

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 11th, 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 Kelly Caswell (left the meeting at 8:22pm), Douglas Hamilton, Stanley Lammers, and Brody Stapel.
 - b. Members Absent: None.
 - c. Others Present: Clerk-Treasurer Janelle Kaiser.
 - d. Members of the public that signed in: John Schmidt and Tracy Schmidt.
5. ADOPT AGENDA AS OFFICIAL ORDER OF BUSINESS:
Motion by Hamilton, seconded by Lammers, to adopt the agenda for the March 11, 2024 board meeting as presented; the motion carried by unanimous voice vote.
6. DISCUSSION AND APPROVAL OF MINUTES:
Motion by Stapel, seconded by Caswell, to approve the minutes from the February 12, 2024 board meeting as presented during the March 11, 2024 board meeting; the motion carried by voice vote.
Let these minutes show that Supervisor Douglas Hamilton recused himself from voting on this item, as he was absent from the February 12, 2024 board meeting.
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 Caswell, seconded by Lammers, to approve the February 2024

financial/treasurer's report as presented during the March 11, 2024 board meeting; the motion carried by unanimous voice vote.

10. APPROVAL OF VOUCHERS:

Motion by Stapel, seconded by Lammers, to approve the March 11, 2024 voucher listing as presented during the March 11, 2024 board meeting; the motion carried by unanimous voice vote.

11. ACCOUNTS RECEIVABLE:

None.

12. PLAN COMMISSION RECOMMENDATIONS:

None.

13. ONION RIVER ELECTRICAL UTILITY UPDATE:

A post-construction road study is expected to be performed by a third party on behalf of Alliant Energy in the next couple of weeks; Alliant has said that they will inform the Township of the date for that study when it is scheduled.

14. SAUK TRAIL ROAD AT THE BARR CREEK PUBLIC CONTRACT:

Motion by Lammers, seconded by Caswell, to accept the bid received from BMCI Construction, Inc. in the amount of \$219,801.00 for the Sauk Trail Road at the Barr Creek public contract and to enter in to a contract with BMCI Construction, Inc. to repair the culvert on Sauk Trail Road at the Barr Creek to include excavating 30 feet of existing culvert on each side of the road and replacing with new bands and inlet end walls, installation of one new concrete head wall on the inlet side of the culvert, supplying proper signage for safety, supplying a water pump for bypass, and seeding and mulching disturbed areas, all of which is to be completed in 2024, contingent upon receipt of a payment and performance bond for the above described dollar amount and work to be performed from BMCI Construction, Inc.

Let these minutes show that the bid amount was revised following the March 6th, 2024 roads committee meeting only to include costs related to the required payment and performance bond for the project.

The motion carried by unanimous roll call vote. Brody Stapel: Y; Kelly Caswell: Y; Douglas Hamilton: Y; David Huenink: Y; Stanley Lammers: Y.

15. APPOINT CLERK-TREASURER, PLAN COMMISSION CLERK, AND BOARD OF APPEALS CLERK:

Chair Huenink recommended appointing Janelle Kaiser as the Town of Holland Clerk-Treasurer, Plan Commission Clerk, and Board of Appeals Clerk for a 3-year term commencing April 1, 2024 and ending on March 31, 2027.

Motion by Stapel, seconded by Hamilton, to accept Chair Huenink's recommendation and appoint Janelle Kaiser as the Clerk-Treasurer for a 3-year term, acknowledging that Janelle's duties as Clerk-Treasurer include those of the Plan Commission Clerk and the Board of Appeals Clerk, effective April 1, 2024 through March 31, 2027; the motion carried by

unanimous roll call vote.

16. 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 May 1, 2024 and ending on April 30, 2025. Motion by Hamilton, seconded by Lammers, to accept Chair Huenink's recommendation and appoint Michael Kuffel as the Town of Holland Weed Commissioner for a 1-year term commencing May 1, 2024 and ending on April 30, 2025; the motion carried by unanimous roll call vote.

17. APPOINT BOARD OF APPEALS EXPIRING TERMS (3-YEAR TERM):

Chair Huenink recommended appointing Jill Huenink and John DuMez as members of the Town of Holland Board of Appeals for a 3-year term commencing April 1, 2024 and ending on March 31, 2027. Motion by Lammers, seconded by Caswell, to accept Chair Huenink's recommendation and appoint Jill Huenink and John DuMez as members of the Town of Holland Board of Appeals for a 3-year term commencing April 1, 2024 and ending on March 31, 2027; the motion carried by unanimous roll call vote.

18. TRAINING FOR APPOINTED OFFICIALS:

No information to report.

19. REVIEW/UPDATE TOWN FEE SCHEDULE:

Motion by Hamilton, seconded by Caswell, to adopt Town of Holland Resolution 2024-01, Resolution Setting Fees; the motion carried by unanimous roll call vote.

20. CERTIFIED SURVEY MAP RE-SUBMITTED BY BENJAMIN AND GINA CLAERBAUT FOR MULTIPLE REZONINGS APPROVED BY HOLLAND TOWN BOARD ON OCTOBER 12, 2020: Motion by Lammers, seconded by Caswell, to authorize Chair Huenink and Clerk-Treasurer Janelle Kaiser to sign the certified survey map re-submitted by Benjamin and Gina Claerbaut for multiple rezonings that were previously approved by the Holland Town Board on October 12, 2020.

