

Town of Holland Minutes of the Annual Elector Meeting Sheboygan County, WI

1. CALL TO ORDER:

The annual meeting of the Town of Holland was called to order by Clerk-Treasurer Janelle Kaiser at 7:30 P.M. on April 19, 2022, at the Town of Holland Hall, located at W3005 County Road G, Cedar Grove, WI 53013.

2. APPOINT CHAIRPERSON:

Motion by Brody Stapel, seconded by Kelly Caswell, to appoint Supervisor Stanley Lammers as chairperson of the annual meeting of electors on April 19th, 2022, at the Holland Town Hall. The motion carried by a unanimous show of hands (6 votes yes, 0 votes no).

3. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Supervisor Stanley Lammers.

4. CERTIFY THAT THE REQUIREMENTS OF THE WISCONSIN OPEN MEETINGS LAW HAVE BEEN MET:

Clerk-Treasurer Janelle Kaiser stated that by default the annual town meeting is held on the third Tuesday in April, Wisconsin Statute § 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 required to be made. However, the annual meeting of electors was noticed at the usual posting places in the Town, on the website, and in local newspapers. The agenda for this meeting was posted at the usual posting places in the Town and on the Town's website.

5. INTRODUCTIONS AND COMMENTS:

Supervisor Stanley Lammers explained that electors are entitled to add anything they wish to discuss to the meeting agenda if it is in the limits of what is allowed by law for the electors to decide. Supervisor Lammers explained that state statutes, not the board, determine what can be decided at an Annual Meeting. Direct powers, directives or grants of authority, and authorizations to the board to appropriate money is what can be discussed and acted upon. 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. While residents must be 18 years old and have resided continuously in the Town of Holland as their primary place of residence for at least 28 days prior to this meeting, voters are not required to be registered. Voting will be done by a show of hands unless otherwise called for, such as a voice vote, ballot vote, or standing vote. If anyone desires another method for a specific vote, that person must make a motion to change the voting method prior to taking a vote on the original motion. The Town Supervisors introduced themselves as Stanley Lammers, Douglas Hamilton, Brody Stapel, and Kelly Caswell.

6. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:

Supervisor Lammers asked if anyone would like additions or changes to the agenda. Motion by Brody Stapel, supported by Douglas Hamilton, to adopt the agenda as presented; motion carried by unanimous voice vote.

7. MINUTES OF THE PREVIOUS ANNUAL MEETING (AVAILABLE FOR REVIEW AT CURRENT MEETING):
Clerk-Treasurer Janelle Kaiser provided copies of the annual meeting minutes from April 20, 2021. These minutes are for information purposes only because annual meeting minutes are approved by electors present at the meeting each year and cannot be changed after the fact. However, questions and comments about the 2021 minutes can be included in the 2022 meeting minutes.
8. PROGRESS REPORTS BY COMMITTEE CHAIRPERSONS:

CHAIRMAN:

Clerk-Treasurer Janelle Kaiser read Chairman David Huenink's progress report into the record as he was not present at the annual elector meeting.

REPORT:

In the last year we made many changes to Town Code. A few were complex but most of the were extremely minor to increase clarity, improve consistency and match revised State regulations.

We had several events relating to renewable energy. The State of Wisconsin greatly limits if and how local municipalities can regulate solar and wind energy projects.

The Onion River Solar project was purchased by Alliant Energy, which is now bound by the Joint Development Agreement we had negotiated with the developer to address Town concerns. The project is now in the pre-construction phase, with construction expected to start in June.

A potential large wind turbine project in southeast Sheboygan County was publicized. Later we learned the developer is doing very preliminary investigations as to feasible wind turbine locations. Nothing is currently planned and no local landowners had even been contacted. The attorney that helped the Towns of Holland and Sherman develop and adopt a strong Wind Energy Ordinance in 2014 confirmed our ordinance was still as strong as allowed by State law.

At Amsterdam Park two damaged boat launch sections were replaced with new ones.

I'm also the chair of the Town Plan Commission. In 2021 we started process improvements and we're continuing to modify them. These standardize the process for similar applications, drive consistent reviews of applications conformance to Town guidelines and provide better documentation of Plan Commission actions.

We've also further encouraged an advance review of proposed applications. This can be accomplished by a call or meeting with PC Chair or Clerk, and/or presenting the proposal during Public Input before submitting an application. This has greatly improved the feasibility of and completeness of applications submitted.

PARKS AND PROPERTY: Supervisor Douglas Hamilton introduced himself as the chairman of the Parks and Property Committee of the Town of Holland in 2021.

REPORT:

Parks and Property oversees the Town Hall, the Town Recycling Center and several town parks. It is responsible for operation, maintenance, and budgeting of those facilities.

The installation of the town's state-of-the-art audio/visual equipment in the Town Hall is complete. This will allow virtual meetings as well as display relevant information during meetings in the Board room. The large screen TVs have been very helpful during Board and committee meetings – everybody is viewing the same document and changes as they are being made. This capability has been especially effective for the Plan Commission, allowing committee members, applicants, and attendees to all view plans and maps. Specific area of discussion can be identified with the on-screen pointer.

Internet service at the Town Hall will be upgraded under RDOF funding – Rural Digital Opportunity Fund. The installation timeline may be affected due to the influx of federal funds for broadband expansion. This has put a greater demand on equipment and infrastructure material and has delayed planning by the Internet Service Provider (ISP). We are also working with an ISP to provide internet to an unserved area in the town.

The Recycling Center has five attendants to provide more scheduling flexibility of the half-day shifts.

The Town of Holland and Oostburg State Bank co-hosted the 2021 Shred Event and collected 21 boxes of food and \$50 for our two local food pantries. The town will be co-hosting the Shred Event again on Saturday, July 9, 2022, from 8:00 a.m. to 10:00 a.m. at the Oostburg State Bank parking lot in Oostburg.

PUBLIC SAFETY: Supervisor Kelly Caswell introduced himself as the chairman of the Public Safety Committee in 2021.

REPORT:

For police protection, the Sheboygan County Sheriff's Department provides normal coverage for the entire county. The Town also contracts for additional police patrols for Town specific tasks from April through October. In 2021 the Town contracted for 140 hours but received 153 hours. The Sheriff's Dept responded to 969 incidents in the Town and issued 5 citations, mostly for traffic violations. For fire protection, the Town is involved with four fire departments: Cedar Grove, Oostburg, Adell and Random Lake. In 2021 the Cedar Grove Fire Dept had 16 calls for the Town plus 14 calls on I-43. The Cedar Grove First Responders had 27 calls in the Town and 6 on I-43. The Oostburg Fire Dept had 15 calls in the Town. The Oostburg First Responders had 29 calls in the Town. Adell and Random Lake are not tracked as they cover small areas of the Town. This year (2022) the Public Safety Committee had met several times, to create an Emergency Response Plan. This plan will assist Town citizens and County agencies in the event of a large disaster.

ADMINISTRATION: Supervisor Brody Stapel introduced himself as the chairman of the Administration and Finance committee of the Town of Holland in 2021.

REPORT:

A few things the Administrative Committee has accomplished over the last year are listed as follows:

- Reviewed the insurance renewals and submitted to full board for approval in the annual budget
- Met with the Village of Oostburg concerning drainage ditch that runs through the town and under several town roads and also through the Village of Oostburg
- The Town of Holland's financial audit for 2021 began on February 23rd, 2022, and was conducted by Paul Corson and Isaac Peterson of Corson, Peterson, and Hamann, S.C.

ROADS: Supervisor Stanley Lammers introduced himself as the chairman of the Roads Committee of the Town of Holland in 2021.

REPORT:

We blacktopped Rauwerdink Road from County Road A to Risseeuw, the roads in Stoneyville subdivision on the east side of County Road CC and Heuver Road. Two 6-foot diameter culverts were replaced on Frontage Road and on Wittwood Road, respectively, and 5 culverts on East Van Ess Road. Kappers Road, Pebble Beach Road, and Foster Road were also seal coated. In 2022, the plan is to blacktop East Van Ess Rd, replace a bridge on Risseeuw Road over Hand Creek, and a large box culvert on Hoftiezer Road, and start to cut back ash trees along Town road right-of-ways.

CLERK-TREASURER:

Janelle Kaiser introduced herself as Clerk-Treasurer of the Town of Holland.

REPORT:

I have an accounting background and operate a small cut flower farm here in the Township. I was appointed as Clerk-Treasurer of the Town of Holland on April 1st, 2018. I also serve as the Clerk of the Plan Commission, the Board of Review, and the Board of Appeals. My position's duties continue to be diverse and varietal, some of which include managing elections from start to finish, performing all administrative functions including payroll, taking minutes, filing required reports, bookkeeping, and maintaining all Town records and correspondence. I also work closely with all applicants who wish to submit requests for land division, rezoning, conditional use permit, and special exception applications by providing insight about local zoning ordinance requirements, application requirements, and possible avenues for property owners to take so they can accomplish their goals for their properties while remaining compliant with Town ordinances. As the Clerk of the Plan Commission, I played a large role in taking steps to improve several Plan Commission application processes by creating a number of support documents for both Plan Commission members and applicants in 2021. I also spent time revamping the Town's building permit application and support documents to improve the building permit application experience for property owners in addition to addressing some of the most frequently asked questions. Finally, as the Town Clerk-Treasurer, I am responsible for staying educated about changes to laws and requirements that the Township must comply with. I've found several ways in which to accomplish this in our region by attending trainings and meeting with local clerks and treasurers on a monthly basis. I also completed the Wisconsin Municipal Clerks Institute, which is a 3-year training program through the University of Wisconsin-Green Bay, in 2021.

