

**Meeting Minutes**  
**Village of Holmen Finance and Personnel Committee**  
**March 8, 2016**

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, March 8, 2016, in the Village Board Room.

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

Present at the meeting: Committee members Doug Jorstad, Dawn Kulcinski and Rich Anderson. Also in attendance were Nancy Proctor, Scott Heinig and Angie Hornberg.

Approval of Minutes Rich Anderson/Dawn Kulcinski motioned to approve the minutes of the February 9, 2016, meeting. The motion carried unanimously.

Public Comment None.

Clerk/Treasurer Report Hornberg stated that the 2015 audit would begin March 22<sup>nd</sup>, and that the annual recycling grant report will be completed soon. She mentioned that there were 617 voters at the Spring Primary Election, and that the Spring Election will be held on Tuesday, April 5, 2016; she remarked that there were no issues implementing the voter id requirement during the primary election. Hornberg also commented that the annual Open Book session will be held on April 26<sup>th</sup> with the Board of Review to follow on May 17<sup>th</sup>.

Review Claims and Financial Statements The Committee thoroughly reviewed all claims for payment and financial statements to date.

Consideration of Licenses Dawn Kulcinski/Rich Anderson motioned to recommend approval of Operator's License for Shawn M. Berg – Festival Foods (tabled February 9, 2016). Chair Jorstad commented that the additional information provided by Chief Collins was sufficient to address the license request at this time. The motion carried unanimously.

Dawn Kulcinski/Rich Anderson motioned to recommend approval of Operator's License for Melissa L. Van Loon – Kwik Trip. The motion carried unanimously.

Dawn Kulcinski/Rich Anderson motioned to recommend denial of Operator's License for Nikita R. Matteson – The Pour House; this motion is based on Chief Collins recommendation. The motion carried unanimously.

Administrator's Report Heinig updated the Committee on recent continuing planning and economic developments in the community. He remarked that the Joint Planning Commission recently approved the City of Onalaska, Village of Holmen and Town of Onalaska boundary agreement. Each municipality will bring the agreement before their Boards/Councils in March for final approval; the agreement will then proceed to a joint signing. Heinig commented that the PSC is in the review process for the water rate increase and the change is anticipated to be implemented for the third quarter of 2016. He also mentioned that on March 15<sup>th</sup>, a public informational meeting will be held at the Village Hall regarding the Holmen Drive Improvement Project. Trustee Kulcinski inquired about the potential social hosting ordinance being reviewed by the Law Committee; she felt the ordinance should clearly indicate that knowledge of the event should be necessary in order for an adult to be held accountable for social hosting violations.

Consideration of Village's Impact Fee Needs Assessment/Study Rich Anderson/Dawn Kulcinski motioned to approve contract with MSA Professional Services for an Impact Fee Needs Assessment/Study. Administrator Heinig remarked that the Impact Fee Study, which was last completed in 2006, was necessary to be reviewed in 2016 in order to continue to maintain fees while examining the appropriate threshold to not impede development. Trustee Anderson complimented Administrator Heinig for addressing the study. The motion carried unanimously.

Other Trustee Kulcinski expressed her appreciation of Administrator Heinig and Clerk/Treasurer Hornberg.

Adjourn Dawn Kulcinski/Rich Anderson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 5:45 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer