

Meeting Minutes
Village of Holmen Finance and Personnel Committee
May 7, 2013

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, May 7, 2013 in the Village Board Room.

Chair Ryan Olson called the meeting to order at 6:31 p.m.

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

Approval of Minutes Neal Forde/Ryan Olson motioned to approve the minutes of the April 9, 2013 meeting as presented. The motion carried unanimously.

Public Comment None

Clerk/Treasurer Report Hornberg informed the Committee that open book was held tonight from 4-6 and Board of Review is scheduled to be held May 22, 2013 from 4-6. She reported that audited financials for 2012 included an increase to unassigned reserves to the General, Stormwater, Water and Sewer accounts. Hornberg mentioned that she and Deputy Croell had recently attended a WMCA District 3 Clerk meeting. They had also spent today at vendor presentations for election equipment. The County Municipalities are in the process of deciding on the potential purchase of new election machines; if the group decides to proceed the cost would be included in 2014 budget requests. She also explained how the department is handling recent liquor compliances issues in the Village during the 2013/2014 renewal process.

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

Consideration of Licenses Doug Jorstad/Neal Forde motioned to recommend approval of Operator License for Hailey J. Fisher – Festival Foods. The motion carried unanimously.

Administrator's Report Heinig shared with the Committee his appreciation of the staff's dedication and their cooperation between departments during very busy times. He updated the committee on planning and economic development progressions in the Village and the TIF. Heinig stated that he had hoped for a better turnout for the Facility Site Planning public information meeting that was held on May 6. He reported on his recent community participation in Rotary Service Auction and Rotary Highway Clean up events as well as attendance at other area meetings. He informed the Committee that there has been recent lightning damage in Deerwood Park causing impairment to the entire park electrical system; he stated Reinhart and Hornberg were in the process of filing insurance claims and planning the replacement and repair of the damaged areas. Heinig also mentioned that he is working with Hilltopper to review a three year renewal of the current refuse contract with additional rebate savings to the Village.

Formulation a Contract with Brian Weber, for Emergency Back-up and Assistant Attorney Services Heinig explained to the Committee that he would like to pursue a contract with Attorney Weber to have back up assistance and begin training in anticipation of Attorney Peterson's retirement sometime in the future. Trustee Olson felt it was a good idea to begin this process along with updating Attorney Peterson's current contract. He agreed with Administrator Heinig that Attorney Weber would be a good choice since he has an office location in Holmen and is very active in the Holmen community.

Consideration of Annual Village Hall HVAC Preventative Maintenance Agreement Neal Forde/Ryan Olson motioned to recommend approval of Annual Village Hall HVAC Preventive Maintenance Agreement with Advanced Comfort Specialist, LLC. The motion carried unanimously

Other
None

Adjourn Neal Forde/Ryan Olson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 7:40 p.m.

Minutes by Angela Hornberg, Village Clerk/Treasurer