

Meeting Minutes
Village of Holmen Finance and Personnel Committee
November 9, 2021

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, November 9, 2021, at the Holmen Village Hall.

Committee Chairman Doug Jorstad called the meeting to order at 5:00 pm.

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

Approval of Minutes Micah Wyss/Rich Anderson motioned to approve the minutes of the October 12, 2021 meeting. The motion carried unanimously.

Public Comment None.

Clerk/Treasurer Report Hornberg reminded the Committee that beginning December 1st, trustee candidates will be able to begin collecting signatures to be on the Spring 2022 ballot. Trustees with terms ending are Rod Stanek, Brandon Cain and Micah Wyss. She mentioned that the 2022 budget was finalized, published and is ready for the public hearing and final approval this Thursday; final copies were distributed on October 8th. Hornberg stated that once the budget is approved this week, she will begin processes to set the mill rate for the Village. She mentioned that the annual budget revision will be prepared for review at the December Committee meeting. Hornberg stated that the annual Village audit will occur sometime in December and complete in March 2022. Hornberg remarked that she and Scott will meet with financial advisors from Ehlers tomorrow morning to begin strategizing for 2022 bonds.

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

Consideration of Resolution Rich Anderson/Micah Wyss motioned to recommend approval of Resolution 9-2021, Adoption of the 2022 Village Budget. The motion carried unanimously.

Consideration of Proposal Micah Wyss/Rich Anderson motioned to recommend approval of Professional Services Agreement with MSA Professional Services Inc. in the amount of \$25,000 for architectural services for design of new North Shop and Site. Administrator Heinig explained this would be the first step in planning for facilities on the newly purchased lot located at 1625 Granary Street. The motion carried unanimously.

Administrator's Report Heinig updated the Committee on the many discussions and progressions made recently to gear up for future development and projects. He mentioned that Action Plumbing, our newest investor in the North, will break ground this month on Granary Street. Heinig mentioned that he and the consultant planner are wrapping up work on the newly mandated (for all communities over 10,000) annual housing report; each year this report will need to be updated but the majority of the base work is now ready to submit. Heinig mentioned that we will begin strategizing how to best move forward with capital projects for 2022 and 2023, and suggested phasing some of the projects may be in the Village's best interest. He also mentioned that we may soon hold a special meeting to discuss the language for the proposed 2022 Public Safety referendum.

Other Trustee Wyss inquired about parking citations which began in November and how those are handled when the weather is not yet inclement. Heinig stated that typically, the police will issue warnings only in most situations during the nicer weather to prepare residents for alternate side parking.

Adjourn Micah Wyss/Rich Anderson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 5:52 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer