

**Village of Holmen
Special Board Meeting
Holmen Village Hall – Board Room
Thursday, May 26, 2011
7:30 pm**

- 1) President Nancy Proctor called the Holmen Village Special Board meeting to order at 7:47 p.m. on May 26, 2011 at the Holmen Village Hall with the following Board members present: Ryan Olson, Tony Horvath, Dawn Kulcinski, Dan Moser and Neal Forde. Michael Dunham was absent and unexcused.

- 2) Action on Public Works Director interim appointment and pay.

Olson explained the need to appoint an interim Director of Public Works due to the resignation of Director Haines, along with a corresponding interim rate of pay. Olson indicated the interim Director would handle only the Public Works duties and would not be expected to perform any of the Administrator duties currently being done by Haines due to the vacancy of the Administrator position. Kulcinski questioned if the Director position needed to be advertised or if the promotion of the Assistant Director was an option, and the consensus of the Board was that promotion was an available option. Olson motioned, Kulcinski seconded to appoint Assistant Director Spanel as interim Director with additional pay of \$325 per pay period. Motion carried unanimously.

- 3) Action on Village Building Inspector Request For Proposals process.

Olson explained that the contract of current Inspector Raymer had expired a couple of years ago and that he had been working without a contract since then. Olson indicated that the RFP process had been used in the past to select the Village's assessor and to select firm's to provide professional services to the Village, and that Raymer was expected to submit a proposal along with other interested persons. Motion by Olson/Forde to authorize that an RFP process be used to select a Village Building Inspector, which will result in a new contract being negotiated with the selected individual. Motion carried unanimously.

- 4) Discussion on assistance from MSA Professional Services for temporary performance of Administrator duties.

Proctor explained that the Board had previously authorized a contract with MSA for providing assistance with administrator duties, and that the Village would now begin using their services due to position vacancies. MSA's Duane Gau will assist the Village, with possibly a fixed 1 or 2 days per week schedule during which he would be present at Village Hall. During times he is not at Village Hall he would be able to provide assistance via telephone or e-mail. Gau will not participate in the efforts to fill the Administrator position. MSA will be paid \$75/hour for Gau's time in 1/4 hour increments.

- 5) Olson/Kulcinski motioned to adjourn. Motion carried unanimously and the meeting adjourned at 8:10 p.m.

Robert A. Haines, Director of Public Works