

Meeting Minutes
Village of Holmen Finance and Personnel Committee
April 11, 2023

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, April 11, 2023, at the Holmen Village Hall.

Trustee Doug Jorstad called the meeting to order at 5:00 pm. Jorstad asked Wyss to take over Chair duties for the meeting.

Present at the meeting: Committee members Doug Jorstad, Rich Anderson and Micah Wyss. Also in attendance were Trustee Rod Stanek, President Patrick Barlow, Administrator Heinig and Clerk/Treasurer Hornberg.

Approval of Minutes Rich Anderson/Micah Wyss motioned to approve the minutes of the March 7, 2023 meeting as amended. The motion carried 3-0.

Public Comment None.

Clerk/Treasurer Report Hornberg reported that the 2022 audit has concluded and went very well; auditors will attend May's meeting to give the annual presentation. She congratulated the re-appointed members and reported that there were 2,927 voters for the April Election. Hornberg stated that an observer was in attendance for the majority of the day and she was very complimentary; Hornberg extended thanks to the hard-working office staff. She mentioned that the annual Open Book will be held at the Village Hall on May 8, and will be followed by Board of Review on May 25, both from 4:00-6:00 pm. She commented that the many report deadlines for the end of April, an election recount, as well as many police department new hires have kept her busy. She reminded the Committee of the special reorganization meeting on April 18 and mentioned that the annual license process will begin in April.

Review Claims and Financial Statements The Committee reviewed all claims for payment.

Developer's Agreement for Cole Addition Seven Rich Anderson/Micah Wyss motioned to recommend approval of the Developer's Agreement for Cole Addition Seven. The motion carried 3-0.

Developer's Agreement for Bluffview Business Park Phase Three Rich Anderson/Micah Wyss motioned to recommend approval of the Developer's Agreement for Bluffview Business Park Phase Three as presented. Administrator Heinig reviewed the contractual obligation for the Village to reimburse Mathy Construction Company \$230,000 for the construction of utilities and utility connections, and 1/3 of the cost of the road construction of Paulson Avenue from Temte Street to the south project line (approximately \$100,000). The motion carried 3-0.

Administrator's Report Heinig complimented the Clerk's team for a great job with the Spring Election. Heinig reviewed projects in the early construction phase and mentioned that Riverland/Xcel are still working out ownership of the service area near the new reservoir. He updated the Committee on the status of the new parks and how well they have already been utilized; he expressed concern and disappointment in the amount of vandalism already occurring at the new parks. Heinig advised that the opening of the bathrooms at the new parks be delayed until security cameras can be installed. He mentioned that interviews will occur on April 17 for additional police officers. Heinig stated that an employee in the Parks Department will be moving out of the area this summer; therefore, there will be an opening for this position along with a newly created position for the Public Works Department. The hiring for both positions will be handled concurrently. Heinig remarked that he has been mentoring other municipal administrators as well as giving several presentations within the community.

Adjourn Rich Anderson/Micah Wyss motioned to adjourn. The motion carried 3-0. The meeting adjourned at 5:49 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer