

Meeting Minutes
Village of Holmen Finance and Personnel Committee
November 12, 2013

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, November 12, 2013, in the Village Board Room.

Chair Ryan Olson called the meeting to order at 6:34 p.m.

Present at the meeting: Committee members Ryan Olson, Neal Forde and Doug Jorstad. Also in attendance were Nancy Proctor, Rick Durst, Carter Arndt, Scott Heinig and Angie Hornberg.

Approval of Minutes Doug Jorstad/Neal Forde motioned to approve the minutes of the September 10, 2013, meeting. The motion carried unanimously.

Public Comment Rick Durst spoke to the Committee regarding his disappointment with lack of communication in regards to a proposed Town rezone south of his property. La Crosse County failed to follow their Ordinance which states *that in addition to the public hearing requirement the County shall notify adjoining property owners in writing of the date and place of a public hearing of any zoning amendment.* He stated that he recently attended a County Planning Committee meeting and expressed his frustrations. He encouraged the Village Board to continue to address the issue with the County to encourage transparency with all County residents.

Clerk/Treasurer Report Hornberg reminded the Committee that the time to begin to circulate nomination papers for the Spring 2014 Election would begin December 1, 2013, with a deadline of January 7, 2014. Hornberg stated that the bond sale and loan payoff went well. She commented on the new election machines that have been received, and that she and Deputy Croell would attend training on the new machines on December 11, 2013, at the County. She commented on the push for political parties to nominate election inspectors by November 30, 2013. She stated that auditors would be here on December 20th for preliminary work on the 2013 audit, and that she plans to have a budget revision ready for approval at the December Board meeting. Hornberg also informed the Board that the Village Assessor's website, which has a link from the Village website, now has a property search option for homes in the Village providing substantial property information.

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

Consideration of Licenses Doug Jorstad/Neal Forde motioned to recommend approval of Operator Licenses for: Christie L. Lindberg – Festival Foods, Kayla M. Sobatta – Festival Foods, Shannon M. Boylan – The Pour House, and Kristy L. Millen – Festival Foods. The motion carried unanimously.

Consideration of Resolution 22-2013 – Adoption of the 2014 Village Budget Ryan Olson/Neal Forde motioned to recommend approval of Resolution 22-2013 – Adoption of the 2014 Village Budget with amendment to verbiage as requested. The motion carried unanimously.

Consideration of Resolution 21-2013 – A Resolution Requesting that La Crosse County Properly Notify all Adjacent Property Owners in Accordance with the La Crosse County Zoning Ordinance Administrator Heinig shared the proposed resolution. The Committee directed staff on desired amendments and asked that the refined resolution be ready for full Board review at the Village Board meeting this Thursday.

Consideration of MSA Contract for Architectural Services for New Police Station Ryan Olson/Doug Jorstad motioned to recommend approval of MSA Contract for Architectural Services for New Police Station. Members commented on the success of previous contracts with MSA, and expressed confidence in continuing to work with them on this project. Carter Arndt also commented on MSA's appreciation of the relationship with the Village and his admiration for the well-thought path that has led to this project. The motion carried unanimously.

Administrator's Report Administrator Heinig updated the Committee on the delay of the Hwy 35 redevelopment project in order to accommodate the Village in their force main construction as well as allow time to complete a multi-use trail option for the community. Heinig commented on a potential agreement between La Crosse County and the Village for redevelop and repaving some County roads in our community to our specifications and then dedicating those areas to the Village for future maintenance. Many of the areas the Village staff already assists in maintaining for the safety of its residents. The option will be discussed in more detail in the future.

Consideration of Resolution 23-2013 – A Resolution Adopting a Personnel Manual for the Village of Holmen Ryan Olson/Neal Forde motioned to recommend approval of Resolution 23-2013, A Resolution Adopting a Personnel Manual for the Village of Holmen. Administrator Heinig explained the updates to the manual which now clearly defines policies that have been implemented throughout the past two years as well as cleaning up and clarifying language in the original policies. The manual has been reviewed by Clerk/Treasurer Hornberg, and staff input has been utilized within the document. If approved, the manual will be shared with staff in December 2013. The motion carried unanimously.

Consideration of Village President's Rotary Dues The Committee discussed the current expense allowance for the Village President and Trustees, and determined that further research should be done in order to make a decision on whether current amounts need to be adjusted to allow for the Village President to participate in community events. The Committee did not feel it would be appropriate for the Village to determine which particular groups a Village President should be encouraged to commit to; therefore, at this time they did not feel it was appropriate to recommend approval of the Rotary dues.

Consideration of Contract 2014-2015 for Building Inspection Services Ryan Olson/Doug Jorstad motioned to recommend approval of 2014-2015 Building Inspection Services. Administrator Heinig commented on amendments made were to comply with the proposed adjustment to the 2014 fee schedule. The motion carried unanimously.

Adjourn Neal Forde/Doug Jorstad motioned to adjourn. The motion carried unanimously. The meeting adjourned at 9:10 p.m.

Minutes by Angela Hornberg, Village Clerk/Treasurer