

## TOWN OF HOLLAND BOARD MEETING

December 13, 2023

<b>MEMBERS PRESENT</b>	Chair Bob Stupi, Supervisors Nikole Hauser, Jeff Herlitzke, Michael Hoffman and David Weber
<b>STAFF PRESENT</b>	Town Crew 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/Weber to approve the minutes of November 8, 14, and 20<sup>th</sup>. **MOTION** carried.

### CITIZENS' CONCERNS

Kevin Olson, W6688 Casberg Coulee Road, asked if the brine tank had been delivered and Stupi reported it should arrive next week. Olson stated the plowing on Holly Hock hill has not been sufficient and there was ice on Sunday. He noted that before the road detour, the hill is normally not traveled since residents can access County Road V from each side of the hill. Olson asked the Town to be more pro-active.

Rebecca Blank, N7391 Casberg Coulee Road, expressed her disappointment with the road plowing so far this season and with the lack of accountability with the Town emergency number. She said the lack of attention is inexcusable.

### COUNTY SUPERVISOR REPORT

Matt Nikolay, County Supervisor, reported the budget passed with a 7% tax rate reduction, two new County Sheriff deputies, reduction in debt and increase in the road budget. He explained he voted "no" because of a last-minute decrease in road funding from \$3 million to \$2 million.

### FIRE DEPARTMENT

Herlitzke reported the calls were up from last year, even without the Town of Onalaska. He reviewed the minutes from November 21<sup>st</sup>. He noted they have not yet hired a new firefighter and that the market is tough. Blank asked about future EMS/EMT plans and Herlitzke noted they are conducting a feasibility study and looking at all options.

### PUBLIC WORKS

Shop computer: Stupi explained the current shop computer is outdated. He noted a new laptop will allow for better communication by using email and they can set up maintenance logs and such. Discussion followed concerning the quote. Motion by Weber/Herlitzke to purchase a laptop for the Town shop not to exceed \$1,400. **MOTION** carried.

Back-up cameras: John Frauenkron, Town Crew Supervisor, explained the safety benefits of installing back-up cameras on each of the plow trucks. He noted it will also help with the application of the new brine tank. Discussion followed. Motion by Herlitzke/Hauser to spend up to \$1,500 for the three cameras and wiring. **MOTION** carried.

MH/Briggs round-about: Stupi reported the final billing on the round-about came in under budget and the Town will be refunded \$77,988.04.

Casberg Coulee bridge: Stupi reported he attended a meeting on December 4<sup>th</sup> with the DOT, DNR, County Commissioner and utilities to discuss the scope and identify any hazards that may need mitigating. He noted the various deadlines and that construction continues to be targeted for fall of 2024. Stupi reported the second meeting was this morning to choose an option for the bridge/span and he outlined the three options. He reported the most advantageous plan was chosen which will lower the road 3-5 feet.  
Crew report: Frauenkron reviewed the written Town Crew report.

**RESOLUTIONS:** The clerk read the following into the record:

**RESOLUTION 2023-8**

**A RESOLUTION TO APPROVE THE 2024 BUDGET**

*WHEREAS, the Town Board held a public hearing on November 8, 2023 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 2024; and*

*WHEREAS, the Town of Holland electors adopted the Town levy at the November 8, 2023 Town Elector meeting that will be used for the operation and administration of the Town for the year 2024;*

*NOW, THEREFORE, BE IT RESOLVED that the Town of Holland Town Board hereby adopts the attached 2024 Budget.*

*Dated this 13<sup>th</sup> day of December, 2023.*

Motion by Herlitzke/Hoffman to approve Resolution 2023-8. **MOTION** carried unanimously.

**RESOLUTION 2023-9**

**A RESOLUTION SETTING FEES FOR 2024**

*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, stormwater 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 2024 Fee Schedule to be effective January 1, 2024.*

*Dated this 13<sup>th</sup> day of December, 2023.*

Motion by Weber/Hauser to approve Resolution 2023-9. **MOTION** carried unanimously.

