

TOWN OF HOLLAND BOARD OF SUPERVISORS
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING
HOLLAND TOWN HALL, W3005 COUNTY ROAD G, CEDAR GROVE, WI 53013
Monday, March 14th, 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: Sheboygan County Board Supervisor Roger TeStroete, Larry Opgenorth, Gloria Opgenorth, Joel Accathara, Bill Depies, Scott Sixel of GFL, Mike VanDriest, Don VanDeWege, Dennis Kappers, Josiah Bruggink, and Brian Bruggink
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:
Chair Huenink proposed that the agenda items 23j be discussed following agenda item 13 as shown on the agenda presented at the March 14th, 2022 board meeting. Motion by Stapel, seconded by Caswell, to adopt the agenda for the March 14th, 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 February 14th, 2022 board meeting as presented at the March 14th, 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:
Sheboygan County Board Supervisor Roger TeStroete was present at the March 14th, 2022 board meeting to discuss his campaign for re-election at the April 5th, 2022 Spring Election. Roger reported that he currently serves as the Sheboygan County Board's Transportation Committee Chair as well as the Sheboygan County Board's Finance Committee Vice Chair. Roger reported on some of his accomplishments while serving on the Sheboygan County Board and expressed appreciation for the ongoing support from the people of the Town of Holland.

9. FINANCIAL/TREASURER'S REPORT:

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

10. APPROVAL OF VOUCHERS:

Motion by Stapel, seconded by Caswell, to approve the March 14th, 2022 voucher listing as modified at the March 14th, 2022 board meeting; the motion carried by unanimous voice vote.

11. ACCOUNTS RECEIVABLE:

None.

12. PLAN COMMISSION RECOMMENDATIONS:

- a. Request by Scott Soerens on behalf of Pushing Perfection Concrete and Construction for a rezoning:

Motion by Stapel, seconded by Caswell, to accept the recommendation of the Holland Plan Commission and approve the request to rezone 2.000 acres of the parcel from A-2 to B-1 and 3.060 acres of the parcel from A-2 to A-5 as shown on the rezoning proposal submitted with the application.

Let the minutes show that the two contingencies identified by the Plan Commission on March 7th were satisfied at or before the March 14th, 2022 board meeting. The motion carried by unanimous roll call vote. Douglas Hamilton: Y; Kelly Caswell: Y; Brody Stapel: Y; Stanley Lammers: Y; David Huenink: Y.

13. CONTRACTS FOR WASTE & RECYCLING DISPOSAL SERVICES:

Chair Huenink reported that Town Attorney Gerry Antoine has recommended that it is not in the Town's best interest to attempt to terminate its current contract with Waste Management for waste and recycling disposal services due to contract terms. Attorney Antoine recommended that the Township continue to document any further issues with services provided by Waste Management in writing. The current contract with Waste Management expires on December 31st, 2023; Chair Huenink recommended that the Town Board accept the advice of the Town Attorney at this time. Chair Huenink said that the Town Board could invite alternative service providers to a future board meeting, likely in May 2023, to begin the process of finding a new service provider for waste and recycling disposal services beginning in 2024.

A representative of GFL, a waste and recycling disposal service provider in the area, was present at the March 14th, 2022 board meeting and stated that the Township could contact GFL if their services are required in the future.

14. REQUEST FROM JOEL ACCATHARA FOR A RETAIL CLASS A LIQUOR LICENSE AND A CIGARETTE AND TOBACCO PRODUCTS LICENSE FOR HIS FUTURE PLACE OF BUSINESS, N905 SAUK TRAIL ROAD, CEDAR GROVE, WI 53013:

Motion by Stapel, seconded by Caswell, to approve the request made by Joel Accathara for a Retail Class A Liquor License and cigarette and tobacco products license at N905 Sauk Trail Road, Cedar Grove, WI 53013 valid from the date that the business is acquired by Joel Accathara through June 30, 2022; the motion carried by unanimous roll call vote.

15. ROAD PROJECT FUNDING FROM FEDERAL BIPARTISAN INFRASTRUCTURE LAW:

The Town Board requested that Director of Public Works and Property Nate Voskuil put together a list of possible road projects to be considered for a 2023 grant application to obtain road project

funding through the federal bipartisan infrastructure law.

16. **ORDINANCE AMENDING TOWN CODE §120-5 ELECTION OFFICIALS AND §220 LAND DIVISION:**
Motion by Stapel, seconded by Lammers, to adopt Town of Holland Ordinance 2022-01 Amending Provisions in Chapters 120 and 220 of the Code of the Town of Holland, Sheboygan County, Wisconsin; the motion carried by unanimous roll call vote.
17. **SET DATES FOR OPEN BOOK AND BOARD OF REVIEW:**
 - a. OPEN BOOK – APRIL 28TH, 2022 FROM 4:00PM TO 6:00PM (VIRTUAL)
 - b. BOARD OF REVIEW – MAY 25TH, 2022 FROM 4:00PM TO 6:00PM (HOLLAND TOWN HALL)Motion by Lammers, seconded by Stapel, to set the date for the Town of Holland’s 2022 Open Book and 2022 Board of Review as listed on the March 14th, 2022 board meeting agenda; the motion carried by unanimous voice vote.
18. **APPOINT CLERK-ASSISTANT (1-YEAR TERM):**
Chair Huenink recommended appointing Sharon Claerbaut as the assistant to the Town of Holland Clerk-Treasurer for a 1-year term commencing April 1st, 2022 and ending on March 31st, 2023. Motion by Hamilton, seconded by Caswell, to accept Chair Huenink’s recommendation and appoint Sharon Claerbaut as the assistant to the Town of Holland Clerk-Treasurer for a 1-year term commencing April 1st, 2022 and ending on March 31st, 2023; the motion carried by unanimous roll call vote.
19. **APPOINT WEED COMMISSIONER (1-YEAR TERM):**
Chair Huenink recommended appointing Michael Kuffel as the Town of Holland Weed Commissioner for a 1-year term commencing April 1st, 2022 and ending on March 31st, 2023. Motion by Lammers, seconded by Caswell, to accept Chair Huenink’s recommendation and appoint Michael Kuffel as the Town of Holland Weed Commissioner for a 1-year term commencing April 1st, 2022 and ending on March 31st, 2023; the motion carried by unanimous roll call vote.
20. **APPOINT BOARD OF APPEALS EXPIRING TERMS (3-YEAR TERM):**
The Board of Appeals member with a term to expire on March 31st, 2022, Richard Gust, is not available to serve another 3-year term on the Town of Holland Board of Appeals. The Township would like to appoint 2 members to the Board of Appeals to serve as alternates in the near future.
21. **APPOINT PLAN COMMISSION EXPIRING TERMS (3-YEAR TERM):**
Chair Huenink recommended appointing Matt Teunissen and Bryan Kaiser as members of the Town of Holland Plan Commission for a 3-year term commencing on April 1st, 2022 and ending on March 31st, 2025. Chair Huenink also recommended appointing Craig Droppers as an alternate member of the Town of Holland Plan Commission for a 3-year term commencing on April 1st, 2022 and ending on March 31st, 2025.
Motion by Stapel, seconded by Hamilton, to appoint Matt Teunissen and Bryan Kaiser as members of the Town of Holland Plan Commission for a 3-year term commencing on April 1st, 2022 and ending on March 31st, 2025 and Craig Droppers as an alternate member of the Town of Holland Plan Commission for a 3-year term commencing on April 1st, 2022 and ending on March 31st, 2025; the motion carried by unanimous roll call vote.
22. **TRAINING FOR APPOINTED OFFICIALS:**
No information to report. Training for any newly appointed officials will be discussed following their

appointments.

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 March meeting packet. During the February 14th, 2022 board meeting, a motion was made by Supervisor Lammers, seconded by Supervisor Stapel, to authorize Clerk-Treasurer Janelle Kaiser to issue a 60-day provisional license to the owner of N2165 N Pine Beach Rd if all requirements for the provisional license are met, whereas the owner is unable to obtain a tourist rooming house (TRH) license from Sheboygan County until April 1st, when Sheboygan County Health and Human Services will begin accepting TRH license applications for the 2022-2023 TRH licensing term; the motion carried by unanimous voice vote.

