

**Meeting Minutes**  
**Village of Holmen Finance and Personnel Committee**  
**June 8, 2010**

The meeting of the Holmen Finance and Personnel Committee was held Tuesday June 8, 2010 in the Village Board Room.

Chair Mark Seitz called the meeting to order at 6:07 p.m.

Present at the meeting: Mark Seitz, Neal Forde, Ryan Olson (6:10 p.m.), Nancy Proctor (6:15 p.m.), Mike McHugh, Mike Brogan, Robert Haines, Adam Bissen and Mary Willett.

At 6:08 p.m., Neal Forde/Mark Seitz motioned to convene into closed session per the authority of Wisconsin §19.85(1)(c) Compensation and evaluation of Village clerk Administrator/Clerk. Motion carried 3-0, following a voice vote.

At 7:38 p.m., Ryan Olson/Neal Forde motioned to reconvene into open session per Wisconsin §19.85(2). The motion carried 3-0, following a voice vote.

Chairman Seitz announced a special meeting to convene Tuesday June 15<sup>th</sup> at 6:30 p.m. to conclude the evaluation process for Administrator/Clerk Mary Willett.

Neal Forde/Ryan Olson motioned to approve the minutes of the May 11, 2010 committee meeting as presented. The motion carried unanimously.

Mary Willett presented the Administrator's Report of the May activities to the committee.

The committee reviewed the claims for payment.

Ryan Olson/Neal Forde motioned to table the bids for the sidewalk/approach to the Village Hall until the July meeting. The motion carried unanimously.

The committee reviewed the materials prepared by Village Attorney Alan Peterson for the proposed sale of the Village-owned Cherry Lane property. Thoughts of consideration: the Village purchased 6.61 acres but will be selling 4.57 acres. The Village will retain ownership of the street and right-of-way. Should the Village be listing the minimum bid as the Village's total investment? The committee determined that it is necessary to acquire the assessed value from the Village Assessor, Bowmar Appraisal. The notice will be posted with some type of picture. Financial requirements will need to be sent with the developer's agreement with the Village.

Ryan Olson/Neal Forde motioned to recommend to the Planning Commission to rezone the Cherry Lane property from Agricultural to R-7 Single Family Attached Residential District.

Mary Willett shared the letter received from the PSC regarding the new Am-1 classification for additional ¾" meters. This is a new category and the Village is working with the PSC to upgrade our classification and standards. Since this is the first year that background were conducted for the operator's licenses and retail combination licenses, the committee discussed how to address the situation with 7 of the applicants where disclosures of past charges was not made. It is clearly stated on the forms that a background check will be conducted and that incorrect or withheld information is grounds to deny licensure. Chief McHugh pointed out that several have been licensed with the Village in the past.

Neal Forde/Ryan Olson motioned to approve the withholding of the operator's licenses to those identified individuals until an accurately filled-in application- disclosing as requested - is resubmitted. The motion carried unanimously. Chief McHugh will take the prepared letters to the establishments where the individuals work to have the forms properly finalized.

Additionally, the Chief and Mary Willett will clarify the language on the Operator's License post haste, since operator's licenses are submitted monthly and not just once a year.

Ryan Olson/Neal Forde motioned to recommend to the Village Board the approval of the Class "A" Retail Fermented Malt License to Andy's Main Street Auto. The motion carried unanimously.

Neal Forde/Ryan Olson motioned to recommend to the Village Board the approval of the Class "B" Retail Beer Licenses to Pizza Corral and T-Mark Enterprises, Inc. The motion carried unanimously.

Ryan Olson/Neal Forde motioned to recommend to the Village Board the approval of the Class "A" Retail Liquor License to Winesitter Brew House, LLC. The motion carried unanimously.

Neal Forde/Ryan Olson motioned to recommend to the Village Board the approval of the Class B Retail Combination Licenses to Smokey's Bar & Grill, Holmen American Legion, Coaches, Holmen Locker & Meat Locker, Features Sports Bar & Grill, and Jacqlon's. The motion carried unanimously.

Ryan Olson/Neal Forde motioned to recommend to the Village Board the approval of the Class A Retail Combination Licenses to Festival Foods, Holmen Quik Stop, Kwik Trip #311 and Midway BP. The motion carried unanimously.

Ryan Olson/Neal Forde motioned to recommend to the Village Board the approval of the Holmen American Legion Temporary Class "B"/"Class B" Retailer's License as amended. The motion carried unanimously.

Neal Forde/Ryan Olson motioned to recommend to the Village Board the approval of the operator's licenses with the 7 conditional approvals resubmitting appropriate applications. The motion carried unanimously.

Ryan Olson/Neal Forde motioned to recommend to the Village Board the approval of the 37 Soda Licenses as presented. The motion carried unanimously.

Neal Forde/Ryan Olson motioned to recommend to the Village Board the approval of the Pawn License to Holmen Pawn & Gun. The motion carried unanimously.

Ryan Olson/Neal Forde motioned to recommend to the Village Board the approval of the 5 Cigarette Licenses as presented. The motion carried unanimously.

Neal Forde/Ryan Olson motioned to recommend to the Village Board the approval 13 of Coin Operated Licenses as presented. The motion carried unanimously.

Neal Forde/Ryan Olson motioned to recommend to the Village Board the Septage Permits for Arcade Pumping Service and Holmen Pumping Service. The motion carried unanimously.

Ryan Olson/Neal Forde motioned to recommend to the Village Board the approval of the Junk/Salvage Yard Licenses to Scientific Recycling and Runde Metal Recycling. The motion carried unanimously.

It was noted that Viking Tool did not submit an application for the Junk/Salvage Yard License even though Director of Public Works Bob Haines did visit the property owners to confirm the deadline and approval timeline for the permit.

Ryan Olson/Neal Forde motioned to adjourn. Carried. Meeting adjourned at 9:55 p.m.

Mary M Willett  
Village Administrator/Clerk