

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 9, 2026 at 6:30pm

1. Call to order:
Town Chair David Huenink called to order the Board of Supervisors monthly meeting at 6:31pm.
2. Pledge of Allegiance:
Town Chair David Huenink led attendees in the Pledge of Allegiance.
3. Certify Open Meetings 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 at www.townofholland.com on March 5, 2026.
4. Roll call:
 - a. Members Present: Town Chairman David Huenink, Town Supervisors Douglas Hamilton, Kelly Caswell, Brody Stapel, and Gordon Seegert III.
 - b. Members Absent: None.
 - c. Others Present: Town Clerk-Treasurer and Zoning Administrator Janelle Kaiser.
 - d. Members of the public that signed in: Walter Ellis, Deb Essenburg, Phil Marr, Gretchen Petraske, William Bannier, Ben Holzmann, Kris Klein, Susan LaBudde, Scott Davis, Jane Dederling, Scott Siemon, Patricia Hagen, Ann Bachrach, Greg Bachrach, Dana Mueller, John Dallman, Barb Dallman, John Patek, Nancy Patek, and Dan Madsen.
5. Adopt agenda as official order of business:
Motion by Caswell, seconded by Hamilton, to adopt the agenda for the March 9, 2026 board meeting as presented; the motion carried by unanimous voice vote.
6. Minutes of previous meetings addressed for approval:
Motion by Hamilton, seconded by Seegert, to approve the minutes from the February 17, and February 24, 2026 board meetings as presented, and to approve the minutes from the February 9, 2026 board meeting as modified to add "Tree Bros" and remove "Sheboygan County Highway Department" under item 20c.; the motion carried by unanimous voice vote.
7. Record retention certification:
Clerk-Treasurer Janelle Kaiser certified that everything is up to date.
8. Public Input:
 - a. Kris Klein of the Sheboygan County Highway Department was present to introduce

- the department's new south shed supervisor, Ben Holzmann. Kris recently accepted a new position with the highway department and Ben was hired to fill Kris' previous role as the south shed supervisor.
- b. Scott Siemon commented on written correspondence sent to the Town Board prior to the meeting. Scott asked the board to consider that legal feedback is advisory, and not to be fooled by a statement that says an ordinance amendment proposal is not prohibited by state code. Think about what best serves the residents of the Town.
 - c. Susan LaBudde commented on Ordinance 2026-Draft(A). How does this serve the public and what is the Town's appeal process? If a situation similar to American Orthodontics happened today, what would be the path for the aggrieved residents to attest the use?
 - d. Phil Marr inquired about who is responsible for picking up deer on Town roads.
 - e. Julie Kuether commented that someone was mowing on the inside of the fence along Interstate 43 near Frontage Road.
 - f. Supervisor Hamilton followed up on a previous comment from the public that referenced a "penitentiary" along Interstate 43. The building that was referenced is part of the Village of Oostburg's business park. The Town does not have control over what goes on in the Village of Oostburg or Village of Cedar Grove. The Town has an ordinance that regulates how often land can be divided; in most cases, this limits land divisions to one division per ten years for a legal parcel in the Town.
9. Financial/Treasurer's report:
Motion by Seegert, seconded by Caswell, to approve the February 2026 financial/treasurer's report as presented; the motion carried by unanimous voice vote.
10. Approval of vouchers:
Motion by Hamilton, seconded by Seegert, to approve the March 9, 2026 voucher listing as modified to add payment of the December 2025 Sheboygan County Highway Department invoice and per diem payments to Holland Town Board members that reported attendance at one or more eligible meetings since the February 2026 board meeting; the motion carried by unanimous voice vote.
11. Accounts receivable:
 Pete Lotz \$721.70.
 Northern Ozaukee Farm Drainage District \$3,902.39.
12. Plan Commission recommendations:
- a. Repeal "Section 2." of Ordinance 2025-06 and adopt Ordinance 2026-Draft(A), both to amend Holland Town Code Chapter 330 – Zoning:
 No action taken. A special board meeting to address this topic is scheduled for March 16, 2026, immediately following a special plan commission meeting, which will begin at 7:00pm.
 - b. Request by the Town of Holland for rezonings at N1246 State Road 32 from P-2 to R-1, W1945 Amsterdam Road pfrom R-1 to P-1, parcel 99323001 on Park Square South

