

Town of Holland
Sheboygan County, Wisconsin
Minutes of the Annual Elector Meeting
April 16, 2024

1. CALL TO ORDER:

The 2024 annual meeting of the Town of Holland electors was called to order by Town Chair David Huenink at 7:30pm on April 16, 2024, at the Town of Holland Hall, located at W3005 County Road G, Cedar Grove, WI 53013.

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 Towns 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.

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 Holland Town Hall, on the website, and in local newspapers. The agenda for this meeting was posted at the Holland Town Hall and on the Town's website.

5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:

Motion by Kelly Caswell, 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 the prior year. 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 2023 minutes can be included in the 2024 meeting minutes. There were no questions or comments about the 2023 annual elector meeting minutes.

7. INTRODUCTIONS AND COMMENTS:

Chair Huenink introduced Town Supervisors Douglas Hamilton and Kelly Caswell, as well as Town Clerk-Treasurer Janelle Kaiser. Town Supervisors Stanley Lammers and Brody Stapel were not present as of 7:35pm. Chair Huenink listed the Plan Commission members and introduced the members that were present at the meeting, Roy Teunissen, and Jack Stokdyk. Chair Huenink also introduced Director of Public Works and Property Nate Voskuil.

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 2023.

REPORT:

The Board is composed of a diverse group of dedicated individuals. In the past year we implemented numerous minor amendments to the Town Code, mostly to clarify things or fill in missing topics.

We continued the tree trimming in town road-of-way project, particularly along the roads along Lake Michigan which were very bad. Stan will discuss that in the Roads Committee report.

The Cedar Grove Fire Dept is jointly owned and operated by the Town and the Village. Last year we began renegotiating the agreement for cost sharing. That hopefully will be completed by June.

A priority of the Town Board for several years has been high-speed internet access across the Town. That is a separate agenda topic later in today's meeting.

The Town's assessment valuation ratio relative to market value has exceeded the state's regulated setting for a few years. Therefore, in 2025 we are doing an exterior based reassessment of the entire town. The assessor should do an onsite inspection of all properties but will not require entrance to any building. The reassessment itself should not cause your taxes to either increase or decrease unless your property was not "comparatively valued" to other similar properties.

Plan Commission - I'm also the chairman of the Town Plan Commission.

This group is also a good mix of people with differing backgrounds and all have been on the Plan Commission for a number of years. We receive applications for tasks like land divisions, rezonings and conditional use permits. In 2023 we addressed 12 such applications. Some were very simple to consider while others were very complex.

Amsterdam Park - I'm also the chairman of the Amsterdam Park Commission.

The park is jointly owned and operated by the Town and the Villages of Cedar Grove and Oostburg.

Last year we had a badly damaged ramp section repaired using only donated funds. The lake level is forecast to be a few inches lower this year, so that ramp section may be needed to maintain service.

The parking lot had crack filling done and we cutout and patched several "dips". Hopefully we can delay a complete grind down and rebuild for at least 3 to 5 more years. The cost estimate for that rebuild was \$104,115.

You may have noticed the entrance sign and exit stop sign are missing. Last October the entrance sign was run over and the stop sign was stolen. Those will be replaced soon.

We raised the boat launch permit fees effective 2024.

Type:	Was:	Now:
Seasonal Sticker Resident	\$30	\$60
Seasonal Sticker Nonresident	\$70	\$100
One-day Hang-tag Resident	\$7	\$10
One-day Hang-tag Nonresident	\$15	\$20

Onion River Solar

Construction of the Onion River Solar Energy Project completed at the end of 2023 as is officially "online" generating power into the grid. There are still many minor tasks to complete. The most obvious of which is that some solar arrays don't align with the sun's path.

Starting in 2024 both the Town and County should begin receiving annual Shared Revenue payments.

Per the Joint Development Agreement we had negotiated in 2020 with the developer, the project owner must restore damaged roads and drainage to original or better condition. Post-construction reviews have started to identify any roads or drainage requiring work. Stan will discuss the first of those in the Roads Committee report.

Any questions or comments?

Jack Stokdyk inquired about how many boat launch permits are sold per year for Amsterdam Park. Dave reported approximately 100 boat launch permits are sold per year.

ADMINISTRATION: Supervisor Brody Stapel was unable to attend the annual meeting of electors. Brody served as the chairman of the Administration and Finance committee of the Town of Holland in 2023. His report was read into the record by Clerk-Treasurer Janelle Kaiser.

