

Meeting Minutes
Village of Holmen Finance and Personnel Committee
August 10, 2010

The meeting of the Holmen Finance and Personnel Committee was held Tuesday August 10, 2010 in the Village Board Room.

Chair Mark Seitz called the meeting to order at 6:35 p.m.

Present at the meeting: Mark Seitz, Neal Forde, Ryan Olson, Nancy Proctor, Adam Bissen, Earl Engelson and Mary Willett.

Neal Forde/Ryan Olson motioned to approve the minutes of the July 13, 2010 meeting as presented. Carried.

Mary Willett presented the Administrator's Report detailing the activities and projects for the past month. Mary attended the WEDA summer meeting and told of plans to invite a presenter, James Carlson, who will present the Bucket Brigade philosophy and a new type of business incubator. She met with Rusty Cunningham of the La Crosse Tribune, officials with the La Crosse Airport, and a representative from ATC (American Transmission Company) who will be planning the Badger Coulee Transmission Line project in two years.

Projects include working on the budget adjustments, obtaining health insurance quotes to be ready when the state health insurance premiums are announced, seeking a seasoned second opinion from a TIF expert for the pluses and minuses of the Seven Bridges TIF District, preparing an RFP for the Assessor contract and the contacts with Corporate Express to finish the previously approved office equipment.

Earl Engelson addresses the budget adjustments and the process that he and Mary Willett have been utilizing to bring the Village's budget in line with a Zero Balance Budget. Mr. Engelson explained that the Zero Balance will require more attention to the budget and expenditures, but it will also allow for transparency with the budget numbers for the Board and Department Heads.

All present thanked Mr. Engelson for his assistance and expertise.

Members reviewed the claims for payment for the Board meeting.

The June 30th Balance sheets and Budget comparisons effective August 10th, 2010 for all departments was handed out. The information will be received monthly from this point forward. In addition, committees will have the department & pertinent budgets at the monthly meetings.

The Budget balances for all departments and categories for the April 2010 and May 2010 were also dispersed.

The contract with Bowmar Appraisal is in the final year of a three-year contract. Bowmar mailed a two-year contract agreement to the Village. Administrator Willett told the committee that though the Village has worked steadily with Bowmar Appraisals for at least 22 years, preparing a dispersing a request for proposals would be appropriate in these budgetary times. It is difficult to know if the proposal is competitive without requesting the information. Additionally, Bowmar Appraisal may indeed be awarded the contract if the RFP's are distributed, but in these economic times she felt it a pertinent move to check out monetary comparisons.

Ryan Olson/Neal Forde motioned to recommend the issuance of the Request for Proposals (RFP's) for the property assessment services for the Village for the next three years, 2011-2013. Carried.

Neal Forde presented a landscape proposal referred from the Parks, Recreation and Library Committee for review for funding. Committee members felt that partnerships with the Friends of the Library and other community groups may be possible for this and perhaps the new furnace.

Ryan Olson/Neal Forde motioned to table the funding proposal. Carried.

Neal Forde/Ryan Olson motioned to recommend to the Village Board the approval for the Fireworks permit for the Holmen American Legion for August 21, 2010. Carried.

Ryan Olson/Neal Forde motioned to recommend to the Village Board the approval of the video/coin operated machine license to The New Release. Carried.

Discussion ensued regarding the access of rated movies to minors. The availability of mature movies in the DVD machines and the titles of the licenses/permits will be reviewed in future meetings.

The Budget Adjustments will be presented to the Board on Thursday August 12th in Resolution format. Neal Forde/Mark Seitz motioned to recommend to the Village Board to approve the sale of Lot 7 in the Holmen Business Park from Cowgill Properties, LLC directly to Mr. Steve Fleis for the same dollar amount (\$32,000) that the property was purchased by Cowgill from the Village. Ryan Olson abstained from discussion and voting on the Holmen Business Park discussion in its entirety.

Ryan Olson/Neal Forde motioned to adjourn at 8:25 p.m. Carried. Meeting adjourned.

Mary M. Willett
Village Administrator-Clerk