

**Meeting Minutes**  
**Village of Holmen Finance and Personnel Committee**  
**March 12, 2013**

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, March 12, 2013 in the Village Board Room.

Chair Ryan Olson called the meeting to order at 6:30 p.m.

Present at the meeting: Committee members Ryan Olson, Dan Moser and Neal Forde. Also in attendance were Nancy Proctor, Scott Heinig and Angie Hornberg.

Approval of Minutes Neal Forde/Dan Moser motioned to approve the minutes of the February 12, 2013 meeting as presented. The motion carried unanimously.

Public Comment None

Clerk/Treasurer Report Hornberg informed the Committee that the annual audit will be held next week and gave an update on what anticipated fund balance changes would be once 2012 was audited and closed. She reported that insurance updates were completed and that a recent Standard & Poor's review resulted in an extension of our current AA- rating for an additional three years.

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

Consideration of Licenses Ryan Olson/Dan Moser motioned to recommend approval of Operator Licenses for Alia Schuster – Festival Foods pending Chief McHugh's approval. The motion carried unanimously.

Administrator's Report Heinig shared with the Committee the Economic Development progressions from recent discussions. He mentioned the Town of Onalaska Planning Commission voted to deny the Apostolic Life Church Annexation and the State did not support by advisory opinion. As this site is included in the Town of Onalaska and Village of Holmen's mutual agreement he feels it would be appropriate to proceed. Trustee Olson inquired as to using this opportunity to address boundary agreements for the entire corridor. Administrator Heinig stated that this would take a significant amount of time to get in place but the desire is to work towards that in the near future. Heinig mentioned the County Materials expansion was going well and plans would be brought before Planning Commission soon. Other items being worked on for upcoming Planning Commission review is a draft of a fence ordinance and the PUD for Beyer Development on Sand Lake Road. Trustee Forde inquired as to the Beyer Development and his safety concerns for that area. Heinig stated that the safety issues could be addressed during the redevelopment of Sand Lake Road. He explained that the Beyer PUD would allow for 6 units on the lot rather than 3 units that are currently allowed by eliminating the lot set back requirements for each individual unit. He assured the Committee that the density of the property was sufficient to allow the change.

Consideration of MOU with the Town of Onalaska regarding Sand Lake Administrator Heinig stated the MOU being presented was created by President Proctor, Town of Onalaska Chairman Bogert, and himself. He explained in detail the areas on Sand Lake Road that would be covered by the agreement and which Municipality would be responsible for the cost of the redevelopment of that area. He stated that Chairman Bogert was planning to present the MOU to the Town of Onalaska for adoption at a meeting being held tonight. He also mentioned that there was a recent addition to the agreement to allow for the

option of the Village providing utility services to some property owners that would remain Town residents. Ryan Olson/Dan Moser motioned to recommend approval of MOU with the Town of Onalaska regarding Sand Lake Road as presented with additional condition to potentially provide utility services to surrounding Town properties. The motion carried unanimously.

Consideration on Resolution Adopting the Village of Holmen Compensation & Classification Structure  
Neal Forde/Dan Moser motioned to recommend approval of Resolution #3-2013 A Resolution Adopting the Village of Holmen Compensation & Classification Structure. Heinig mentioned that this was presented to the staff and was met with a favorable review. The Committee agreed this was a positive and innovative addition. The motion carried unanimously.

Consideration on Resolution Adopting a Street Superintendent Position Description and Reclassifying a Staff Member to the Position  
Ryan Olson/Neal Forde motioned to recommend approval of Resolution #4-2013 A Resolution Adopting a Street Superintendent Position Description and Reclassifying a Staff Member to the Position. Trustee Olson stated he wanted to make this motion as he feels that the official creation of this position is long overdue. The Committee inquired if the 2013 budget was able to support the potential changes, Heinig assured them it was and that the position would take effect on June 1, 2013. The motion carried unanimously.

#### Other

Trustee Forde mentioned that in spite of lack of action on Park & Recreation Committee this month he wondered if the meeting should still be held for the public's benefit. Trustee Olson felt that if was important that if there was no meeting held the Department Head should still give monthly report at the Board meeting. All members including Administrator Heinig felt that in the future the decision to cancel the meeting should be made with the Chairman of that committee before proceeding.

Trustee Olson felt that the Village had accomplished a lot in the last calendar year and that we continue to do so in the current year; he stated this was a positive reflection on staff and their desire to keep moving forward. He feels the Village is ahead of the curve in many respects compared to other municipalities.

Adjourn Dan Moser/Neal Forde motioned to adjourn. The motion carried unanimously. The meeting adjourned at 7:52 p.m.

Minutes by Angela Hornberg, Village Clerk/Treasurer