Clerk-Treasurer Updates:

- **POLL WORKERS:** The Town of Holland is continuously looking to hire election inspectors (also known as poll workers) to perform required duties at the polling place on Election Day. Becoming a poll worker is one of the most helpful ways to get involved with your local government and is a great service to your community. It is a paid position that includes meals and paid training conducted by me. Since my appointment in 2018, I have grown the pool of poll workers from approximately 5 to 19 wonderful people, and I hope to continue that growth for the foreseeable future. If you or anyone you would be interested in getting involved as a poll worker, please contact me.

- **DROP BOX:** The Town of Holland continues to make use of the drop box at the Holland Town Hall near the front door for property tax payments, permit and/or Plan Commission applications, dog license applications, etc. Town electors should note that the Town's drop box is currently not available for returning absentee ballots due to a recent circuit court order which clarified the interpretation of Wisconsin State Statutes as it pertains to returning absentee ballots. Absentee ballots must be returned by mail or in-person at the Holland Town Hall during regular office hours of the Clerk-Treasurer by the elector that voted the ballot.
- **PUBLIC NOTICES:** Physical posting places for meetings, notices, and newly adopted ordinances and resolutions in the Township are at the Town Hall, the Town Recycling Center, and Cedar Grove Oasis (previously named Hy-Way Transit) at N905 Sauk Trail Road. It is important to visit www.townofholland.com regularly to keep up with local government activities.
- **CLERK-TREASURER OFFICE HOURS:** The Clerk-Treasurer's hours are Mondays 5-7pm, Tuesdays 11am-1pm, Wednesdays 8-10am and by appointment. I have so enjoyed the last year serving as the Town Clerk-Treasurer; I learn so much every year and no day is the same. I truly look forward to serving another year with the Town of Holland.

9. **PRESENTATION AND DISCUSSION OF 2021 FINANCIAL REPORT BY JANELLE KAISER, CLERK-TREASURER:**

Janelle Kaiser presented the 2021 financial audit report and financial statements. The financial audit was conducted by Corson, Peterson, and Hamann in Sheboygan, Wisconsin. Let the minutes show that Sharon Claerbaut entered the meeting during the presentation and discussion of the 2021 financial report.

10. **APPROVAL OF 2021 FINANCIAL REPORT:**

Motion by Donald Becker, seconded by Sharon Claerbaut, to approve the report as presented; motion carried by a show of hands (7 votes yes, votes no).

11. **RECOGNITION OF SERVICE – FAITH OPSTEEN AND RICHARD GUST:**

Clerk-Treasurer Janelle Kaiser read the proclamations for recognition of service by Faith Opsteen and Richard Gust at the meeting. Janelle will deliver the proclamations to Faith and Richard at a later date.

12. **ANY OTHER BUSINESS THAT LAWFULLY COMES BEFORE THE TOWNSHIP:**

Supervisor Lammers requested that any business attendees wish to discuss be presented at this time. No other business was requested by attendees. Sharon Claerbaut, the prior Clerk of the Town of Holland, asked for her name and phone number to be removed from any other places on the Internet where her name and number may be posted as the Town Clerk, as she gets calls and letters every so often.

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 2023 is April 18th. Motion by Douglas Hamilton, supported by

Brody Stapel, to set the next annual meeting date of April 18th, 2023, at 7:30pm at the Holland Town Hall; motion carried by a show of hands (7 votes yes, votes no).

14. READING OF 2022 MINUTES FOR APPROVAL:

Clerk-Treasurer Janelle Kaiser recommended that the reading not include all committee, chairman, and recognition of service reports as they were provided 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 Kelly Caswell, supported by Donald Becker, to approve the minutes of the April 19th, 2022, elector meeting. Motion carried by a show of hands (7 votes yes, 0 votes no).

15. ADJOURN: Motion by Donald Becker to adjourn, seconded by Sharon Claerbaut; motion carried by unanimous voice vote. Meeting adjourned at 8:18pm.