At the time of the March 14th, 2022 board meeting, the property owner of N2165 N Pine Beach Rd had submitted an application for a STR license and had met all requirements to obtain a provisional license other than submitting the license fee. Clerk-Treasurer Janelle Kaiser sent an email the week prior to the board meeting and will follow up with the property owner by phone as well.

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:

Chair Huenink provided a brief update about the construction schedule for the Onion River Solar Project and also reported that a delivery of materials for construction of an electric substation on Risseeuw Road is expected soon. Sheboygan County is expected to use a drone to record the road condition sometime during the week of March 14th, 2022; the expected route for the delivery from State Highway 57 is County Road GW.

d. ZONING ADMINISTRATOR COMPENSATION AND RECRUITMENT:

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

e. EMERGENCY REPOSE PLAN FOR THE TOWN OF HOLLAND:

The Town of Holland Public Safety Committee and Clerk-Treasurer Janelle Kaiser met on February 17th, 2022. They will meet with Sheboygan County Emergency Management Director Steve Steinhardt on March 22nd, 2022 at 1:30pm to continue work on the plan.

f. DATABASE FOR AGRICULTURAL DRAINAGE TILE AND IRRIGATION LOCATION WITHIN ROAD RIGHT-OF-WAY OR UNDERNEATH TOWN ROADS:

No new information to report. Clerk-Treasurer Janelle Kaiser will send a reminder email to members of the Plan Commission and Town Board who have been asked to provide information for the database. This topic will be discussed at a future board meeting.

g. DILAPIDATED STRUCTUES AT N1970 STATE ROAD 32:

Clerk-Treasurer Janelle Kaiser sent a letter to a family member of the owner at N1970 State

- Road 32 on March 11th, 2022 in an effort to make progress on this agenda item. More information about this can be found at www.townofholland.com within the November 8th, 2021 and December 14th, 2021 board meeting minutes. This topic will be discussed at a future board meeting.
- h. TOWN OF HOLLAND DOMAIN NAMES:
Chair Huenink provided a listing of all domain names registered to the Town of Holland and the company that maintains the registration at the January 10th, 2022 board meeting. Chair Huenink has personally paid for a portion of the expenses to maintain the domain name registrations throughout the years that he has been involved with the Township. Clerk-Treasurer Janelle Kaiser generated a list of all invoice entries where he was the payee (excluding paychecks). Chair Huenink compared the list of previously invoice entries to invoices issued by the companies who maintain the registrations (paid by Chair Huenink) and requested that a reimbursement for the un-reimbursed amounts be authorized by the Town Board. Motion by Hamilton, seconded by Caswell, to authorize Clerk-Treasurer Janelle Kaiser to issue a reimbursement check in the amount of \$654.84 to Chair Huenink for domain name registrations personally paid by Chair Huenink that he was not reimbursed for at the time of payment; the motion carried by voice vote.
Let these minutes show that Chair Huenink recused himself from voting on this item.
 - i. TEMPORARY USE WITHIN RIGHT-OF-WAY:
Clerk-Treasurer Janelle Kaiser drafted a permit form for temporary uses in the road right-of-way on Town-maintained roads and presented it at the March 14th, 2022 board meeting. The Town Board will review and send any comments or suggested edits to Janelle prior to the next board meeting. This will be discussed at a future board meeting.
 - j. DRAINAGE DITCH SOUTH OF OOSTBURG:
At a meeting of the Town Board's Administration and Finance Committee meeting with the Village of Oostburg President, Allen Wrubbel, board members discussed the current condition and possible solutions to improve the drainage ditch. Chair Huenink will follow up with Allen to discuss a potential offer from the Township to provide financial assistance in dredging/cleaning sections of the ditch north of the Village while coming to an agreement about elevation.
 - k. GLACIERLAND RC&D PHRAGMITES MANAGEMENT FUND:
Motion by Huenink, seconded by Lammers, to authorize Clerk-Treasurer Janelle Kaiser to send a payment in the amount of \$1,535.00 to Glacierland RC&D for the purpose of funding phragmites management in the Town of Holland in 2022; the motion includes authorization to include \$1,535.00 in the Town's 2023 budget for continued phragmites management to be performed by Glacierland RC&D in 2023. The motion carried by unanimous voice vote.

