

**Village of Holmen  
Board Proceedings  
September 13, 2018**

President Proctor called the Holmen Village Board meeting to order at 7:00 pm on September 13, 2018, at the Holmen Village Hall.

Board members present: Nancy Proctor, Doug Jorstad, Rich Anderson, Steve Johnston, Dawn Kulcinski, Brandon Cain and Rodney Stanek. Also present were Jerry Doriott, Jeremy Tomesh, Buck Manley, Public Works Director Mezera, Administrator Heinig, Park & Recreation Director Brogan, Village Engineer Dahl, Police Chief Collins, Clerk/Treasurer Hornberg, Attorney Brian Weber and Pat McKnight.

**Public Comment**

None.

**Minutes**

Dawn Kulcinski/Rich Anderson motioned to approve the minutes of the August 9, 2018 Board meeting as presented. The motion carried unanimously.

**Planning Commission**

Informational items only.

**Park, Recreation and Library Committee**

Informational items only.

**Law Enforcement Committee**

Informational items only.

**Public Works Committee**

Rich Anderson/Brandon Cain motioned to accept bid for 2018 street improvement project with Mathy Construction in the amount of \$272,320.89. The motion carried unanimously.

Rich Anderson/Steve Johnston motioned to accept bid for 2018 street patching project with Klaetsch Paving in the amount of \$13,880.00. The motion carried unanimously.

**Finance and Personnel Committee**

Doug Jorstad/Steve Johnston motioned to recommend payment of the claims as presented for a total amount of \$1,640,905.68. The motion carried unanimously.

Doug Jorstad/Steve Johnston motioned to approve Operator's Licenses for Noah W. Kosin and Cari V. Carthew – Festival Foods and Kacie M. Ebert and Samantha J. Burg – HD Tavern. The motion carried unanimously.

Rich Anderson/Dawn Kulcinski motioned to approve contract for Waste Water Treatment Plant Construction Engineering and Resident Project Representative Contract to Short Elliott Hendrickson in the amount of \$834,000.00. Administrator Heinig remarked that this contract will include all administration aspects of the project including complete oversight, onsite advising and partnering with loan consultant throughout the entire WWTP construction. Having a representative in place throughout the life of the project will keep the contract steady and avoid potential increased costs and reduced quality. Heinig explained that since SEH had designed the project, they are the best choice to defend the design throughout construction, and staff also feels confident that SEH is committed to ensuring excellence on the Village's behalf going forward. The motion carried unanimously.

**Shared Ride Committee**

Trustee Cain reported that ridership increased by 340 (from 884 to 1224 from July 2017 to July 2018).

**Municipal Court Update**

Informational items only.

**Fire Board Report**

Trustee Johnston and AC/FC Manley updated the Board on recent Fire Board budget discussions, training and other issues. Manley stated that the Department is striving to be the best department it can be with the resources provided to them by the district.

**County Supervisor's Report**

No report was available.

**President's Report**

No report was available.

**Other Items before the Board**

Doug Jorstad/Steve Johnston motioned to consider 2019 Assessor Contract amendment without Committee recommendation as bid was recently received. The motion carried unanimously.

Doug Jorstad/Rod Stanek motioned to approve the amendment to the 2019 Assessor Contract with Associated Appraisers, to include a Village-wide market revaluation in addition to annual maintenance, with an additional cost of \$40,000. Heinig reviewed the scope of the Village-wide market revaluation that will take place administratively with the 2019 assessment of properties; the State requires an adjustment at this time. This revaluation will adjust individual homes in the Village appropriately using recent comp and sales information rather than on-site inspections. The motion carried unanimously.

Director Brogan mentioned that this week the final 2018 "Movie in the Park" will be held on Friday evening, and the last "Concert in the Park" for the season will occur on Sunday.

Trustee Stanek reflected on the September 11<sup>th</sup> tragedy and a recent video he viewed from Minnesota displaying the American flag between two ladder trucks.

Trustee Johnston thanked the Board for their strong support of the Fire Department.

Clerk/Treasurer Hornberg mentioned that the 2019 draft budget would be distributed tomorrow, and reminded the Board of the October 1<sup>st</sup> Special Board meeting to discuss this budget.

President Proctor complimented the Fire Department.

Doug Jorstad/Dawn Kulcinski motioned to adjourn. The motion carried unanimously. The meeting adjourned at 7:46 pm.

Angela A. Hornberg, Village Clerk/Treasurer