Let these minutes show that the Holland Town Board acknowledged that the certified survey map submitted was nearly identical to the map submitted and signed in 2020; the only change on the map was the dates. The property owner did not have the map approved by Sheboygan County and recorded in a timely manner following the Town's approval in 2020, therefore, the map expired and was unable to be recorded.

The motion carried by unanimous roll call vote.

Let these minutes show that Supervisor Caswell had to leave the meeting at 8:22pm.

21. ONGOING ISSUES:

a. MANAGING SHORT-TERM RENTAL (STR) LICENSES:

No new information to report.

- b. IMPROVING BROADBAND SERVICES IN THE TOWN:
The Town Board discussed possible upcoming funding opportunities to improve broadband services throughout the Township. Chair Huenink may attend a broadband regional workshop hosted by the Community Economic Development division of UW Extension in Green Bay on April 10, 2024.
- c. CEDAR GROVE FIRE DEPARTMENT AGREEMENT:
An appraisal of the Cedar Grove Firehouse was performed in February. The Town of Holland and Village of Cedar Grove are waiting for the appraiser's report. This topic may be discussed at a future board meeting.
- d. FUNDING OPPORTUNITIES FOR THE TOWN:
No new information to report. This topic may continue to be discussed at a future board meeting.
- e. SIGNAGE AND BARRICADES AT WALK-IN ACCESS TO LAKE MICHIGAN LOCATIONS:
No new information to report. 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 7th, 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. The letter was returned as unclaimed, so Janelle sent the letter again via first class mail on February 29th, 2024. This topic may be discussed at a future board meeting.
- h. CONTRACT FOR REVALUATION ASSESSMENT SERVICES FROM ASSOCIATED APPRAISAL FOR ASSESSMENT YEAR 2025:
Chair Huenink performed a final review of the proposed contract following the February 12, 2024 board meeting and suggested a few modifications to the language within the contract at the March 11, 2024 meeting, to which the board agreed. Let these minutes show that the motion made at the February 12, 2024 board meeting 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 stands, to include the modifications discussed at the March 11th, 2024 board meeting.
- i. ORDINANCE AMENDING RECORD RETENTION FOR SECURITY CAMERA RECORDINGS:
Motion by Lammers, seconded by Stapel, to adopt Town of Holland Ordinance 2024-02, An Ordinance Amending Provisions of Chapter 98 of the Code of the Town of Holland, Sheboygan County, Wisconsin; the motion carried by roll call vote. Stanley Lammers: Y; David Huenink: Y; Douglas Hamilton: Y; Brody Stapel: Y.

22. COMMITTEE, CLERK-TREASURER AND CHAIRMAN REPORTS:

- a. ADMINISTRATION AND FINANCE:
None.

b. PARKS AND PROPERTY:

i. REQUEST TO DONATE BENCH TO AMSTERDAM PARK:

A member of the public recently contacted the Town about donating a bench to Amsterdam Park. Chair Huenink provided a report to the Town Board about existing benches at the park. There has been no response to a follow-up email the Clerk-Treasurer sent to the possible donor of the bench in mid-February as of the March 11, 2024 board meeting. This topic may be discussed at a future board meeting.

ii. Supervisor Hamilton reported an approximate waste disposal cost savings of 15% year-to-date since the Township switched waste disposal providers from Waste Management to Harter's Lakeside Disposal in 2024.

c. PUBLIC SAFETY:

None.

d. ROADS:

A written report was provided by Department of Public Works and Property Nate Voskuil at the March 11, 2024 board meeting.

John Schmidt and Tracy Schmidt of W1351 Stokdyk Ingelse Road were present. Chair Huenink, Supervisor Lammers, and Nate Voskuil reported that they met with John and Tracy about tree removal inside and near the road right-of-way on their property for a betterment project on Stokdyk Ingelse Road. An agreement between the Township and the property owners was reached with regard to the proposed tree removal.

e. CLERK-TREASURER:

a. TOWN EMPLOYEE RETIREMENT BENEFITS:

Janelle Kaiser informed the Town Board that per Internal Revenue Service Form 5304-SIMPLE, signed by the Holland Town Board Chair in 2002, the Town must permit each eligible employee to select the financial institution that will serve as the trustee, custodian, or issuer of the simple IRA to which the employer will make all contribution on behalf of that employee.

b. Janelle Kaiser also reported the following information:

i. The Town's website update has been completed.

ii. There will be a Spring Election in the Town of Holland on April 2, 2024.

f. CHAIRMAN:

Chair Huenink reported that the Wisconsin Towns Association continues to revise and add items of interest to the agenda for their inaugural roads school to be held from April 29 through May 1, 2024 at the Chula Vista Resort. Supervisor Lammers has registered, and Supervisor Hamilton and Chair Huenink will also attend.

23. PUBLIC INPUT:

None.

24. CORRESPONDENCE:

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

25. ADJOURN:

Motion by Stapel, seconded by Hamilton, to adjourn the meeting at 9:18pm; the motion carried by voice vote.