24. COMMITTEE REPORTS:

- a. ADMINISTRATION AND FINANCE:
The administration and finance committee, along with other Town Board members and Clerk-Treasurer Janelle Kaiser, attended a meeting with the Village of Oostburg President and the Village of Oostburg Building Inspector on Monday, February 21st, 2022 to discuss a drainage ditch shared by Town of Holland property owners and the Village of Oostburg. More details can be found within these minutes and within the February 14th, 2022 board meeting minutes.

b. PARKS AND PROPERTY:

Supervisor Hamilton reported that Sheboygan County is a low priority area for internet grant funding because it is well covered by fixed wireless internet service. He also reported that an unserved internet area in the Town of Holland, Idlewood Court, might be considered by an ISP (Internet Service Provider) for broadband access without grant funding.

Supervisor Huenink reported that the sign that lists the boat launch fees at Amsterdam Park need to be replaced to reflect the new fee amounts. Director of Public Works and Property Nate Voskuil will ensure that the sign is updated.

c. ROADS:

A monthly roads report was provided at the March 14th, 2022 board meeting for Town Board review.

d. PUBLIC SAFETY:

None.

25. PUBLIC INPUT:

- a. Clerk-Treasurer Janelle Kaiser requested that Town Board members deliver any Town code books to the Town Hall to be updated with current ordinances.
- b. Chair Huenink reminded board members that will attend Board of Review training this year to provide the affidavit of training and Board of Review exam from the training to Clerk-Treasurer Janelle Kaiser when their training is complete.
- c. Chair Huenink attended Board of Review Training in the Wisconsin Dells on March 12, 2022. The Town Board agreed that Chair Huenink should be reimbursed for 324 miles of travel for the training at the standard mileage reimbursement set by the IRS for 2022.
- d. Chair Huenink reported that he will be unable to attend the Town's annual meeting of electors to be held on Tuesday, April 19th, 2022. Supervisor Lammers stated that he would chair the annual meeting of electors this year. Chair Huenink also reported that he will be unable to attend the April 28th, 2022 meeting of the Oostburg Fire Partners and requested that Supervisor Caswell attend. It is likely that Chair Huenink will be unable to attend the May 2nd, 2022 Plan Commission meeting. If the Plan Commission does not receive any application requests for the May 2nd meeting, the meeting will be cancelled. If application requests are received, the meeting will either be chaired by Supervisor Stapel or re-scheduled to a date later in the week.
- e. Chair Huenink reminded board committee chairpersons to prepare a report for their respective committee to be presented at the Town's annual meeting of electors in April. He asked that the reports be sent to Clerk-Treasurer Janelle Kaiser on or before Monday, April 18th, 2022 so that they can be added to the elector meeting minutes.

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 9:45pm; 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 Hamilton, seconded by Stapel, to go back into open session at 10:07pm; the motion carried by unanimous roll call vote. No action was taken relating to closed session deliberations.

28. PUBLIC INPUT:

Supervisor Brody Stapel inquired whether there was any new information about a proposal filed by an unknown developer with the Federal Aviation Administration (FAA) in mid-December to build 16 wind turbines scattered through the southern half of Sheboygan County, some of which are proposed to be located in the Town of Holland.

Chair Huenink reported that there is no new information to report beyond what was discussed at the February 14th, 2022 board meeting. More details can be found within the minutes of the February 14th, 2022 board meeting minutes at www.townofholland.com.

29. CORRESPONDENCE:

Clerk-Treasurer Janelle Kaiser reported that the Town's 2021 financial audit to be conducted by the Town's accounting firm, Corson, Peterson, and Hamann S.C., began on February 23rd, 2022 at the Holland Town Hall. The audit services letter from Corson, Peterson, and Hamann S.C. was included in the March 14th board meeting packet. All other relevant correspondence was included in the March board meeting packet or was previously sent by email.

30. ADJOURN:

Motion by Hamilton, seconded by Caswell, to adjourn the March board meeting at 10:08pm. The motion carried by unanimous voice vote.