

**Village of Holmen  
Board Proceedings  
August 9, 2012**

President Proctor called the Holmen Village Board meeting to order at 7:00 p.m. on August 9, 2012 at the Holmen Village Hall.

Present: Nancy Proctor, Tony Horvath, Dawn Kulcinski, Dan Moser, Mike Dunham and Neal Forde. Ryan Olson was excused. Also present were Administrator Heinig, Park & Recreation Director Brogan, Police Chief McHugh, Public Works Director Olson, Clerk/Treasurer Hornberg, Attorney Alan Peterson, Jay Fernholz and Randy Erickson.

**Public Comment**

None.

**Minutes**

Mike Dunham/Dan Moser motioned to approve the minutes of the July 12, 2012 meeting as presented. The motion carried unanimously.

**Public Hearings**

At 7:01 p.m. Dan Moser/Mike Dunham motioned to open the public hearing on proposed amendments of Article XII, Signs, Awnings, Canopies and Billboards. Jay Fernholz spoke in favor of the proposed changes but cautioned against taking too much input from sign companies. At 7:06 p.m. Mike Dunham/Dan Moser motioned to close the public hearing.

**Planning Commission**

President Proctor informed the Board that the Committee plans to continue to review the proposed sign ordinance.

**County Supervisor's Report**

County Supervisors were not in attendance to give an update.

**Shared Ride Committee**

Trustee Kulcinski reported that at the last meeting the Committee reviewed the 2013 budget and that ridership had increased by 227 rides (from 1162 to 1389) from July 2011 to July 2012.

**Park, Recreation and Library Committee**

Trustee Forde mentioned that High School Soccer Coach and Coordinator Andy Olson had attended the recent Committee meeting and expressed the need for additional green space in the community for soccer fields.

Neal Forde/Dan Moser motioned to approve payment to Advanced Comfort Specialists, LLC for air conditioning repairs to Police Department unit in the amount of \$2,909.01. The motion carried unanimously.

Neal Forde/Tony Horvath motioned to approve the purchase from Kish & Sons Electric for security cameras at Shelter B as part of the Halfway Creek Park-Phase III project costs in the amount of \$10,500.00. The motion carried unanimously.

Neal Forde/Dan Moser motioned to approve the purchase from Kish & Sons Electric for security cameras at Deerwood Park and at Halfway Creek Park near Shelter A for a total of \$8,150.00 to be paid with Park

Development Funds. Trustee Horvath inquired as to how often and when security cameras were monitored. Chief McHugh commented that his staff used the information if a problem arose and that real time feeds were available if needed. Park & Recreation Director Brogan commented that he reviews the camera feeds daily and that he was able to access the digital feeds directly from his phone. Trustee Dunham inquired as to signage posted that would indicate the area was under surveillance, Brogan affirmed that there was. The motion carried unanimously.

#### **Law Enforcement Committee**

Chief McHugh updated the Board on the award of a \$16,300.00 technology grant from WI-Grants in order to replace three mobile data computers. The grant states there is a 25% local match which is the action item requested of the Board. He stated that currently budgeted monies would be eligible to fulfill the requirements of the grant match and that this will eliminate the cost of additional cameras in the next two year's budgets. Dawn Kulcinski/Tony Horvath motioned to approve accepting the technology grant from WI-Grants. The motion carried unanimously.

#### **Public Works Committee**

Mike Dunham/Tony Horvath motioned to approve award of 2012 street reconstruction contract to Mathy Construction in the amount of \$257,531.25. The motion carried unanimously.

Mike Dunham/Neal Forde motioned to approve cross connection inspection contract with Wisconsin Municipal Services in the amount of \$14,850.00. The motion carried unanimously.

Mike Dunham/Neal Forde motioned to approve contract with Ferguson for hydrant painting in the amount of \$2,970.00. The motion carried unanimously.

Mike Dunham/Neal Forde motioned to approve contract with Mathy Construction for street patching at a cost of \$4.74 per square foot for 1,258 feet. The motion carried unanimously.

Mike Dunham/Neal Forde motioned to approve change order on Korish site demolition for Acme Excavating & Plumbing Inc. in the amount of \$5,600.00. Trustee Dunham informed the Board that he disagreed with the change order, he felt that change orders could create situations in which companies would bid low and then depend on change orders to increase the cost of a project. Trustee Forde agreed that he did not agree with change orders either but in this situation that even including the change order the overall cost of the project ended up being lower than the next highest bid that was received on the project. He felt that stronger specifications should be imposed in future bids. The motion carried with Tony Horvath, Neal Forde, Nancy Proctor and Dan Moser in favor, Mike Dunham and Dawn Kulcinski opposed.

#### **Finance and Personnel Committee**

Neal Forde/Dan Moser motioned to recommend payment of the claims as presented for a total amount of \$471,838.74. The motion carried unanimously.

Neal Forde/Dan Moser motioned to approve the temporary amendment to liquor premises for a specific event: Smokey's Bar & Grill for Rudy's Customer Appreciation Day to be held on September 8, 2012. Trustee Dunham expressed concern with prior complaints from residents on Mill Street with regarding outdoor licensing in that area. The motion carried with Dawn Kulcinski, Neal Forde, Nancy Proctor, Tony Horvath and Dan Moser in favor, Mike Dunham opposed. Later in the meeting Trustee Dunham called for a reconsideration of this motion. Neal Forde/Dawn Kulcinski motioned to reconsider the motion to approve the temporary amendment to liquor premises for a specific event: Smokey's Bar & Grill. Trustee Dunham was concerned that the application and situation plan indicated that the exit only door in the beer garden would be closed; he felt that this would mean an exit would be inaccessible in the

case of an emergency. Trustee Kulcinski commented that the exit door would need to be closed in order to control access of underage drinking. Administrator Heinig agreed that the exit door to an outdoor beer garden would ordinarily be closed to avoid underage alcohol consumption on premise but that the door was monitored by staff and would be available for exit in the case of an emergency. Neal Forde/Dan Moser motioned to approve the temporary amendment to liquor premises for a specific event with the condition that fire exits will not be blocked: Smokey's Bar & Grill for Rudy's Customer Appreciation Day to be held on September 8, 2012. The motion carried with Dawn Kulcinski, Neal Forde, Nancy Proctor, Tony Horvath and Dan Moser in favor, Mike Dunham opposed.

Neal Forde/Dan Moser motioned to approve Operator's License for Virginia F. Sacia - Festival Foods. The motion carried unanimously.

Neal Forde/Tony Horvath motioned to approve Operator's License for Ashley A. Boehlke - Features Sports Bar & Grill. The motion carried unanimously.

Neal Forde/Dan Moser motioned to approve Resolution #17-2012 – A Resolution Adopting an Organizational Mission Statement, Team Member Core Values, and Operational Vision and Expectations. Trustee Forde informed the Board that this Resolution was supported by the Finance & Personnel Committee. Trustee Dunham inquired as to how and if this statement would be implemented into the staff review process. Administrator Heinig stated that current department heads are aware of the expectations to meet these standards and they would be taken into consideration during the annual review process. He felt confident in the leadership team upholding the standards that they were involved in creating; this statement will be the face of the employee manual. He felt it would be appropriate but not necessary to receive the Boards endorsement of the statement. Trustee Kulcinski offered the idea of also using this statement as a tool during future interview processes. Trustee Horvath felt that since the statement was created by staff for staff that he feels the statement should reflect staff only. The motion was amended to change to #17-2012 - A Resolution Adopting an *Operational* Mission Statement, Team Member Core Values, and Operational Vision and Expectations. The motion carried unanimously.

Neal Forde/Mike Dunham motioned to approve Resolution #18-2012 – A Resolution (Addendum B) Adopting the Mutual Aid Box Alarm System Agreements (MABAS). The motion carried unanimously.

### **Municipal Court Update**

A meeting was held on July 26, 2012; a budget for 2013 was discussed.

### **Fire Board Report**

Next meeting will be held on August 16, 2012.

### **Other Items before the Board**

Trustee Kulcinski asked the staff to look into a potential building project in Rudy's parking lot.

Trustee Dunham requested that the Park & Recreation Department take a look at some lighting issues on the trail in Deerwood Park and the Aquatic Center. He thanked the Administrator for providing a written budget timeline.

Trustee Forde asked that the Operational Mission Statement, Team Member Core Values, and Operational Vision and Expectations be posted within the Village Hall for the community to view.

Trustee Horvath commented that he respected Trustee's Dunham right to vote in opposition at meetings.

Clerk/Treasurer Hornberg informed the Board that plans were being made to present the option to the Board to implement direct deposit for future payroll checks.

Administrator Heinig and the Board thanked Attorney Peterson for arranging for the Special Board meeting for the La Crosse District Attorney to have a discussion on Open Meeting laws. .

**Closed Session**

No closed session was necessary.

Dan Moser/Tony Horvath motioned to adjourn. The motion carried unanimously. The meeting adjourned at 8:21 p.m.

Angela A. Hornberg, Village Clerk/Treasurer