

Meeting Minutes
Village of Holmen Finance and Personnel Committee
May 11, 2010

The meeting of the Holmen Finance and Personnel Committee was held Tuesday May 11, 2010 in the Village Board Room.

Chair Mark Seitz called the meeting to order at 6:30 p.m.

Present at the meeting: Mark Seitz, Neal Forde, Ryan Olson, Nancy Proctor, Adam Bissen and Mary Willett.

Neal Forde motioned and Ryan Olson seconded the motion to approve the minutes of the April 13, 2010 meeting as presented. Carried unanimously.

Mary Willett presented the April Administrator's Report.

The committee reviewed the claims for payment. Members would appreciate financial statements. Clerk Willett explained that the audit journal entries need to be made to bring forward the December 2009 balances for the reports to be accurate. By June 2010, this information will be readily available monthly and quarterly.

The committee reviewed the Offer to Purchase of the Cherry Lane property by Dale Grosz. Last month and this month, the Village has received unsolicited offers on the Cherry Lane property purchased by the Village for utility extension. To solicit as many interested offers as possible, Ryan Olson motioned and Neal Forde seconded the motion to recommend to the Village Board to list the Cherry Lane property for sale per the Village Attorney's recommendations for the process, terms, and deadlines. Motion carried unanimously.

As there was no date listed for a requested response, the Village will hold the Grosz offer in the file until the bids are received, reviewed and awarded.

Mary Willett explained to the committee that the Village is working with PSC regarding the ¾" commercial billings where two meters are in service. Though the Public Fire Protection fee is relatively new to the Village, the ordinance and fee structure may need to be amended.

Neal Forde motioned and Ryan Olson seconded the motion to recommend the approval of the operator licenses for Ryan Nelson, Janelle Hanson, Nicholas Kannel, Mary Jansky, Rockney Huber and Ashley Smith to the Village Board. Motion carried unanimously.

Neal Forde motioned and Ryan Olson seconded the motion to recommend the approval of the Temporary Class "B" license for the Holmen Viking Wrestling Club to the Village Board. Carried unanimously.

Mary Willett updated the committee on the finance system analysis. Mary met with Earl Engelson and Treasurer Angela Hornberg on Thursday April 22, 2010. Enough of the analysis has been completed to ascertain that budget adjustments will need to be brought forward at the June meeting for recommendation to the Board. Once the audit journal entries are complete, the actual dollars can be finalized. Ms. Willett will meet with department heads to prioritize the needs and include those decisions in the budget adjustments recommendations to be forwarded. Once all the figures are entered into the Village's software, the transparency of the reports will be very easily produced and understandable by Board members, employees and the public.

The June Finance and Personnel Committee will also be a review of the Administrator/ Clerk Mary Willett. The Committee will meet at 6:00 p.m. in closed session prior to the 6:30 p.m. meeting on June 8th.

Ryan Olson motioned and Neal Forde seconded the motion to adjourn. Carried. The meeting adjourned at 7:46 p.m.

Mary Willett, Administrator/Clerk

