

Meeting Minutes
Village of Holmen Finance and Personnel Committee
April 7, 2015

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, April 7, 2015, in the Village Board Room.

Chair Doug Jorstad called the meeting to order at 5:00 pm.

Present at the meeting: Committee members Doug Jorstad, Dawn Kulcinski and Rich Anderson. Also in attendance were Nancy Proctor, Scott Heinig and Angie Hornberg.

Approval of Minutes Rich Anderson/Dawn Kulcinski motioned to approve the minutes of the March 10, 2015, meeting. The motion carried unanimously.

Public Comment None.

Clerk/Treasurer Report Hornberg inquired as to availability of Committee members to attend the June 2nd Board of Review. She stated that the office recently added credit card swipe availability in both the office and the Village police squad cards. She mentioned that the auditors would be presenting the 2014 audit report at the May 14th Board meeting. Hornberg commented that the Spring Election was proceeding well, and the current count was approximately 800 voters; she mentioned that the re-elected Board members would need to sign the oath of office by April 21st. She remarked that the 2014 recycling report was submitted, and all criteria were met for the grant; and that license renewals will be sent out in mid-April. Hornberg also stated that recently the Village received a \$200 donation to the Police K9 unit from Robert Kuehl's memorial; Administrator Heinig sent a thank you to the family on behalf of the generous donation.

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

Administrator's Report Heinig reviewed the many meetings he has held recently to continue moving forward with growth in the Holmen community. He updated the progress of the police station as well as the upcoming interviews for the vacant position in the Public Works Department. Heinig remarked that conversations with the City of Onalaska have continued to work towards a strong partnership in the many projects with the City. Heinig mentioned the Badger Coulee line, and the success in having the lines near Prairie View Elementary triple circuited, as well as assuring remaining lines were located in a manner that will not impede future development. He noted that the new refuse cart program was implemented beginning April 1st, and that the majority of residents seem quite satisfied with the system; the Committee complimented Administrator Heinig on a smooth transition.

Consideration of Holmen Police Station, Holmen Village Hall and Holmen Area Cleaning Contract Rich Anderson/Dawn Kulcinski motioned to recommend approval of Holmen Police Station, Holmen Village Hall and Holmen Area Library Cleaning Contract, effective June 1, 2015 to December 31, 2017. The motion carried unanimously.

Consideration of Ordinance #2-2015 Dawn Kulcinski/Rich Anderson motioned to recommend approval of Ordinance #2-2015 – Amending Chapter 123, Pawnbrokers and Secondhand Dealers, to Require Electronic Recording. Administrator Heinig reviewed the changes to the Ordinance and commented that electronic recording was commonplace throughout the nation, and would assist in theft recovery as well as discourage unlawful activity being deferred to the Holmen area. He stated that the Police Department has been working with Holmen Pawn Shop to give them time to implement this no-cost program. The motion carried unanimously.

Consideration of Intermunicipal Boundary Agreement between the City of Onalaska and the Village of Holmen Dawn Kulcinski/Rich Anderson motioned to table action on the Intermunicipal Boundary Agreement between the City of Onalaska and the Village of Holmen as the completed information was not available at this time. The motion carried unanimously.

Consideration of Village Fitness Program/Equipment Rich Anderson/Dawn Kulcinski motioned to recommend approval to set funds aside up to \$20,000 to purchase equipment for the Village Fitness Program. The retired police station area will be used to accommodate the program which would serve as a wellness area for Village full and part-time staff as well as Board members. This would be a secured area and all users would be subject to signing a waiver prior to utilizing the area. The motion carried unanimously.

Consideration of Resolution #6-2015 Dawn Kulcinski/Rich Anderson motioned to recommend approval of Resolution #6-2015 – A Resolution Establishing Elected Official Salaries. Administrator Heinig reviewed the changes that he recommends based on a recent salary survey study. The motion carried unanimously.

Consideration of Resolution #7-2015 Rich Anderson/Dawn Kulcinski motioned to recommend approval of Resolution #7-2015 – A Resolution Opposing the Elimination of the Personal Property Tax and the State's Computer Aid Payments. Administrator Heinig reviewed the proposed legislative changes and the potential effect to the Village budget. The motion carried unanimously.

Closed Session At 6:02 pm, Dawn Kulcinski/Rich Anderson motioned to convene into closed session per Wisconsin State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of public employee over which the governmental body has jurisdiction or exercises responsibility. Purpose: Discuss recommendations from Management Salary Surveys on 2015 Wages. The motion carried unanimously.

At 6:15 pm, Dawn Kulcinski/Rich Anderson motioned to reconvene into open session per Wisconsin State Statute 19.85(2). The motion carried unanimously.

Dawn Kulcinski/Rich Anderson motioned to recommend approval of Resolution #5-2015 – A Resolution Establishing New Pay Grades and 2015 Wages for Non-represented Management Employees. The motion carried unanimously.

Adjourn Dawn Kulcinski/Rich Anderson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 6:17 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer