

## TOWN OF HOLLAND BOARD MEETING

October 11, 2023

|                        |   |
|------------------------|---|
| <b>MEMBERS PRESENT</b> | Chair Bob Stupi, Supervisors Nikole Hauser and Jeff Herlitzke |
| <b>EXCUSED</b>         | Michael Hoffman   |
| <b>ABSENT</b>          | David Weber   |
| <b>STAFF PRESENT</b>   | Town Crew Supervisor John Frauenkron, Clerk Marilyn Pedretti  |

### CALL TO ORDER

Chair Stupi called the meeting to order at 6:30 p.m. Notices were properly posted.

### MINUTES

Motion by Hauser/Herlitzke to approve the minutes of September 13<sup>th</sup> and September 27<sup>th</sup>.

**MOTION** carried.

**CITIZENS' CONCERNS:** none given.

### COUNTY SUPERVISOR REPORT

Matt Nikolay, County Board Supervisor, reported the Board approved the renovation of the Hillview Health Care facility using ARPA funds, the Administrator released her budget which shows a reduction in the tax rate and debt service but not in services. Nikolay noted \$500,000 was distributed to 35 child care providers.

### PUBLIC WORKS

Brush chipping service: Stupi reviewed the results of the updated chipping service survey. He noted that with 63 responses, the trend indicated twice a year would be adequate. Discussion followed. Motion by Herlitzke/Hauser to adjust our Town curbside chipping service to be twice a year in May and October, will continue to maintain the same restrictions in size and as needed for large storm events. **MOTION** carried. It was the consensus that “large storm events” will be determined by the Town Chair in consultation with the Town crew supervisor.

Tree removal: Stupi reviewed the two bids received to remove or trim trees in the right-of-way of Sylvester Road, Evans Valley Road, Holseth Road, Aspeslet Road and A Johnson Road. Discussion followed. Motion by Herlitzke/Hauser to hire Dave’s Tree Service to do tree removal and trimming along the list of roads on bid document in the amount of \$40,000. **MOTION** carried.

Compost gate malfunction: Pedretti explained that since the lightning struck in late July, the gate system electronics have been challenging. Frauenkron noted the system is currently working and they will continue to monitor. Discussion followed concerning when to shut the system down for the season. It was the consensus to close the service after the first major snow storm – determined by the Chair, in consultation with the crew supervisor.

County Road XX: Stupi reported the County Highway Department notified the Town last week of their use of some spare chips to seal coat a portion of County Road XX, from New Amsterdam north about a mile. He noted this was done at County expense and that there is loose gravel and dust but the County should sweep next week.

Flury Field grass: John Frauenkron, Town Crew Supervisor, reported the dry summer resulted in an infestation of sand burrs. Discussion followed concerning options and whether additional dirt and/or leveling will be required. Frauenkron was directed to research options further and get cost estimates and to spray the current field to remove the weeds.

The clerk was directed to notify the public that the field will be closed until new seed has been established.

Delivery of sand/salt: Motion by Herlitzke/Hauser to approve Sandbox Express to deliver sand/salt in the amount of \$55 per load for the 2023-24 season. **MOTION** carried.

Yard waste disposal: Stupi reviewed the proposal from Green Earth for yard waste disposal. He noted the tonnage was down when the gates were working. Motion by Herlitzke/Hauser to approve the 2024 yard waste disposal contract for \$22 a ton and weighed every load. **MOTION** carried. Stupi noted the fobs have covered some of the costs of this disposal.

Casberg Coulee bridge:

(1) Update on engineering. Stupi reported Chris Blum, SEH engineer, has indicated they are working through the channels and all is on track for 2024 construction. Kevin Olson, W6688 Casberg Coulee Road, asked about the schedule and Pedretti reviewed as follows:

- December 2023 = Preliminary plans
- February 2024 = Environment documents
- April 2024 = draft plans
- May 2024 = final plans
- August 2024 = let project for bids
- Oct-November 2024 = construction

Olson asked if the final plans could be done by January and Stupi noted this is a very aggressive schedule and all parties are aware of the urgency.