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 Annual Budget Review Meeting and adopted the 2024 budget.

The Town of Holland's financial audit for 2023 began on February 28, 2024 and was conducted by Corson, Peterson, and Hamann, S.C.

PARKS AND PROPERTY: Supervisor Douglas Hamilton introduced himself as the chairman of the Parks and Property Committee of the Town of Holland in 2023.

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.

This summer the Recycling Center will be open on Wednesday afternoons on a trial basis from May 1 through Labor Day. The hours will be Saturdays from 8:00 a.m. to 1:00 p.m. and Wednesdays from 4:00 p.m. to 7:00 p.m. After Labor Day, we will return to being open Saturdays from 8:00 a.m. to 4:00 p.m. Hours will be posted at the Center, on our website and published locally.

We are using a different disposal company for solid waste and recyclables effective January, 2024. Their service has been excellent and disposal costs are about 14% lower.

The Town of Holland has adopted an Emergency Management plan in which the Town Hall is the Emergency Operations Center. As part of that plan, we have installed a backup generator at the hall to continue operations if there is a power failure. The generator automatically activates anytime there is a power outage.

The town maintains the historical marker on Sauk trail. There is a large plaque commemorating the fire aboard the "Phoenix" in 1847 in which over 200 Dutch immigrants lost their lives. There is also a stone monument remembering eleven fatalities of a tragic automobile accident on I-43 in 2002. The Town is very grateful for Clerk-Treasurer Janelle Kaiser's gracious relandscaping of the area around the monument.

The Town of Holland and Oostburg State Bank co-hosted the 2023 Shred Event and collected 13 boxes of food and about \$100 for our two local food pantries. The town will be co-hosting the Shred Event again on Saturday, July 13, 2024, 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!

Any questions?

ROADS: Supervisor Stanley Lammers was unable to attend the annual meeting of electors. Stan served as the chairman of the Transportation (roads) committee of the Town of Holland in 2023. His report was read into the record by Clerk-Treasurer Janelle Kaiser.

REPORT:

2023 Project Highlights

Culverts

- TerMaat Rd had 4 pipes replaced.
- Hoitink Rd between KW and Rauwerdink had 3 pipes replaced.
- Palmer Rd between G and D had 2 pipes replaced.
- Smies Rd East of Palmer had 1 pipe replaced.

Road Reconstruction

- Risseeuw Rd from Rauwerdink to Hand Creek Bridge (complete reconstruction)

Seal Coating

- Gibbons Rd from Holland-Lima to DeMaster Rd

Misc Projects

- Regraded and added fill to Pebble Beach going down the hill to improve for safety and erosion.
- Complete replacement of Flex Beam on Amsterdam Rd under I-43
- Reset some post and fixed up Flex Beam on Smies Rd under I-43
- Added regrind material and graded out entire lot area at Recycling Center

2024 Anticipated Projects

- A complete rebuild and paving of Dekker Rd and Wynveen Rd
- A betterment to a portion of Ter Maat Rd
- Culvert replacement to Wynveen Rd and Stokdyk and Ingelse Rd
- Replacement of the culvert extensions on Barr creek

A major brush and tree clearing of Stokdyk Ingelse Rd and Prospekt Blvd has been almost completed this year.

Jack Stokdyk asked how much is received by the Township for sales tax shared revenue from Sheboygan County. Janelle Kaiser reported that the estimate is \$73,261.00 for the year 2024.

PUBLIC SAFETY: Supervisor Kelly Caswell introduced himself as the chairman of the Public Safety Committee in 2023.

REPORT:

The Sheboygan County Sheriff's Department provides regular law enforcement coverage for the entire county. Our Town contracts for an additional 21 hours per month, from April through September. In 2023 the Town contracted for 126 hours but received 160.75 hours. We received 34.75 hours, at no additional cost. During the contract months of 2023, the Sheriff's office responded to 81 calls for service, 49 warnings being issued, 28 traffic citations issued, 2 warrant arrests, 0 misdemeanor arrests and 0 parking or ordinance citations issued.

In 2023, a total of 1,177 complaints were answered in the Town of Holland while Deputies were not on contract time.

For fire protection, the Town is involved with four fire departments: Oostburg, Cedar Grove, Adell and Random Lake.