**RESOLUTION 2023-10**

**2023 BUDGET ADJUSTMENTS**

*WHEREAS, in December 2022, the Town of Holland set the 2023 Town budget with revenues and disbursements not to exceed \$2,128,107.52; 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, general account or segregated account;*

**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>
<i>Inspections</i>	<i>-15,075.00</i>	<i>General Government</i>	<i>15,075.00</i>
<i>Emergency Communications</i>	<i>-144.99</i>	<i>General Government</i>	<i>144.99</i>
<i>Hwy/Street Maintenance</i>	<i>-114,500.99</i>	<i>Equipment/Hwy Outlay</i>	<i>114,500.99</i>
<i>Street lights/Other Transp</i>	<i>-15,386.63</i>	<i>Equipment/Hwy Outlay</i>	<i>15,386.63</i>
<i>Refuse/Recycling</i>	<i>-7,056.93</i>	<i>Equipment/Hwy Outlay</i>	<i>7,056.93</i>
<i>Parks</i>	<i>-10,706.96</i>	<i>Recreation Programs</i>	<i>10,706.96</i>
<i>ARPA Expenses</i>	<i>-10,423.33</i>	<i>Equipment/Hwy Outlay</i>	<i>10,423.33</i>
<b><i>General Acct Totals:</i></b>	<b><i>-173,294.83</i></b>		<b><i>173,294.83</i></b>

*Dated this 13<sup>th</sup> day of December, 2023.*

Motion by Hoffman/Weber to approve Resolution 2023-10. **MOTION** carried unanimously.

### **ORDINANCE: ELECTION OFFICIALS**

Stupi explained this was a housekeeping ordinance and the Board could by-pass the first reading and pass the ordinance tonight or wait until next month. Pedretti gave background on the ordinance. Motion by Weber/Herlitzke to suspend the rules and go to the second reading.

**MOTION** carried. Motion by Hoffman/Hausser to approve Ordinance 1-2023: an ordinance establishing split shifts and the possibility of reducing the number of election officials at any election. **MOTION** carried unanimously.

### **TOWN ADMINISTRATION**

Appoint election inspectors: Clerk Pedretti provided a list nominating 31 poll workers. Motion by Hausser/Hoffman to approve the appointment of listed election inspectors for the 2024-2025 term. **MOTION** carried (Stupi abstained).

Dresen Park pine trees: Hoffman reported he met with Johnson Ops concerning the pine grove at Dresen Park and they advised the trees may have been affected by the draught and suggested checking on their healthiness next June. He noted he spoke with several loggers but it was too small of a job. He will continue to monitor.

Policy handbook: Stupi explained they reviewed neighboring municipalities on their benefits and the Board felt the vacation policy should be updated to stay competitive. He outlined the changes. Discussion followed. Motion by Herlitzke/Hoffman to approve amending Section 303 Vacations in the Policy Handbook. **MOTION** carried.

Office printer: Pedretti provided quotes from three vendors to upgrade the office printer, which will no longer be supported. Discussion followed. Motion by Weber/ Herlitzke to go with Loffler in the purchase of a new printer for \$5,454.23 with the fax cloud solution included. **MOTION** carried.

Meeting room storage: Pedretti explained the need to organize the meeting room and build a closet to store election equipment and such. Discussion followed. It was the consensus to ask Mike Frauenkron to provide a plan and quote to present next month.

### **TREASURER'S REPORT AND BILLS**

The Treasurer's report and invoices were reviewed. Motion by Herlitzke/Weber to pay the bills in the amount of \$290,501.12. **MOTION** carried.

**ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

Pedretti reported the Town will observe the upcoming holiday on December 25 and December 26<sup>th</sup>. She reported tax bills were mailed this week and tax collection hours start next Monday.

Agenda items: road rebuilding needs.

**CLOSED SESSION**

Motion by Herlitzke/Hoffman to enter into closed session under Wisc. Statutes 19.85(1)(c) for: "...consideration of employment, compensation or performance evaluation data..." to wit: continue discussion on employee reviews and hiring a part-time employee. Roll call vote.

**MOTION** carried unanimously. Entered into closed session at 7:50 p.m.

Motion by Herlitzke/Hoffman to return to open session. **MOTION** carried. Returned to open session at 8:04 p.m. Stupi reported they discussed the parameters for an offer for part-time employment that he will discuss with the applicant.

Motion by Hoffman/Hauser for a 7% increase for all current Town employees. **MOTION** carried.

**ADJOURN**

Motion by Herlitzke/Weber to adjourn. **MOTION** carried. Adjourned 8:05 p.m.

Respectfully submitted,  
Marilyn J. Pedretti  
Town Clerk