- from P-2 to P-1, and parcel 59006076330 on Sauk Trail Road from P-2 to P-1:
Motion by Seegert, seconded by Caswell, to accept the recommendation of the Holland Plan Commission and approve the Town of Holland's request for rezoning at N1246 State Road 32 from P-2 to R-1; the motion carried by unanimous roll call vote. Gordon Seegert III: Yes; Brody Stapel: Yes; . Kelly Caswell: Yes; Douglas Hamilton: Yes; David Huenink: Yes.
- Motion by Seegert, seconded by Caswell, to accept the recommendation of the Holland Plan Commission and approve the Town of Holland's request for rezoning at W1945 Amsterdam Road from R-1 to P-1, parcel 99323001 on Park Square South from P-2 to P-1, and parcel 59006076330 on Sauk Trail Road from P-2 to P-1;** the motion carried by unanimous roll call vote.
13. Application for Class 2 Co-Location by T-Mobile, represented by Jenny Cederberg of Insite Inc., at W2263 Smies Road, Oostburg, WI 53070:
Motion by Caswell, seconded by Stapel, that the application represented by Jenny Cederberg of Insite Inc. is categorized as a Class 2 Co-location, is subject to the commercial building permit process, and the clerk is authorized to respond to the applicant appropriately for the project to proceed at W2263 Smies Road; the motion carried by unanimous voice vote.
14. Application for Class 2 Co-Location by Verizon, represented by Desiree Swan-Meyers of Concordia Group Ltd., at W2263 Smies Road, Oostburg, WI 53070:
Motion by Seegert, seconded by Hamilton, that the application represented by Desiree Swan-Meyers of Concordia Group Ltd. is categorized as a Class 2 Co-location, is subject to the commercial building permit process, and the clerk is authorized to respond to the applicant appropriately for the project to proceed at W2263 Smies Road, contingent upon receipt of the \$150.00 fee payment; the motion carried by unanimous voice vote.
15. Set dates for 2026 Board of Review and Open Book:
Motion by Caswell, seconded by Seegert, to set the first two-hour meeting of the 2026 Board of Review for Wednesday, May 20, 2026 from 5:00pm-7:00pm and the 2026 Open Book for Monday, May 4, 2026 from 11:00am-5:00pm via teleconference; the motion carried by unanimous voice vote.
16. Resolution of Inclusion Under the Wisconsin Retirement System and Designation of Agent:
Motion by Stapel, seconded by Seegert, to approve Town of Holland Resolution 2026-01, Resolution of Inclusion Under the Wisconsin Retirement System, for all current and future eligible employees to participate in the WRS, and to authorize the Town Chair to sign on behalf of the Town; the motion carried by unanimous voice vote.
17. Resolution Supporting a WI State Comprehensive and Sustainable Transportation Funding Solution:
Motion by Seegert, seconded by Hamilton, to approve Town of Holland Resolution 2026-02, Town Board Resolution Supporting a Wisconsin Comprehensive and Sustainable

Transportation Funding Solution, and to authorize the Town Chair and Town Clerk-Treasurer to sign on behalf of the Town; the motion carried by unanimous voice vote.

18. Appoint Clerk-Treasurer, Plan Commission Clerk, and Board of Appeals Clerk:

Motion by Stapel, seconded by Caswell, to extend Janelle Kaiser's current appointment term as Town Clerk-Treasurer, Plan Commission Clerk, and Board of Appeals Clerk to April 30, 2027, whereas the previous term expiration date was March 31, 2027; the motion carried by unanimous roll call vote.

19. Appoint Weed Commissioner for one-year term:

Chair Huenink appointed Michael Kuffel as the Town of Holland Weed Commissioner for a one-year term commencing May 1, 2026 and ending on April 30, 2027. **Motion by Stapel, seconded by Hamilton, to confirm Chair Huenink's appointment of Michael Kuffel as the Town of Holland Weed Commissioner for a one-year term commencing May 1, 2026 and ending on April 30, 2027;** the motion carried by unanimous voice vote.

20. Appoint Building Inspector:

Chair Huenink recommended appointing Thomas Huenink as the Town of Holland Building Inspector for a one-year term commencing May 1, 2026 and ending on April 30, 2027. **Motion by Seegert, seconded by Hamilton, to accept Chair Huenink's recommendation and appoint Thomas Huenink as the Town of Holland Building Inspector for a one-year term commencing May 1, 2026 and ending on April 30, 2027;** the motion carried by unanimous voice vote.

21. Appoint Zoning Administrator:

Chair Huenink recommended appointing Janelle Kaiser as the Town of Holland Zoning Administrator for a term commencing March 9, 2026 and ending on April 30, 2027. **Motion by Caswell, seconded by Seegert, to accept Chair Huenink's recommendation and appoint Janelle Kaiser as the Town of Holland Zoning Administrator for a term commencing March 9, 2026 and ending on April 30, 2027;** the motion carried by unanimous voice vote.

22. Appoint Board of Appeals expiring term(s) for three-year term(s):

Chair Huenink recommended and appointed Jeffrey Kritz as a member of the Holland Board of Appeals with a term commencing April 1, 2026 and ending on March 31, 2029. **Motion by Caswell, seconded by Seegert, to accept Chair Huenink's recommendation and confirm the appointment of Jeffrey Kritz as a member of the Holland Board of Appeals with a term commencing on April 1, 2026 and expiring on March 31, 2029;** the motion carried by unanimous voice vote.

23. Training for appointed officials:

Training webinars and opportunities will be sent to officials as they become available. A Board of Adjustments training session will be held at Sheboygan City Hall on March 11, 2026. David Huenink, Janelle Kaiser, and Jill Huenink will attend.

24. Ongoing Issues:

a. Managing short-term rentals and licenses:

A report detailing short-term rental licenses and certain short-term rental activity was provided to the Town Board in the March 9, 2026 board meeting packet. A letter to the property owners of N1099 Cole Road was drafted by the Town Attorney and reviewed by the Town Board. The letter details violation of the Town's short-term rental ordinance and will be sent to the property owners by certified mail. The Town Board reached consensus to waive the 2024-2025 short-term rental license application fee if a complete 2025-2026 short-term rental license application and fee is received by April 8, 2026.

An email was received from the property owner of N2405 Cardinal Lane, which cited concerns about one-night stays at short-term rental properties and disruptions from an adjacent licensed short-term rental property. Clerk-Treasurer Kaiser will provide the property owner with instructions if the owner would like to file a formal complaint.

b. Possible ordinance violation at W3070 Hoitink Road:

A cease and desist letter to the property owner of W3070 Hoitink Road was drafted by the Town Attorney and reviewed by the Town Board. The letter will notify the property owner to cease business operations without a conditional use permit and to remove all business related debris piles on the property.

c. Signage, barricades, and conduct at walk-in access to Lake Michigan locations:

No new information to report.

d. Potential high-voltage electric transmission lines:

No new information to report.

e. Review Town Emergency Operations Plan:

Motion by Seegert, seconded by Stapel, to adopt the Town Emergency Operations Plan dated March 9, 2026 as presented; the motion carried by unanimous voice vote.

f. Consideration of revisions to the Town of Holland Employee Handbook:

Motion by Caswell, seconded by Seegert, to adopt the Town of Holland Employee Handbook dated March 9, 2026 as modified during the March 9, 2026 meeting; the motion carried by unanimous voice vote.