In 2023, the Oostburg Fire Department responded to 10 calls in the Town, Oostburg 1st Responders responded to 29 calls. The Cedar Grove Fire Department responded to 18 calls in the Town, with 5 calls on 1-43. Cedar Grove 1st Responders responded to 32 calls, with 4 calls on 1-43. Adell and Random Lake are not tracked, as they cover small areas of the Town.

CLERK-TREASURER:

Janelle Kaiser introduced herself as Clerk-Treasurer, Zoning Administrator, Clerk of the Plan Commission, member and Clerk of the Board of Review, and Clerk of the Board of Appeals.

REPORT:

My position's duties continue to be diverse, some of which duties include managing all aspects of election administration from start to finish, property tax collection and settlement, and performing administrative functions including payroll, meeting minutes, required reporting to all levels of government, issuing permits and licenses, accounting, records management, and frequent verbal and written correspondence with property owners, officers and employees of the Town, vendors, and many others. As the Town Clerk-Treasurer, I strive to stay current on relevant changes in the law by attending trainings hosted by the Wisconsin Towns Association, Wisconsin Municipal Clerks Association, UW-Green Bay Business and Government Outreach, and through networking and maintaining contact with local clerks and treasurers via an in-person meeting on a monthly basis.

As the Town Zoning Administrator, I frequently assist property owners, potential property owners, and contractors with interpreting the Town's zoning ordinances. I also work closely with applicants who wish to submit building permit applications or requests for land divisions, rezonings, conditional use permits, 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 2024 election cycle has begun. Election dates, notices, and resources can be found on the Town's website at www.townofholland.com. I am happy to continue to welcome and train new poll workers to join the group of 20+ civic-minded people who dedicate their time to working at the Town's polls and who are crucial in helping elections in the Town of Holland run smoothly for all involved. The Town continues to make use of the state-approved Badger Books electronic poll book system, which have been working very well for the Town's voters, poll workers, and to streamline some of my election administration tasks for the past 2 elections that they have been in use. Construction of 3 additional voting booths is planned in 2024 to keep lines moving at the polling place. In other election news, Sheboygan County provided new election equipment to all county municipalities in early 2024 to include a tabulator and accessible voting kiosk. The Town's election equipment is tested prior to each election and members of the public are welcome to observe the equipment testing.
- **PUBLIC NOTICES:** Physical posting places for meetings, notices, and newly adopted ordinances and resolutions are at the Holland Town Hall and on the Town's website at www.townofholland.com. It is highly recommended that Town of Holland residents and property owners visit the Town's website regularly to keep up with notices, agendas, meeting minutes, and more.
- **TOWN WEBSITE:** The Town of Holland website was updated in 2024 to allow for easier access to information for users of the site. The design was refreshed, navigation options were improved, and a feature to quickly access important notices was added to the homepage.
- **DEPUTY CLERK-TREASURER:** Deputy Clerk-Treasurer Theresa Otte was hired in October 2023 to assist in the event that I am unable to perform my job duties due to illness, emergency, etc. She is currently being trained on essential functions of the Clerk-Treasurer, to include election and records management.
- **CLERK-TREASURER OFFICE HOURS:** The Clerk-Treasurer's regular office hours are Mondays 5-7pm, Tuesdays 11am-1pm, Wednesdays 8-10am and by appointment.

Any questions or comments?

9. PRESENTATION AND DISCUSSION OF 2023 FINANCIAL REPORT BY JANELLE KAISER, CLERK-TREASURER:

Janelle Kaiser presented the 2023 financial audit report and financial statements. The financial audit was conducted by Corson, Peterson, and Hamann in Sheboygan, Wisconsin.

10. APPROVAL OF 2023 FINANCIAL REPORT:

Motion by Nate Voskuil, seconded by Jack Stokdyk, to approve the Town of Holland's 2023 financial report as presented; motion carried by a show of hands (7 votes yes, 0 votes no).

11. EXCHANGE OF TOWN ROAD RIGHT-OF-WAY LAND AT PARCELS 59006060331 AND 59006063682:

This is a trade of equal amounts (0.150 acres) of Town road right-of-way land along Kappers Rd and DeMaster Rd. The land trade benefits both the Town and the property owner, Brian Bruggink. It will enable the Town to complete a road betterment project along a section of the north side of DeMaster Rd to provide better drainage and improve the shoulder to provide better side support of the road. The two areas will both be rezoned appropriately.

Dave Huenink asked for questions or comments.