(2) Detour route. Frauenkron reported they completed the shouldering and the County rolled and sprayed them for stability. He reported they worked on the curve by the swamp. Jay Bratberg, N7274 Casberg Coulee Road, asked why they did not add more fill to the inside curb. Frauenkron explained they moved dirt from one side to the other and the Town cannot fill in the swamp. K Olson suggested the rolling was not done correctly due to the variance in heights from shoulder to road. Jerry Heintz, N7318 Casberg Coulee Road, reported stretches where the roller did not compact the shoulder. Stupi noted this process was done on other roads with favorable results but if this fix fails, the Town will re-evaluate in the spring and seek other options. Discussion followed. Cathy Olson, W6602 Casberg Coulee Road, expressed frustration that the bridge was closed so quickly and the Town did not prepare for the failure. Stupi reviewed the background on the impossibility of planning for this rapid catastrophic failure, the funding shortages the Town faces due to levy limits and his efforts to obtain 100% funding.

Fall road tour: It was the consensus to conduct a road tour Tuesday, November 14<sup>th</sup> at 8:00 a.m.

Crew report: Frauenkron reviewed the written Town Crew report.

## **PLAN COMMISSION**

Pedretti reported on the October 4<sup>th</sup> meeting at which they discussed a possible land use change of a property at Amsterdam Prairie Road and US Highway 35. No other business took place.

## **STORMWATER COMMISSION**

Culvert-ditch work: Pedretti explained the Stormwater Commission recommended sending letters to those residents where ditch work or culvert clean-outs are to occur next year. She noted the letter could include education about the right-of-way and the option for the resident to conduct the work themselves. Discussion followed. It was the consensus to send the letters late winter.

2024 budget: Pedretti reviewed the Commission’s budget recommendations and noted the proposed budget would not require an increase in ERU charges.

Report on 10/4/23 meeting: Pedretti referred to the minutes.

**FIRE DEPARTMENT**

2024 budget: Stupi reviewed the final budget numbers. Herlitzke noted it has a 5% increase from last year.

Report on 9/20/23 and 10/4/23 meetings: Herlitzke noted he is working with the board secretary to get the minutes sent to everyone, not just the Fire Chief.

**2024 BUDGET, FEES AND NEWSLETTER**

2024 budget draft: Pedretti reviewed several line item changes and numbers were adjusted with Board input. Stupi reviewed research concerning the use of straight salt on roads. Discussion followed. It was the consensus to try some roads as straight salt, some with sand and some as a hybrid. Item will be absorbed in the Road Maintenance account.

2024 fee schedule: Pedretti noted the building inspection fees may be increasing based on the bids submitted next month. It was the consensus to have the yard waste access fee continue at \$20 and the fob cost continue at \$6.

2023 ERU: Motion by Herlitzke/Hauser to set the 2023 ERU rate the same as 2023. **MOTION** carried.

2024 newsletter: Pedretti listed several articles for publication and asked for input. Discussion followed and articles were suggested.

Budget hearing: Pedretti noted the elector notice must be posted 15-20 days before the hearing. Motion by Herlitzke/Hauser to set the 2024 Budget public hearing for November 8<sup>th</sup> at 6:30 at the Town Hall. **MOTION** carried.

**RESOLUTIONS: MH BIKE/PED PATH**

Clerk Pedretti read the following into the record:

**RESOLUTION 2023-4  
RESOLUTION SUPPORTING A GRANT APPLICATION  
TO CONSTRUCT PHASE 1 OF A BICYCLE AND PEDISTRIAN PATH  
ALONG COUNTY ROAD MH**

*WHEREAS the Town of Holland is applying for a Wisconsin Department of Transportation - Transportation Alternative Program grant to fund Phase 1 to construct a bicycle and pedestrian path along County Road MH, from Sunrise Lane to Briggs Road; and*

*WHEREAS, the Town of Holland recognizes that WisDOT reimburses project sponsors for the Federal share of 80% of the approved TAP project costs, up to the limit of the Federal award amount. In light of the minimum twenty 20% match requirement, the Town of Holland commits to securing the matching funds if the project is awarded.*

*NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Holland does hereby support applying for grant funds under the Department of Transportation – Transportation Alternative Program to construct Phase 1 of a bicycle and pedestrian path along County Road MH in the Town of Holland; and*

*BE IT FURTHER RESOLVED, that if the Town of Holland is awarded funding by WisDOT for the 2023-2025 TAP award cycle the Town of Holland is*

*authorized to and agrees to accept the award and enter into all necessary agreements with WisDOT for the above-referenced project and commits to securing the matching funds if the project is awarded funding; and*

**BE IT FURTHER RESOLVED**, *the Town of Holland agrees to comply with all applicable laws, requirements and regulations as outlined in the WisDOT 2023-2025 TAP application materials, the state-municipal agreement between WisDOT and Town of Holland, and any other program and/or project documentation.*

**BE IT FURTHER RESOLVED**, *that the Town Chair and Town Clerk are hereby authorized to perform all duties to effectuate this resolution.*

*Dated this 11<sup>th</sup> day of October, 2023.*

Motion by Herlitzke/Hauser to approve Resolution 2023-4 as read. **MOTION** carried.

Clerk Pedretti read the following into the record:

**RESOLUTION 2023-5**  
**RESOLUTION SUPPORTING A GRANT APPLICATION**  
**TO CONSTRUCT PHASE 2 OF A BICYCLE AND PEDISTRIAN PATH**  
**ALONG COUNTY ROAD MH**

**WHEREAS** *the Town of Holland is applying for a Wisconsin Department of Transportation - Transportation Alternative Program grant to fund Phase 2 to construct a bicycle and pedestrian path along County Road MH, from County Road XX to Sunrise Lane; and*

**WHEREAS**, *the Town of Holland recognizes that WisDOT reimburses project sponsors for the Federal share of 80% of the approved TAP project costs, up to the limit of the Federal award amount. In light of the minimum twenty 20% match requirement, the Town of Holland commits to securing the matching funds if the project is awarded.*

**NOW, THEREFORE, BE IT RESOLVED** *that the Town Board of the Town of Holland does hereby support applying for grant funds under the Department of Transportation – Transportation Alternative Program to construct Phase 2 of a bicycle and pedestrian path along County Road MH in the Town of Holland; and*

**BE IT FURTHER RESOLVED**, *that if the Town of Holland is awarded funding by WisDOT for the 2023-2025 TAP award cycle the Town of Holland is authorized to and agrees to accept the award and enter into all necessary agreements with WisDOT for the above-referenced project and commits to securing the matching funds if the project is awarded funding; and*

**BE IT FURTHER RESOLVED**, *the Town of Holland agrees to comply with all applicable laws, requirements and regulations as outlined in the WisDOT 2023-2025 TAP application materials, the state-municipal agreement between WisDOT and Town of Holland, and any other program and/or project documentation.*

**BE IT FURTHER RESOLVED**, *that the Town Chair and Town Clerk are hereby authorized to perform all duties to effectuate this resolution.*

*Dated this 11<sup>th</sup> day of October, 2023.*

Motion by Hauser/Herlitzke to approve Resolution 2023-5 as read. **MOTION** carried.

**TOWN ADMINISTRATION**

Policy for minimum staffing: Stupi explained a policy was drafted to provide minimum staffing every day during the week. Frauenkron explained his and the crews' concern with such a policy. Discussion followed. Item will return next month when all board members will be present.

Election inspector pay: Clerk Pedretti read the following into the record:

**RESOLUTION 2023-6**  
**A RESOLUTION SETTING**  
**ELECTION INSPECTOR COMPENSATION**

*WHEREAS, Section 7. 03 authorizes the Town Board to provide for the compensation of election inspectors; and*

*WHEREAS, on December 14, 2011, the Town Board set the hourly wage at \$10.00 for election inspectors and \$10.50 for chief inspectors; and*

*WHEREAS, election inspectors/chief inspectors continue to perform to the highest standard and with an utmost commitment to service to the residents of the Town of Holland; and*

*WHEREAS, recently enacted election legislation (including the voter ID law) require additional training, increased inspector tasks and responsibilities and increased vigilance;*

***NOW THEREFORE BE IT RESOLVED** that we, the Town Board of the Town of Holland, do hereby establishes an hourly wage of \$12.00 for election inspectors and \$13.00 for a chief inspector.*

*Dated this 11<sup>th</sup> day of October, 2023*

Motion by Hauser/Herlitzke to approve Resolution 2023-6 as read. **MOTION** carried (Stupi abstained).

**TREASURER'S REPORT AND BILLS**

The Treasurer's report and invoices were reviewed. Motion by Herlitzke/Hauser to accept the Treasurer's report and pay this month's bills in the amount of \$62,825.13. **MOTION** carried.

**ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

Casberg Coulee bridge, staffing policy, budget hearing

**ADJOURN**

Motion by Herlitzke/Hauser to adjourn. **MOTION** carried. Adjourned 8:50 p.m.

Respectfully submitted,  
Marilyn J. Pedretti  
Town Clerk