25. Committee, Clerk-Treasurer, & Chair Items:

a. Administration and Finance:

None.

b. Parks and Property:

None.

c. Public Safety:

None.

d. Onion River Solar Joint Development Agreement (JDA) Committee:

None.

e. Roads:

i. Recruitment for vacant Director of Public Works and Property position:

The Town has received five job applications for the open position to date.

ii. Local Small Structures Improvement Program 2026-2027:

The state has announced a funding opportunity for small culvert and bridge structure improvements. The Town's small structures were inventoried and rated last year on a scale of one to ten. Four is the lowest rating to qualify for funding. Two structures received a rating of four or lower, one on Hoftiezer Road and one on Walvoord Road. The Hoftiezer Road structure was replaced in 2025. The Town will apply for funding for improvement of the Walvoord Road structure.

iii. WI Small Bridge Case Study Survey:

The Wisconsin Towns Association (WTA) is requesting that Towns complete a Wisconsin Small Bridge Case Study Survey. The Town Board discussed responses to the survey, which Chair Huenink will complete and submit to the WTA.

iv. Utility right-of-way occupancy and excavation permitting process:

No new information to report.

f. Clerk-Treasurer:

i. The 2026 annual meeting of Town electors will be held on Tuesday, April 21, 2026 at 7:30pm.

ii. Wisconsin Towns Association's Annual Road School - April 27-29, 2026:

Chair Huenink confirmed that he plans to attend.

iii. Wisconsin Towns Association's Annual Convention - October 4-6, 2026:

Clerk-Treasurer Kaiser confirmed that she plans to attend.

The 2026 Spring Election will be held on April 7, 2026. In-person absentee voting will be held at the Holland Town Hall on March 24, 25, 30, 31, and April 1 from 9:00am-12:00pm, and on April 2 from 9:00am-2:00pm. The public test of election equipment will be held on April 2 at 2:30pm.

g. Chair:

i. Onion River Solar request for release of Performance Bond:

Motion by Hamilton, seconded by Caswell, to approve the request by Onion River Solar LLC for the release of the performance bond related to the Onion River Solar Utility's construction, post-construction restoration, and compliance obligations, and to authorize the Town Chair to sign on behalf of the Town; the motion carried by unanimous voice vote.

- ii. The position for a UW-Extension Community Development Educator to serve Towns and Villages in Sheboygan County has been filled by Kirtis Orendorff.
- iii. Sheboygan County Emergency Management Director Steve Steinhardt attended the Wisconsin Towns Association Sheboygan County Unit meeting on March 5, 2026. He reported that the county can fund Town risk mitigation projects. Possible risk mitigation projects can be submitted to the county for review.

26. Public input:

- a. Jane Dederig inquired about a transmission line project taking place south of Waldo. Supervisor Stapel replied that the project is separate from the proposed Ozaukee DIC project and is for the purpose of getting power to a natural gas generation station.
- b. Scott Davis asked for clarification of the appointment to the Board of Appeals.
- c. Barb Dallman asked about potential future candidates for members of the Board of Appeals.
- d. Supervisor Stapel commented on trees that need to be trimmed along Hoitink Road in the right-of-way. The trees continue to fall on power lines. We Energies will likely top the trees and the Town may also do some tree removal in that area.

27. Motion to convene in closed session pursuant to §19.85(1)(c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss filling the vacant Director of Public Works and Property job position and related compensation and benefits:

Motion by Hamilton, seconded by Seegert, to enter into closed session at 8:28pm; the motion carried by unanimous roll call vote.

28. Reconvene into open session to take action relating to closed session deliberations, if any:

Motion by Stapel, seconded by Hamilton, to reconvene into open session at 9:42pm; the motion carried by unanimous roll call vote.

29. Correspondence:

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

30. Adjourn:

Motion by Hamilton, seconded by Seegert, to adjourn the meeting at 9:45pm; the motion carried by unanimous voice vote.

Respectfully submitted,

Janelle Kaiser, Clerk-Treasurer, Town of Holland, Sheboygan County, Wisconsin