Brian Bruggink asked about the cost of required surveys for the exchange and who would bear the cost. Dave Huenink explained that the land on Kappers Road is a separate parcel and would only require a merger through Sheboygan County, not a separate certified survey map, as a recent survey had been performed. The new parcel on DeMaster Road would require a certified survey map, and the most cost-effective option is likely to hire the surveyor who performed the most recent survey of the parcel on DeMaster Rd.

Brian asked about the timeline of completing this exchange. Dave said that the exchange should be completed prior to the road betterment. A field entrance to the DeMaster Road parcel is planned, but currently not available, as both Brian and the Town agree that the culvert and field entrance should not be installed prior to the road betterment. Brian stated that he would like to wait to complete the exchange until he can verify alternative field access and until approval is received for a dredging project to improve an unnamed waterway located on private property in the Town of Holland.

Dave Huenink entertained a motion authorizing the Town Board to proceed with the proposed ownership exchange of Town road right-of-way land as described. Motion by Kelly Caswell, seconded by Nate Voskuil, authorizing the Town Board to proceed with the proposed ownership exchange of Town road right-of-way land as described; motion carried

by a show of hands (7 votes yes, 0 votes no).

12. BROADBAND INTERNET AVAILABILITY:

The Town Board recognizes the importance of high-speed internet access for all residences, businesses and municipal buildings in the Town.

In August 2022 we worked with Bertram Communications to submit a grant application to provide reliable, affordable broadband service town-wide. Unfortunately, we were informed in mid-2023 that we were not granted an award from that program. Since then, we have been actively monitoring the grants being offered by various federal and state agencies. We may soon submit an application for the USDA Reconnect Round 5 grant program.

The County also recognizes the importance of broadband internet. In 2022 the County Board allocated \$2,000,000 of federal ARPA funds to be used within the county for broadband. They then commissioned a study of internet availability county-wide, and used GIS to map that data and integrate socio-economic data to determine where the need was the greatest. The western portion of the Town of Holland was one of three areas identified. In January 2024 the County published an RFP (Request for Proposal) to connect the greatest number of unserved/underserved residences in the target area of the Town of Holland at a cost not to exceed \$2,000,000. The county received two proposals from service providers. The county taskforce then ranked the proposals and it is hoped that an award will be issued fairly soon.

Depending on which proposal is selected by the County the Town may be required or may opt to provide Town funding for a portion of the overall project. Since the County project may not cover the entire land area of the town, the Town might also decide to pursue another project or projects so the entire town has reliable broadband. It is common for grant programs to require or to give preference to projects for which the municipality commits "matching funds", showing their commitment to the cause. The Board has discussed using the upcoming Shared Revenue payments from the Onion River Solar project that I mentioned earlier as a partial source of funds for broadband projects.

Any questions or comments?

I think would be well worthwhile to document that the Town residents, not just the Town Board, believe that broadband is a critical requirement for the entire town. A demonstrated local commitment could help us win a competitive grant award.

I'd entertain a motion recommending the Town Board consider projects to add or expand reliable, affordable broadband services within the Town and to commit Town funds as necessary to partially pay for broadband projects deemed beneficial to the Town.

Motion by Jack Stokdyk, seconded by Janelle Kaiser, to recommend that the Town Board consider projects to add or expand reliable, affordable broadband services within the Town

and to commit Town funds as necessary to partially pay for broadband projects deemed beneficial to the Town; motion carried by a show of hands (7 votes yes, 0 votes no).

Douglas Hamilton inquired about whether land included in the solar utility is removed from the tax roll. Dave Huenink explained that the farmland land areas involved have been removed from the tax roll and are considered exempt as they are classified as utility use, with lost tax revenue totaling less than \$2,000. Chair Huenink spoke briefly about the utility aid that will be received by the Town of Holland and Sheboygan County.

Jack Stokdyk inquired about who pays the school districts for the lost tax revenue due to the exempt utility land. Per the Joint Development Agreement between Alliant Energy, Sheboygan County, and the Town of Holland, Alliant must pay the taxing jurisdictions directly.

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

None.

14. 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 2025 is April 15th. The meeting will take place at 7:30pm at the Holland Town Hall.

15. READING OF 2024 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 Roy Teunissen, supported by Douglas Hamilton, to approve the minutes of the April 16th, 2024, elector meeting as read. Motion carried by unanimous voice vote.

16. ADJOURN: Motion by Jack Stokdyk to adjourn, seconded by Roy Teunissen; motion carried by unanimous voice vote. Meeting adjourned at 8:50pm.