

TOWN OF HOLLAND BOARD MEETING

September 13, 2023

MEMBERS PRESENT	Vice Chair Jeff Herlitzke, Supervisors Nikole Hauser, Mike Hoffman, David Weber and Chair Bob Stupi (via zoom),
STAFF PRESENT	Town Crew Supervisor John Frauenkron, Clerk Marilyn Pedretti

CALL TO ORDER

Vice Chair Herlitzke called the meeting to order at 6:30 p.m. with Chair Stupi on zoom. Notices were properly posted.

MINUTES

Motion by Stupi/Hoffman to approve the minutes of August 9, 2023. **MOTION** carried.

CITIZENS' CONCERNS: none given.

COUNTY SUPERVISOR REPORT: none given.

CSM: DUMMER

Steve Horton, Horton Surveying, o/b/o Leo and Marie Dummer, N6500 County Road XX, requested approval of a Certified Survey Map (CSM) to create a 2.11 acre parcel for continued residential use. He explained the parcel splits off the residential portion of a larger parcel with the remaining land continuing as agricultural use. He also noted the need for a driveway easement for that portion that is in the Town of Onalaska. Motion by Hoffman/Weber to approve the Certified Survey Map for Leo and Marie Dummer at N6500 County Road XX creating a 2.11 acre parcel for continued residential use. **MOTION** carried unanimously.

PARK COMMITTEE

Wildflower Park: Hauser explained the three year plan for the Wildflower Park and gave background on park development and how the budget money comes from the powerline funds set aside for recreational use. She also explained parts of the plan include community involvement and donations, such as the gazebo construction. Motion by Hoffman/Weber to approve the three year plan for the Wildflower Park as drafted by Coulee Regional Ecoscapes. **MOTION** carried unanimously.

2023 expenses: Hauser explained the request by the committee to transfer \$2,500 from the powerline account to cover the remaining 2023 Park expenses. Motion by Weber/Hoffman to authorize the transfer of \$2,500 from the powerline account to the park expense account to cover additional 2023 expenses. **MOTION** carried unanimously.

2024 budget requests: Hauser outlined the recommendations by the committee for the 2024 budget. She noted the Flury Field grass did not take hold this season and work will need to happen to eliminate the sandburs and re-establish grass. Town Crew Supervisor John Frauenkron stated he is researching options. Discussion followed.

Report on 8/28/23 and 9/11/23 meeting: Hauser reviewed the items discussed at the meetings.

BIKE AND PEDESTRIAN COMMITTEE

Grant request: Stupi explained they have started work with the La Crosse Area Planning Commission on an application for Phase 1 and Phase 2 of constructing a bike path along the north side of County Road MH, from Briggs Road to County Road XX. He noted that if awarded, the construction would possibly take place in 2026. Stupi noted this

project was recommended in the 2022 Bike & Pedestrian Plan. Discussion followed. It was the consensus to move forward and a resolution will be presented at the next meeting.

Report on 9/11/23 meeting: Hauser had nothing further to report.

PUBLIC WORKS

Brush chipping service: Herlitzke presented the survey results with 58 responses thus far. He noted the proposal to offer the service in April and October received 60% approval. Mike Lichucki, W6665 Casberg Coulee Road, noted that with 58 respondents out of 4,000 residents, there is a 13% margin of error but it does provide a ballpark direction. Kevin Olson, W6688 Casberg Coulee Road, agreed with the twice a year concept and that if a homeowner had more they should use the county option. David Blum, W6664 Casberg Coulee Road, suggested it was much better use of Town funds to clear along roads than spend time doing residential service. Discussion followed. **It was the consensus to vote next month to change the service to April and October with extra days added if a large storm event occurs.** Stupi indicated the survey will stay open for a few more weeks.

County Road XX project: Stupi explained the County Road XX project is moving forward with construction slated for 2025. He met with the consultants to discuss the paperwork for easements to work along the right-of-way in front of the Town shop and Hammes Park and the proposals seemed logical and fair. Motion by Herlitzke/Hoffman to authorize the Town Chair to sign the right-of-way contracts and paperwork from MSA consultants. **MOTION** carried unanimously.

Tree removal: Frauenkron explained the need to remove trees within the right-of-way along five Town roads for safety reasons. He explained the quote by a contractor to conduct the work. He also provided an option of renting a bucket truck and the crew would do some of the tree removal. Discussion followed concerning safety, timing and the requirement to seek bids. Motion by Weber/Hoffman to authorize the Town to post bids for tree removal along Sylvester, Evans Valley, Holseth, Aspeslet and A Johnson Roads. **MOTION** carried unanimously.

Compost gate malfunction: Herlitzke explained that lightning struck in late July, knocking out the gate system electronics which took some work to replace. He noted there was an uptick in yard disposal and abuse during the time period the gates were being repaired. Pedretti reported an insurance claim has been filed.

Evans Valley shouldering: Frauenkron explained the process of stabilizing the shoulders with emulsion, which will cut down on erosion problems in that area. Discussion followed. Motion by Hauser/Weber to authorize stabilizing Evans Valley Road with spray emulsion not to exceed \$500. **MOTION** carried unanimously.

Casberg Coulee bridge:

(1) Grant status. Stupi reported a scoping meeting was held last week with the consultant SEH, the Department of Transportation (DOT), Department of Natural Resources (DNR) and the County Highway Department. He noted the Town crew will be clearing any brush/trees larger than 4" at breast height to ready the area for construction. He noted the original schedule had construction occurring in late 2025 but that they are pushing to expedite the schedule 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

Stupi cautioned this was an aggressive schedule and all the players are ready to act quickly but obstacles could change the timing. Kevin Olson asked if this was single slab structure and Stupi reported two options will be presented to the Town. Cathy Olson, W6602 Casberg Coulee Road, asked for clarification about whether this was a Federal or state project now and Stupi reiterated this continues to fall under the Federal BIL funds, which will pay 100% of costs. Lichucki expressed concern with timing and suggested a contingency plan. David Blom, W6664 Casberg Coulee Road, expressed his concern with the safety of the detour route and explained the steep hills, hairpin turns, lack of shoulders and snow pack were not safe for his family. Paul Olson, W6602 Casberg Coulee Road, suggested the shoulders need to be rolled or compacted. Jill Sherry, W6708 Casberg Coulee Road, asked that the DOT communicate weekly on the progress and whether they are on track and, if the timeline changes, the Town talk about a Plan B and which could be the \$200,000 temporary option.

- (2) Citizens meeting. Hoffman reported they held a meeting with three citizens and the Town crew and received some good input. He noted it was the consensus that guardrails were not an option but that some fill and additional gravel at several curves would be helpful. Hoffman stated that, as a former drivers education teacher, the key is for traffic to follow the speed limit and that accidents happen any place. Cathy Olson agreed but stated Hollyhock hill is going to hurt someone with the way the road leans. Discussion followed concerning fill and some additional trimming along the swamp area.
- (3) Detour route. Frauenkron explained the process of stabilizing the shoulders with emulsion. Kevin Olson suggested compacting and sweeping away loose gravel. Discussion followed. Motion by Herlitzke/Hauser to authorize spending up to \$5,000 to spray the shoulder with emulsion on Casberg Coulee Road plus labor to compact the gravel prior to spraying. **MOTION** carried unanimously.
- (4) Future action. Nothing at this time.

Crew report: Frauenkron reviewed the written Town Crew report.

Grapple: Frauenkron explained the need for a grapple to assist with tree/brush removal in ditches. He provided a quote for a slightly used and a quote for a new grapple. Discussion followed concerning safety and possible applications. Motion by Hauser/Hoffman to purchase the used grapple in the amount not to exceed \$5,800. **MOTION** carried unanimously.

FIRE DEPARTMENT

Fire Commission: Herlitzke reported the Fire Board approved the Fire Commission last month and asked for input concerning appointments to the Commission. He noted it would be helpful to have someone who is not part of the Fire Department discussions so they can be objective with personnel issues.

Report on 8/15/23 meeting: Herlitzke reported the old fire engine is now gone and the new one is getting integrated.

TOWN ADMINISTRATION

Policy for premium pay: Stupi explained a policy was drafted to compensate staff who are called out after hours or on weekends, excluding snow plowing, at double the pay rate for a minimum of 2 hours. He noted it is asking a lot for staff to be “on call” 24/7. Motion by Hauser/Herlitzke to add to the Employee Policy Manual section 508: On-call Premium Pay. **MOTION** carried unanimously.

Policy hall lockup: Stupi reported that prior to 2014, lock-ups were on a flat fee but that was changed to a scale. He noted they reviewed the 2014 scale and suggested the following updates:

- 1 unit, or two hours pay, for 8 am to 6 pm rentals
- 2 units, or two and half hours pay, for 8 am to 10 pm rentals
- 3 units, or three hours pay, for 8 am to midnight rentals

Stupi noted that with Norm’s departure at the end of the month, the rotation for weekend lock-ups will be between John, David, Marilyn and Marla. Motion by Hauser/Weber to update the Town of Holland lock-up fee scale. **MOTION** carried unanimously.

2024 Budget workshop: Members set the workshop to draft the 2024 budget for Wednesday, September 27th at 6:30 p.m.

WTA convention: Motion by Herlitzke/Hoffman to authorize Marilyn Pedretti to register Chair Bob Stupi for the WTA convention October 22-24, 2023. **MOTION** carried unanimously.

TREASURER’S REPORT AND BILLS

The Treasurer’s report and invoices were reviewed. Motion by Herlitzke/Weber to accept the Treasurer’s report and pay this month’s bills in the amount of \$340,968.03. **MOTION** carried unanimously.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

Pedretti noted she will be on vacation the last two weeks of October but the deputy clerk is set to fill in. Stupi reported Norm Clark’s last day is October 1st but that he will assist with snow plowing this winter and a half-time employee will be hired next spring.

CLOSED SESSION

Motion by Stupi/Weber to enter into closed session under Wisc. Statutes 19.85(1)(c) for: “...consideration of employment, compensation or performance evaluation data...” to wit: discuss duties of crew members and pay considerations. Roll call vote. **MOTION** carried unanimously. Entered into closed session at 8:28 p.m. No staff members were present.

Returned to open session at 8:58 p.m. Stupi reported no official action taken during the closed session. He noted the clerk was directed to draft an employee policy to be presented next month.

ADJOURN

Motion by Weber/Hoffman to adjourn. **MOTION** carried. Adjourned 9:01 p.m.

Respectfully submitted,
Marilyn J. Pedretti
Town Clerk