

**Town of Holland Minutes of the Annual Elector Meeting
April 18, 2023
Sheboygan County, WI**

1. CALL TO ORDER:

The annual meeting of the Town of Holland was called to order by Town Chair David Huenink at 7:30 P.M. on April 18, 2023, at the Town of Holland Hall, located at W3005 County Road G, Cedar Grove, WI 53013.

2. APPOINT CHAIRPERSON:

Not applicable for this meeting. The Town Chair was present and will preside over the meeting as required by state statute.

3. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Chair David Huenink.

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. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:

Chair David Huenink 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. He asked if anyone would like additions or changes to the agenda. Motion by Craig Droppers, supported by Roy Teunissen, to adopt the agenda as presented; motion carried by unanimous voice vote.

6. 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 19, 2022. 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 2022 minutes can be included in the 2023 meeting minutes. There were no questions or comments about the 2022 annual elector meeting.

7. INTRODUCTIONS AND COMMENTS:

Chair Huenink 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. Chair Huenink introduced the Town Supervisors Stanley Lammers, Douglas Hamilton, Brody Stapel, and Kelly Caswell, as well as the Town Clerk-Treasurer Janelle Kaiser.

8. PROGRESS REPORTS BY COMMITTEE CHAIRPERSONS, CLERK-TREASURER, AND TOWN CHAIR:

CHAIRMAN:

Town Chair David Huenink introduced himself as Town Chair of the Town of Holland in 2022.

REPORT:

In the last year we made many changes to Town Code. A few were complex but most of them were minor to increase clarity and improve consistency. We did the same thing the prior year, so hopefully we won't identify many more needed tweaks.

The Onion River Solar project, which is owned by Alliant Energy, stated construction and has made substantial progress. Along the way we had several issues, such as lots of mud on roadways, but Onion River has been very responsive in addressing all issues and modified some procedures as a result. They currently plan for construction to be complete in September or October.

The town board recognizes that the internet is a growing requirement of daily life and that high-speed internet (also called 'broadband') is not available in most of the town. In late 2022 we worked with Betram Communications to submit an application for a federal grant to address this. If we're awarded a grant, the project would provide buried fiber to every participating residence, business and municipal building in the entire town. The provider would then offer a low-cost service across that infrastructure. The grant is announcing winning applicants on a rolling basis through 2023. I'd like to thank all the people and organizations that provided 'letters of support' for the project for us to include with the grant application.

At Amsterdam Park the low lake level is affecting our ability to have the boat launch ramp extend out to a sufficient water depth. We are investigating the costs and timing of options. At this point we have indefinitely delayed the ramp installation this year.

I'm also the chair of the Town Plan Commission. In the last year we continued process improvements with slight changes to templates. These standardize the process for similar applications, drive consistent reviews of applications, ensure conformance to Town guidelines and provide better documentation of Plan Commission actions.

The new Zoning Administrator has been a terrific addition. Typically, she works with the applicants and provides guidance before they submit an application. This has greatly improved the applicant awareness of the process and the completeness of applications submitted. For each application the Zoning Admin also creates a report for the Plan Commission which summarizes the applicant's request, describes the parcels involved, and the related Town Code sections that pertain.

PARKS AND PROPERTY: Supervisor Douglas Hamilton introduced himself as the chairman of the Parks and Property Committee of the Town of Holland in 2022.

REPORT:

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

The Recycling Center has five attendants to provide more scheduling flexibility of the half-day shifts. We have been open every Saturday as scheduled except for Christmas Eve day when the windchill was 12 degrees below zero. We closed for the safety of our attendants and to prevent damage to the hydraulic equipment. Notice of such closings is on our town website.

Over the course of several months, I performed ID checks on visitors to our recycling facility. I'm pleased to report that of the 400 checks, only about 1% were not from the Town of Holland. They were people who had recently moved here and were advised of their proper disposal options.

Last year the Town was informed that Internet service at the Town Hall will be upgraded under federal RDOF funding – Rural Digital Opportunity Fund. Unfortunately, that upgrade is probably several years away. Another prospect for internet service arose last year when a local company proposed an FTTH (Fiber To The Home) project and be completed in a much shorter time-frame. This would provide high-speed fiber-optic service to every existing residence and business in the entire township. A grant application was filed last year. Decisions were to be made by this March of 2023 and the results were to be announced over the following several months. As of early April, we have not heard if that grant was approved.

The Town of Holland and Oostburg State Bank co-hosted the 2022 Shred Event and collected 12 boxes of food and about \$76 for our two local food pantries. The town will be co-hosting the Shred Event again on Saturday, July 15, 2023, from 8:00 a.m. to 10:00 a.m. at the Oostburg State Bank parking lot in Oostburg. The Shred Event provides safe destruction of confidential financial, medical or other sensitive documents. It is open for all business and residential use, no limit!

PUBLIC SAFETY: Supervisor Kelly Caswell introduced himself as the chairman of the Public Safety Committee in 2022.

REPORT:

The Sheboygan County Sheriff's Department provides normal law enforcement coverage for the entire county. The Town also contracts for additional police patrols for Town specific tasks from April through October. In 2022 the Town contracted for 140.4 hours but received 157.75 hours at no additional cost. The Sheriff's Dept responded to 932 incidents (969 in 2021) in the Town and issued 12 traffic citations, 32 written warnings and 1 ordinance warning. This enforcement has increased significantly from 2021.

