

TOWN OF HOLLAND BOARD OF SUPERVISORS  
OFFICIAL PROCEEDINGS OF THE MONTHLY MEETING  
HOLLAND TOWN HALL, W3005 COUNTY ROAD G, CEDAR GROVE, WI 53013  
Monday, February 12<sup>th</sup>, 2024 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 at the Holland Town Hall and on the Town's website.
4. ROLL CALL:
  - a. Members Present: Town Chairman David Huenink, Town Supervisors Stanley Lammers, Brody Stapel, and Kelly Caswell.
  - b. Members Absent: Douglas Hamilton.
  - c. Others Present: Clerk-Treasurer Janelle Kaiser.
  - d. Members of the public that signed in: None.
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:  
Motion by Lammers, seconded by Caswell, to adopt the agenda for the February 12, 2024 board meeting as presented; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES:  
Motion by Caswell, seconded by Lammers, to approve the minutes from the January 8, 2024 board meeting as modified during the February 12, 2024 board meeting; the motion carried by unanimous voice vote.  
Let these minutes show that the board minutes of the January 8, 2024 meeting were modified during the February 12, 2024 meeting as follows:
  - a. Page 2, item 13. "Oostburg Fire Department and First Responders have maps showing where all gate numbers are located, and Cedar Grove and Adell has been notified as well. Representatives of Alliant Energy will meet with Oostburg, ~~Cedar Grove~~, and Adell responders on February 12<sup>th</sup>, 2024."
7. RECORD RETENTION CERTIFICATION:  
Clerk-Treasurer Janelle Kaiser certified that everything is up to date.

8. PUBLIC INPUT:

None.

9. FINANCIAL/TREASURER'S REPORT:

Motion by Stapel, seconded by Caswell, to approve the January 2024 financial/treasurer's report as presented during the February 12, 2024 board meeting; the motion carried by unanimous voice vote.

Let these minutes show that the Holland Town Board authorized Clerk-Treasurer Janelle Kaiser to transfer \$500,000 from the Township's Premium Investment account at Oostburg State Bank to the State of Wisconsin Local Government Investment Pool.

10. APPROVAL OF VOUCHERS:

Motion by Stapel, seconded by Lammers, to approve the February 12, 2024 voucher listing as modified during the February 12, 2024 board meeting; the motion carried by unanimous voice vote. A revised voucher listing will be provided in the March 11, 2024 board meeting packet.

11. ACCOUNTS RECEIVABLE:

None.

12. PLAN COMMISSION RECOMMENDATIONS:

None.

13. ONION RIVER ELECTRICAL UTILITY UPDATE:

A project update from Alliant Energy was included in the February 12, 2024 board meeting packet. This update has been posted on the Town's website.

14. INVENTORY COLLECTION FOR SMALL BRIDGE/CULVERT PROGRAM:

Motion by Lammers, seconded by Caswell, to hire the Sheboygan County Highway Department to conduct an inventory of culverts and small bridges with a span of 6 to 20 feet as required by the Wisconsin Department of Transportation's Culvert Inventory and Assessment Program; motion carried by unanimous voice vote. Chair Huenink will inform the Sheboygan County Highway Department of this decision and complete the required forms.

15. CONTRACT FOR REVALUATION ASSESSMENT SERVICES FROM ASSOCIATED APPRAISAL FOR ASSESSMENT YEAR 2025:

Motion by Lammers, seconded by Stapel, to accept the contract proposal from Associated Appraisal Consultants for revaluation assessment services for assessment year 2025 and authorize Chair Huenink to sign the proposed contract, conditional upon final review and approval by Chair Huenink; the motion carried by unanimous voice vote.

16. SET 2024 OPEN BOOK AND BOARD OF REVIEW DATES:

Motion by Lammers, seconded by Caswell, to accept the dates for 2024 Open Book and 2024 Board of Review as proposed by Assessor Thomas Okrie as follows:

- a. Open Book to be held on Thursday, May 16, 2024 from 12 noon until 2 pm by phone.
- b. Board of Review to be held on Wednesday June 5, 2024 from 4pm until 6pm at the Holland Town Hall.

The motion carried by unanimous voice vote.

17. RECORD RETENTION OF SECURITY CAMERA RECORDINGS:

Chair Huenink reported that the Amsterdam Park Commission is considering the use of security cameras at Amsterdam Park. He informed the Town Board that per the Wisconsin Municipal Records schedule, recordings from security cameras have a 120-day retention period. The Town Board may choose to opt out of that portion of the records schedule and set a different retention period for security camera recordings by ordinance in the future.

18. ONGOING ISSUES:

- a. MANAGING SHORT-TERM RENTAL (STR) LICENSES:  
No new information to report.
- b. IMPROVING BROADBAND SERVICES IN THE TOWN:  
No new information to report. The Township is likely to continue to work with Bertram Communications LLC to submit applications for upcoming broadband grant opportunities. This may be discussed at a future board meeting.
- c. CEDAR GROVE FIRE DEPARTMENT AGREEMENT:  
A joint meeting between the Town of Holland and the Village of Cedar Grove to discuss the Cedar Grove Fire Department agreement was held on February 5<sup>th</sup>, 2024. An appraisal of the Cedar Grove Firehouse is expected to occur soon. This topic may be discussed at a future board meeting.
- d. FUNDING OPPORTUNITIES FOR THE TOWN:  
The Town Board briefly discussed expected upcoming broadband grant announcements.
- e. SIGNAGE AND BARRICADES AT WALK-IN ACCESS TO LAKE MICHIGAN LOCATIONS:  
The Town is currently working with the county surveyor to confirm property boundary lines for the easements at the 4 walk-in access to Lake Michigan locations. This topic may continue to be discussed at a future board meeting.
- f. INTERGOVERNMENTAL ROAD AGREEMENT WITH THE TOWN OF SHERMAN AND THE VILLAGE OF OOSTBURG:  
No new information to report. This topic may be discussed at a future board meeting.
- g. BUILDING PERMIT FOR NEW RESIDENCE ON DEWITT ROAD:  
Janelle Kaiser sent a letter via certified mail on February 7<sup>th</sup>, 2024 to the property owners at N1761 Dewitt Road to inform them of the expired building permit for their new residence and of the requirement to obtain a new building permit before any further construction can continue. This topic may be discussed at a future board meeting.

19. COMMITTEE, CLERK-TREASURER AND CHAIRMAN REPORTS:

- a. ADMINISTRATION AND FINANCE:  
None.

b. PARKS AND PROPERTY:

A member of the public recently contacted the Town about donating a bench to Amsterdam Park. The Town Board concurred that while they are open to the donation, the bench must be properly constructed and installed to deter vandalism.

c. PUBLIC SAFETY:

The Oostburg Fire Partners and Oostburg First Responders held meetings on January 18, 2024. Chair Huenink provided information to the Town Board about items that were discussed at those meetings.

d. ROADS:

Supervisor Lammers reported that the Township has not been notified about when the post-construction road study expected to be performed by a third party on behalf of Alliant Energy will occur. He asked Chair Huenink to inquire about this the next time he speaks with representatives of Alliant.

e. CLERK-TREASURER:

a. TOWN EMPLOYEE RETIREMENT BENEFITS:

Janelle Kaiser contacted the Wisconsin Towns Association with questions about offering different options for Town employee investment retirement account investment accounts and advisors. They did not have any information to provide. This topic may be discussed at a future meeting.

b. SURETY BOND FOR DEPUTY CLERK-TREASURER:

Motion by Lammers, seconded by Caswell, to authorize the purchase of an employee surety bond for the Deputy Clerk-Treasurer position in the coverage amount of \$50,000. The annual premium is estimated to be \$125.00. The motion carried by unanimous voice vote.

c. Janelle Kaiser also reported the following information:

- i. The Clerk-Treasurer's email address has been changed to [clerk-treasurer@hollandwi.gov](mailto:clerk-treasurer@hollandwi.gov). This email address should be used for future email correspondence.
- ii. There will be no February primary election in the Town of Holland in 2024.

f. CHAIRMAN:

- a. The Wisconsin Towns Association will host a training session called 2024 Road School from April 29, 2024 through May 1, 2024 at the Chula Vista Resort and Conference Center in the Wisconsin Dells. He inquired about whether any board members were interested in attending.
- b. Wisconsin Electric Power Company (We Energies) is anticipating the start of a large project in 2024, most of which will be located in the Town of Holland, mainly east of Interstate 43 near Oostburg. They have contacted the Township to inquire about the use of the Town Hall for public information sessions for Town of Holland property owners. The Town Board concurred that the Town Hall may be used for such purposes at no cost to We Energies.

20. PUBLIC INPUT:

None.

21. CORRESPONDENCE:

All relevant correspondence was included in the February board meeting packet or was previously sent to Town Board members by email.

22. ADJOURN:

Motion by Lammers, seconded by Caswell, to adjourn the meeting at 9:49pm; the motion carried by unanimous voice vote.