

**Village of Holmen
Park, Recreation, and Library Committee
Meeting Minutes - Wednesday, August 3, 2016**

Committee Chair Olson called the Holmen Park, Recreation, and Library Committee meeting to order at 5:30 p.m. on August 3, 2016 at the Holmen Village Hall.

Present: Chuck Olson, Steve Johnston, Scott Heinig, Mike Brogan, Chris Geary, Chris McArdle-Rojo

Excused: Dawn Kulcinski

Guests: Nancy Proctor, Pat McKnight

Motion by Johnston, seconded by Olson to approve the minutes of the July 6, 2016 meeting. Carried unanimously.

Public Comment: None

Library Director's monthly report: Committee member Johnston distributed the library's monthly circulation and door count report to the committee.

The committee reviewed a proposal for the Library donation and recognition structure. Administrator Heinig distributed a copy of the donation and recognition structure to each member of the committee. Heinig stated that the donation and recognition structure was created by members of the Board, members of the Library, and himself. Heinig stated that this structure is appropriate for Village expectations and that his recommendation would be to adopt it. Committee member Johnston stated that he liked the structure and that the Village should move forward with it. Committee Chair Olson stated that we need structure. **Motion by Johnston second by Olson to recommend approval by the Board to ratify the Library donation and recognition structure. Motion carried.**

Park and Recreation Director's monthly report:

Recreation: Brogan informed the committee that most of the programs have ended for the summer. Brogan stated that National Night Out and Movie Night Under the Stars were held on August 2nd. Brogan informed the committee of the programs that are currently in progress which include: men's softball league, tennis lessons, and arts & crafts. Brogan stated that the fall and winter brochure is being prepared and will be distributed in late August. Brogan stated that fall and winter program registration is beginning along with the hiring of fall recreation staff.

Pool: Brogan informed the committee that the pool hosted the annual Kid's Carnival on August 3rd and that the pool will close on August 21, 2016.

The committee reviewed a park reservation request for use of Halfway Creek Park for Kornfest to be held on August 19-21 by the Holmen American Legion. Brogan stated that the reservation is typically the same as it has been in years past and it is for the use of the park for rides, bands, and concession area. Brogan stated that additional charges can be added if there is any damage done to the park. **Motion by Olson second by Johnston to recommend approval by the Board for the park reservation request by the Holmen American Legion for Kornfest on August 19-21 at Halfway Creek Park. Motion carried.**

The committee reviewed contractor bids for construction of the new library. Administrator Heinig stated that Olympic Builders had the low bid and that there were a couple contractors close behind. Heinig stated that he would recommend going with Olympic Builders with adding the surface upgrades to some of the rooms, keeping the exterior wall clock, and omitting the exterior sunshades. Committee member Johnston asked if there would be temperature issues similar to those in the new police station if the sunshades would be removed. Heinig stated that there should be no issues and that the sunshades are more aesthetic than practical. **Motion by Johnston second by Olson to recommend to the Board award of the contract for the construction of the new library to Olympic Builders with the addition of alternate A1, keeping alternate A2, and removing alternate A3 in the amount of \$3,914,373.00. Motion carried.**

The Committee reviewed preliminary capital requests and substantial supply items for Parks, Recreation, and Aquatics needs during the upcoming year. The discussion circulated around the 2017 budget items and long range departmental needs.

The Committee reviewed capital budget requests for the Holmen Library. McArdle-Rojo stated that the Library's capital needs have been taken care of.

Other Business:

None

Motion by Johnston, second by Olson to adjourn at 6:17 p.m. Motion carried.

Chris Geary

Asst. Park & Recreation Director