

**Meeting Minutes
Village of Holmen Finance and Personnel Committee
June 11, 2013**

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, June 11, 2013 in the Village Board Room.

Chair Ryan Olson called the meeting to order at 6:32 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/Doug Jorstad motioned to approve the minutes of the May 7, 2013 meeting as presented. The motion carried unanimously.

Public Comment None

Clerk/Treasurer Report Hornberg informed the Committee recent conversations with Credit Bureau Data resulted in a reduction of collection costs from 30% to 19%. Hornberg mentioned that she planned to attend the Wisconsin Clerks, Treasurers and Finance Officers Institute in Wausau at the end of June. She also stated that the County Municipalities have decided to proceed with the purchase of new election machines; the cost will be included in 2014 capital outlay budget requests.

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

Consideration of Licenses Ryan Olson/Doug Jorstad motioned to recommend approval of 2013/2014 Class B Retail Combination Licenses, Class A Retail Combination Licenses, Class "B" Retail Liquor – Wine Only License, Class "A" Retail Fermented Malt License and Class "B" Retail Beer Licenses as presented. The motion carried unanimously.

Ryan Olson/Neal Forde motioned to recommend approval of 2013/2014 Operator's Licenses as presented. The motion carried unanimously.

Ryan Olson/Neal Forde motioned to recommend approval of 2013/2014 Non-Alcoholic Licenses as presented. The motion carried unanimously.

Ryan Olson/Doug Jorstad motioned to recommend approval of 2013/2014 Cigarette & Tobacco Licenses as presented. The motion carried unanimously.

Ryan Olson/Doug Jorstad motioned to recommend approval of 2013/2014 Video/Coin Operated/Amusement Machine Licenses as presented. The motion carried unanimously.

Neal Forde/Doug Jorstad motioned to recommend approval of 2013/2014 Junk/Salvage & Recycling Licenses as presented. The motion carried unanimously.

Ryan Olson/Doug Jorstad motioned to recommend approval of 2013/2014 Pawn Broker Licenses as presented. The motion carried unanimously.

Ryan Olson/Doug Jorstad motioned to recommend approval of 2013/2014 Septage Licenses as presented. The motion carried unanimously.

Administrator's Report Heinig shared with the Committee planning and economic development progressions in the Village and the TIF. Heinig stated that there would be closed session held at this week's Board meeting to discuss current issues regarding cooperation efforts with the Town of Onalaska. He discussed that good community partnering was a goal for the Village; and that the Town of Holland also seems open to discussion on creative partnership solutions. He reminded the Committee of the Special Board meeting to be held at 6:00 also on Thursday to potentially finalize discussions on Capital Facility options. He stated that Board members would be asked again this year to participate in evaluations for Administrator and Department head staff.

Consideration of contracts with Alan Peterson, for Continued Attorney Services and Brian Weber, for Emergency Back-up and Assistant Attorney Services Neal Forde/Doug Jorstad motioned to recommend approval of contracts with Alan Peterson, for Continued Attorney Services and Brian Weber, for Emergency Back-up and Assistant Attorney Services. Heinig commented that this was a transitional plan in anticipation of Attorney Peterson's retirement in June 2015. The motion carried unanimously

Consideration of Stormwater Utility Rate Increase Ryan Olson/Neal Forde motioned to recommend approval of Stormwater Utility Rate Increase as presented in the amount of \$11.42 per ERU. Administrator Heinig stated that the rate as presented was a conservative increase that should fund the utility through 2014. Ryan Olson/Doug Jorstad motioned to amend recommendation of approval of Stormwater Utility Rate Increase to \$11.50 per ERU. This slight increase should assist in extending that funding through 2015. The motion carried unanimously

Consideration of Sewer Utility Rate Increase Ryan Olson/Doug Jorstad motioned to recommend approval of Sewer Utility Rate Increase Option #3 as presented. Administrator Heinig stated that this option would allow the completion of a 50 year infrastructure plan with a 20 year financing option while utilizing current sewer utilities reserves and depreciation. This option would also replenish reserve funds to current amounts within the 20 year period. Trustee Olson requested the motion be approved with the condition that information will be provided by mail to each resident regarding the rate increase. Heinig and Hornberg stated they would take care of the notification by late June or early July. The motion carried unanimously.

Other

Trustee Forde inquired on the possibility of requesting a damage deposit within the approval process of the Holmen Kornfest application with the Holmen American Legion. Discussion was held on how to best limit Kornfest parking access to the recently acquired properties for future Capital Facility plans as to eliminate potential damage concerns.

Adjourn Doug Jorstad/Neal Forde motioned to adjourn. The motion carried unanimously. The meeting adjourned at 8:39 p.m.

Minutes by Angela Hornberg, Village Clerk/Treasurer