with the application; the motion carried by unanimous roll call vote. Brody Stapel: Y; Stanley Lammers: Y; David Huenink: Y; Douglas Hamilton: Y; Kelly Caswell: Y.
- b. Marc Garofalo on behalf of Envy Properties LLC for a rezoning:  
Motion by Lammers, seconded by Hamilton, to accept the recommendation of the Town of Holland Plan Commission and approve the request for a rezoning by Marc Garofalo on behalf of Envy Properties LLC to rezone 3.000 acres of land from parcels 59006060961 and 59006061081 to A-1-S and to rezone remnants of those parcels from A-2 to A-1 as shown on the plat of survey submitted with the application; the motion carried by unanimous roll call vote.
- c. Ordinance 2021-11 to amend Holland Town Code §330 Zoning  
Motion by Stapel, seconded by Hamilton, to accept the recommendation of the Town of Holland Plan Commission and adopt Town of Holland Ordinance 2021-11 Amending Provisions in Chapter 330 of the Code of the Town of Holland, Sheboygan County, Wisconsin; the motion carried by unanimous roll call vote.

14. ORDINANCE 2021-12 TO AMEND TOWN CODE CHAPTER 200 FOR "CLASS B" LIQUOR LICENSE:

Motion by Lammers, seconded by Stapel, to adopt Town of Holland Ordinance 2021-12 Ordinance Amending Provisions in Chapter 200 of the Code of the Town of Holland, Sheboygan County, Wisconsin; the motion carried by unanimous roll call vote.

15. FUNDING DESIGNATED RESERVES:

Motion by Lammers, seconded by Caswell, to fund designated reserves for 2022 as follows:

- a. A designated reserve for public safety expenditures in the amount of \$107,630.31 as a carry forward from the public safety designated reserve balance as of December 13<sup>th</sup>, 2021 (\$75,364.97) and the unused funds budgeted for public safety expenditures in 2021 (\$32,265.34).

- b. A designated reserve for expenditures related to future assessment services in the amount of \$10,000 as a carry forward from the General Government – Assessor designated reserve balance as of December 13<sup>th</sup>, 2021.
- c. A designated reserve for expenditures related to Holland Town Hall improvements in the amount of \$94,719.54, equal to the amount of unused funds budgeted for General Government – Town Hall Improvements in 2021.
- d. A designated reserve for transportation expenditures in the amount of \$299,577.62 as a carry forward from the transportation designated reserve balance as of December 13<sup>th</sup>, 2021 (\$273,651.74) and the unused funds budgeted for transportation expenditures in 2021 (\$25,925.88).

The motion carried by unanimous roll call vote.

16. BADGER BOOK – WISCONSIN’S ELECTRONIC POLL BOOK:

Motion by Lammers, seconded by Stapel, to authorize Clerk-Treasurer Janelle Kaiser to purchase the devices needed to implement Badger Books – Wisconsin’s Electronic Poll Books for the Town of Holland. The purchase shall not exceed \$4,500 per the quotes numbered 2180229 and 2180231 provided at the December 13<sup>th</sup>, 2021 board meeting. The motion carried by unanimous roll call vote.

17. APPOINT ELECTION INSPECTORS (POLL WORKERS) FOR TWO-YEAR TERM FROM JANUARY 1, 2022 THROUGH DECEMBER 31<sup>ST</sup>, 2023:

Motion by Lammers, seconded by Hamilton, to appoint eleven election inspectors as shown on the listing provided to the Town Board in the December board meeting packet with a two-year term to begin on January 1, 2022 and ending on December 31, 2023; the motion carried by unanimous roll call vote.

18. REVIEW/UPDATE THE FEE SCHEDULE:

Motion by Stapel, seconded by Caswell, to adopt Town of Holland Resolution 2021-04 – Resolution Setting Fees; the motion carried by unanimous roll call vote.

19. WISCONSIN TOWNS ASSOCIATION – TOWN ADVOCACY COUNCIL:

Motion by Lammers, seconded by Hamilton, to authorize Clerk-Treasurer Janelle Kaiser to complete the necessary documents and submit them to the Wisconsin Towns Association on behalf of the Town of Holland to join the Town Advocacy Council. The motion includes the Holland Town Board recognition of the dues amount of \$567 for 2022 and authorized Clerk-Treasurer Janelle Kaiser to pay said dues following the December 13<sup>th</sup>, 2021 board meeting. The motion carried by unanimous roll call vote.

20. TEMPORARY USE WITHIN RIGHT-OF-WAY:

The Holland Town Board 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.

21. CEDAR GROVE FIRE TRUCK REPLACEMENT:

Chair Huenink reported that the planned truck replacement for the Cedar Grove Fire Department is expected to arrive in mid-2023. Town payment towards the truck will begin in 2023 as well. Motion by Stapel, seconded by Caswell, to authorize the Cedar Grove Fire Department to proceed with the planned purchase of a replacement fire truck to be delivered in 2023 per the information provided within the December 6<sup>th</sup>, 2021 meeting minutes of the Village of Cedar Grove and Town of Holland safety committees as well as the Cedar Grove Fire Department; the motion carried by

unanimous voice vote.

Chair Huenink will communicate this information to the Cedar Grove Fire Department following the December 13<sup>th</sup>, 2021 board meeting.

22. RUG PURCHASE FOR TOWN HALLWAY:

Motion by Lammers, seconded by Hamilton, to authorize Clerk-Treasurer Janelle Kaiser to purchase a rug for the hallway in the Holland Town Hall in front of the Clerk-Treasurer's service window; the motion carried by unanimous voice vote.

23. 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 December 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:

A road services agreement from Delmore Consulting was included in the December board meeting packet. Chair Huenink stated that the road services agreement to include the road review costs listed in the agreement should be authorized and paid by Onion River Solar LLC. Supervisor Lammers suggested that a representative of Onion River Solar LLC 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:

The Township did not fill the position of zoning administrator in 2021. The Holland Town Board recognized the extra work performed by Clerk-Treasurer Janelle Kaiser and Chair Huenink to complete the duties listed in the zoning administrator's job description throughout the year 2021. The Town Board recognized that 2021 funds were budgeted for the zoning administrator position and that the person(s) completing the job duties of that position should be compensated.

Motion by Lammers, seconded by Stapel, to authorize payment prior to 2021 year-end for 144 hours of extra work during the year 2021 to Clerk-Treasurer Janelle Kaiser at the hourly rate set for extra work performed by the Clerk-Treasurer, recognizing that significant extra work was performed throughout the year to complete the duties intended to be performed by a zoning administrator in 2021.

The motion includes authorization to purchase a laptop and software for Chair Huenink to continue to perform his job duties as Town Chair not to exceed the cost of \$2,000. The Town Board recognized that the laptop and software is Township property and will be used by Chair Huenink to complete his duties as chair of both the Town Board and the Town Plan Commission, while also recognizing that a computer is necessary to complete the work

required in these positions and Chair Huenink has always used his personal computer to complete such work.

- e. EMERGENCY REPOSE PLAN FOR THE TOWN OF HOLLAND:  
The Town of Holland Public Safety Committee and Clerk-Treasurer Janelle Kaiser will meet on December 14<sup>th</sup>, 2021 at 9:00am to discuss a first draft of the plan.
  
- f. RETAIL LIQUOR LICENSE REQUIRED FOR N1066 SAUK TRAIL ROAD:  
Clerk Janelle Kaiser and Chair Huenink met with the owner of N1066 Sauk Trail Road, Grant Van Driest of Van Drastic Vodka, in late November to discuss possible updates to the conditional use permit (CUP) on file for his property. Grant currently holds a CUP from the Township to manufacture, distribute, and conduct retail sales of vodka on the portion of the premises located in the B-1 zoning district. The Plan Commission is working with Grant to update the CUP on file for the property. A retail liquor license is not required at this time because Grant holds a State permit to manufacture his product, which allows him to sell the product on premises without a local retail liquor license. This item will be removed from future board agendas.
  
- g. TOWN ROAD IMPROVEMENT PROGRAM FUNDING FOR 2022-2023:  
No new information to report. This item will be removed from future board agendas.
  
- h. 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.
  
- i. 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. More information about this can be found at [www.townofholland.com](http://www.townofholland.com) within the November 8<sup>th</sup>, 2021 board meeting minutes.
  
- j. DILAPIDATED STRUCTUES AT N1970 STATE ROAD 32:  
No new information to report. More information about this can be found at [www.townofholland.com](http://www.townofholland.com) within the November 8<sup>th</sup>, 2021 board meeting minutes. This topic will be discussed at a future board meeting.

24. COMMITTEE REPORTS:

- a. ADMINISTRATION AND FINANCE:  
None.
  
- b. PARKS AND PROPERTY:  
None.
  
- c. ROADS:  
A monthly roads report was included in the December board meeting packet for Town Board review.

- d. Public Safety:  
None.

25. PUBLIC INPUT:  
None.

26. 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 Lammers, seconded by Hamilton, to enter into closed session at 10:32pm; the motion carried by unanimous roll call vote.

27. 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 10:47pm; the motion carried by unanimous roll call vote. No action was taken relating to closed session deliberations.

28. PUBLIC INPUT:  
None.

29. CORRESPONDENCE:  
All relevant correspondence was included in the December board meeting packet.

30. ADJOURN:  
Motion by Stapel, seconded by Lammers, to adjourn the December board meeting at 10:48pm. The motion carried by unanimous voice vote.