For fire protection, the Town is involved with four fire departments: Cedar Grove, Oostburg, Adell and Random Lake. In 2022 the Cedar Grove Fire Dept had 14 calls for the Town plus 7 calls on I-43. The Cedar Grove First Responders had 33 calls in the Town and 2 on I-43. The Oostburg Fire Dept had 22 calls in the Town. The Oostburg First Responders had 38 calls in the Town. Adell and Random Lake are not tracked as they cover small areas of the Town.

This year the Public Safety Committee completed the Town's 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 2022.

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, held an annual budget review process, the Town of Holland's financial audit for 2022 began on March 7, 2023 and was conducted by Paul Corson and Isaac Peterson of Corson, Peterson, and Hamann, S.C., and the Town is in process of reviewing the fee schedule for building permits.

ROADS: Supervisor Stanley Lammers introduced himself as the chairman of the Roads Committee of the Town of Holland in 2022.

REPORT:

In 2022 the Town of Holland replaced a large culvert on Frontage Road. There was a total rebuild of Van Ess Road which involved grinding of old pavement and repaving of the road; approximately 2 miles of sealcoating was also completed. In 2023, the Town of Holland plans to rebuild Risseeuw between Rauwerdink and County GW and sealcoat Rauwerdink from County Road A to County Road G. The Town also needs to replace a large culvert on Hoftiezer Road.

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 Town of Holland Zoning Administrator, 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, issuing licenses, bookkeeping, and maintaining all Town records and correspondence. As the Town Clerk-Treasurer, I am responsible for staying educated about law changes and requirements that the Township must comply with. I've found several ways in which to stay current in my position by attending trainings and meeting with local clerks and treasurers on a monthly basis. I recently applied for a Wisconsin Municipal Clerk Certification through the Wisconsin Municipal Clerk's Association based on my cumulative higher education credits and municipal Clerk training hours throughout the years.

As the Town Zoning Administrator, I frequently assist property owners and potential property owners with interpreting the Town's zoning ordinances. I also work closely with all applicants who wish to submit land division, rezoning, conditional use permit, and special exception requests 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.

Clerk-Treasurer Updates:

- **ELECTION ADMINISTRATION:** The Town of Holland's most recent investment in election administration is the addition of Badger Books, Wisconsin's Electronic Poll Book. Poll workers were trained to use the Badger Books system in March and the electronic poll

books were used for the first time during the April 4th, 2023. The implementation of this polling place improvement was received well by both voters and poll workers in the Town of Holland. The Town of Holland will host this month's meeting of Clerks in Sheboygan County which will include a demo of the equipment, as interest in this technology is increasing in surrounding municipalities.

- **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 26 civic-minded 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 a lot 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 2022 FINANCIAL REPORT BY JANELLE KAISER, CLERK-TREASURER:**

Janelle Kaiser presented the 2022 financial audit report and financial statements. The financial audit was conducted by Corson, Peterson, and Hamann in Sheboygan, Wisconsin.

10. **APPROVAL OF 2022 FINANCIAL REPORT:**

Motion by Roy Teunissen, seconded by Craig Droppers, to approve the Town of Holland's 2022 financial report as presented; motion carried by a show of hands (12 votes yes, 0 votes no).

11. **ANY OTHER BUSINESS THAT LAWFULLY COMES BEFORE THE TOWN ELECTORS:**

Roger TeStroete inquired about whether Town roads to undergo betterments will be widened. Supervisor Lammers provided that the Town will make an effort to widen improved Town roads based on ability and necessity.

Craig Droppers spoke in favor of raising the Town tax levy to improve ditch-mowing on Town roads, whether the increase be due to equipment or wages. Supervisor Lammers provided that ditch-mowing is expected to be done in a timely manner this year.

David Veldboom reported collapsing blacktop on the south side of the box culvert on Risseeuw Road between Rauwerdink Road and County Road KW.

Roger TeStroete mentioned that a 20% state sales tax allocation to municipalities is currently under consideration at the state level. He inquired about the Wisconsin Town's Association efforts to advocate for this on behalf of Towns.

David Mueller called Mike Van Driest asking about locations of agricultural drainage tile lines last year. Mike inquired about the Town's tracking of agricultural drainage tile locations.

Craig Droppers suggested that the Town could make it mandatory to contact landowners when utility companies plan to complete work in the road right-of-way.

A damaged culvert was reported on Holland Lima Road near State Road 32. Increased traffic was also reported on that road due to increased commercial traffic. Electors encouraged the Town Board to manage relations with the Town of Lima as necessary with regard to road maintenance needed as a result of the increased commercial traffic.

12. 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 2024 is April 16th. The meeting will take place at 7:30pm at the Holland Town Hall.

13. READING OF 2023 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 Roger TeStroete, supported by Roy Teunissen, to approve the minutes of the April 18th, 2023, elector meeting as read and adjusted. Motion carried by unanimous voice vote.

14. ADJOURN: Motion by Brody Stapel to adjourn, seconded by Douglas Hamilton; motion carried by unanimous voice vote. Meeting adjourned at 8:42pm.