

TOWN OF HOLLAND BOARD MEETING

December 11, 2019

MEMBERS PRESENT	Vice Chair Mike Hoffman, Supervisors Jeff Herlitzke, Jerome Pedretti, Robert Stupi
EXCUSED	Steve Michaels
STAFF PRESENT	Clerk Marilyn Pedretti, Town Crew John Frauenkron

CALL TO ORDER

Vice Chair Hoffman called the meeting to order at 7:00 p.m. Notices were posted.

MINUTES

Motion by Stupi/J Pedretti to approve the minutes of November 13th board meeting, public meeting and public hearing. **MOTION** carried.

CITIZENS' CONCERNS: none given.

COUNTY SUPERVISOR REPORT

Matt Nikolay, County Board Supervisor, reported the County is working with the Town of Bangor and Village of West Salem on their business park and gave an update on the budget for the nitrate contamination issue.

PUBLIC WORKS

Snow plowing services: Hoffman reviewed a proposal to assist with plowing cul-de-sacs on an "as needed basis". Discussion followed concerning the average time it takes to plow a cul-de-sac, criteria to determine when to call for service and the idea of experimenting with the service this season. Motion by J Pedretti/Stupi we use Patrick Dunn for plowing cul-de-sacs this winter and leave up to the shop when he is called out and training him a little. **MOTION** carried.

Town crew updates: John Frauenkron, Town Crew Supervisor highlighted several areas on their written report. Discussion followed concerning the current condition of the roads.

PLAN COMMISSION

CSM: Steve Horton of Horton Surveying, o/b/o Nick Hansen, N8353 U.S. Highway 53, requested a Certified Survey Map (CSM) to divide 2.86 acres into two parcels and add an access easement. Stupi reported the Plan Commission approved the rezone previously and this CSM splits the two parcels. He noted the easement configuration was the result of the Department of Transportation not granting any new access to Highway 53. Motion by Stupi/Herlitzke to approve the CSM for Steve Horton of Horton Surveying on behalf of Nick Hansen. **MOTION** carried unanimously.

Report on 12/4/19 meeting: Stupi reported that Andrew Beyer, from General Engineering Company (GEC), gave a report on their stormwater engineering options and GEC will be providing some additional information to assist in making a recommendation. Stupi reported they discussed a proposal for cabin rentals, gave input concerning Phase II of Wildflower Terrace and a possible development north of Beaver Builders and discussed possible options of declaring a "snow emergency".

FIRE DEPARTMENT

Draft minutes were not received. J Pedretti highlighted some of the items from the November 20th Fire Board meeting at which they were presented with the 2018 audit, there were 87 fire calls in October and they approved the 2020 budget with a 5% increase.

TOWN HALL – ICE CONCERNS

Hoffman reported there is an issue at the front door with water dripping into the walk way. Discussion followed concerning obtaining quotes for gutters, warranties and possible build-out options. Ben Filter, W7955 Prairie Meadows Street, suggested the roof installation should have included a drip edge and the snow guards were improperly installed. The clerk was directed to research all options.

ORDINANCE: OUTDOOR BURNING

Hoffman explained that the ordinance amendments were presented last month and included amending exclusions [section 2.01(a)(7), 3.03(B)] and penalties [section 6.02(A)]. Motion by Stupi/J Pedretti to approve Amendment #1 to Ordinance 3-2008 on Outdoor burning, open burning and refuse burning. **MOTION** carried unanimously.

2020 BUDGET – ADJUSTMENT

Clerk Pedretti explained the cycle for an audit is past due. Discussion followed and it was the consensus to add a line item on the 2020 Budget to include \$5,000 for an audit using funds from the Highway Construction line item.

RESOLUTION: 2020 BUDGET

Clerk Pedretti read the following into the record:

RESOLUTION 2019-5*A Resolution to Approve the 2020 Budget*

WHEREAS, the Town Board held a public hearing on November 13, 2019 to review and discuss the Town Budget that appropriated the necessary general funds for the operation of government and administration of the Town for the year 2020; and

WHEREAS, the Town of Holland electors adopted the Town levy at the November 13, 2019 Town Elector meeting that will be used for the operation and administration of the Town for the year 2020;

NOW, THEREFORE, BE IT RESOLVED that the Town of Holland Town Board hereby adopts the attached 2020 Budget. (Budget dated 12/5/19 Option 2 on file)

Motion by Stupi/Herlitzke to approve Resolution 2019-5. **MOTION** carried unanimously.

RESOLUTION: 2020 FEE SCHEDULE

Clerk Pedretti read the following into the record:

RESOLUTION 2019-6*A Resolution Setting Fees for 2020*

WHEREAS, the Town of Holland Town Board has established fees in order to assist in covering costs of services provided by the Town; and

WHEREAS, fees have been established for such services as platting fees, licenses, permits, lot mowing, refuse/recycling charges, rentals fees, and copying costs; and

WHEREAS, the fees for each service are reviewed yearly to determine their effectiveness;

NOW, THEREFORE, BE IT RESOLVED that the Town of Holland hereby adopts the attached 2020 Fee Schedule to be effective January 1, 2020. (Fee schedule on file)

Motion Herlitzke/J Pedretti to approve Resolution 2019-6. **MOTION** carried unanimously.

RESOLUTION: 2019 BUDGET ADJUSTMENTS

Clerk Pedretti read the following into the record:

**RESOLUTION 2019-7
2019 Budget Adjustments**

WHEREAS, in December 2018, the Town of Holland set the 2019 Town budget with revenues and disbursements not to exceed \$1,265,402.92; and

WHEREAS, Wis. Stats. 65.90(5)(a) requires the approval of two-thirds of the members of the Town Board to amend an adopted budget; and

WHEREAS, several items in the Town of Holland disbursement budget, while not exceeding the overall resources, can be balanced using funds from another disbursement department;

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Holland hereby authorizes fund transfer of the following expense budget line-items:

<i>Account Name</i>	<i>Budget Shortfall</i>	<i>Transfer from Acct</i>	<i>Amount</i>
General Account			
<i>Fire Protection Dues</i>	<i>3,028.40</i>	<i>Equipment Purchase</i>	<i>3,028.40</i>
<i>Inspections</i>	<i>15,511.91</i>	<i>General Government</i>	<i>15,511.91</i>
<i>Emergency Communications</i>	<i>172.56</i>	<i>Highway/Street Maintenance</i>	<i>172.56</i>
<i>Refuse/Recycling</i>	<i>4,364.23</i>	<i>Highway/Street Maintenance</i>	<i>4,364.23</i>
General Acct Totals:	\$23,077.10		\$23,077.10

Motion by J Pedretti/Herlitzke to approve Resolution 2019-7. **MOTION** carried unanimously.

CONTRACT RENEWALS

Clerk Pedretti reported that Jim Webb was open to renewing both the building inspector and engineering contracts as presented last year. Motion by Stupi/J Pedretti to renew the 2020 building inspector and engineering contracts. **MOTION** carried unanimously.

2019 TAX OVERPAYMENTS

Motion by Herlitzke/J Pedretti to authorize the Town Treasurer to issue refund checks for 2019 tax overpayments. **MOTION** carried unanimously. Stupi asked if there was an option to eliminate approving this annually with some blanket authorization. Clerk Pedretti will research.

2020-2021 ELECTION INSPECTORS

Clerk Pedretti presented a list of 27 residents for appointment as election inspectors for the 2020-2021 term as follows:

- LaVonne Anderson, Tom Byerly, Deborah Carpenter, Sandy Cole, Jane Deml, Melissa Emry, Ruth Gautsch, Patti Happel, Nikole Hauser, Lanette Herrmann, Anita and Gary Jagodzinski, Judy Jakes, Lisa Kind, Lola Kleinsmith, Nancy Kuczynski, Jean Kroner, Fred Lanzel, Brenda Lichucki, Tim Medinger, Mary

Nugent, Nancy Pilmonas, Andrea Stupi, Kathy and Larry Warzynski, David Weber and Jennifer Westlie.

Motion by Herlitzke/Hoffman to approve the appointment of election inspectors as presented for the 2020-2021 term. **MOTION** carried (Stupi abstained).

TREASURER’S REPORT AND BILLS

The November Treasurer’s report and December invoices were reviewed. Motion by Herlitzke/J Pedretti to pay the December bills in the amount of \$80,110.70. **MOTION** carried unanimously.

ANNOUNCEMENTS

Clerk Pedretti reported the tax bills were mailed on Monday.

CLOSED SESSION: EMPLOYEE REVIEWS

Motion by Stupi/Herlitzke to enter into closed session, under Wisc. Statutes 19.85(c) for: “...consideration of employment, compensation or performance evaluation data...” of Town employees to wit: discussion of employee duties, hours, performance evaluations and compensation. Roll call vote: passed unanimously. Entered into closed session at 7:40 p.m. Employee reviews were conducted. During Clerk Pedretti’s review, Supervisor J Pedretti was excused.

Returned to open session at 8:50 p.m.

Clerk Pedretti reported an error in the “bills to pay” total. Motion by Herlitzke/Stupi to approve the December bills in the amount of \$131,041.01. **MOTION** carried unanimously.

Motion by Stupi/Herlitzke for an increase of 50¢ an hour for John Frauenkron, 50¢ an hour increase for Norman Clerk and a 2% increase for Marla Wager. **MOTION** carried unanimously.

Motion by Stupi/Herlitzke to increase 50¢ an hour for Marilyn Pedretti. **MOTION** carried (J Pedretti abstained).

ADJOURN

Motion by Herlitzke/J Pedretti to adjourn. **MOTION** carried unanimously. Adjourned at 8:52 p.m.

Respectfully submitted,
Marilyn J. Pedretti
Town Clerk