

**Village of Holmen
Board Proceedings
December 14, 2017**

President Proctor called the Holmen Village Board meeting to order at 7:00 pm on December 14, 2017, at the Holmen Village Hall.

Board members present: Nancy Proctor, Doug Jorstad, Steve Johnston, Dawn Kulcinski, Rich Anderson and Chuck Olson. Steve Johnston was excused. Also present were Rodney Stanek, Brandon Cain, Autumn Weed, Daryl Holley, Greg Krueger, Administrator Heinig, Park & Recreation Director Brogan, Public Works Director Olson, Police Lt. Zwicker, Clerk/Treasurer Hornberg, Attorney Brian Weber, Patrick Barlow and Pat McKnight.

Public Comment

Autumn Weed commented that lack of understanding was the reason that she failed to disclose all violations on her operator's license application, which lead to denial of the license by Police Chief Collins. She asked that the Board consider approving her license tonight.

Minutes

Chuck Olson/Rich Anderson motioned to approve the minutes of the November 9, 2017, Board meeting as presented. The motion carried unanimously.

Dawn Kulcinski/Doug Jorstad motioned to approve the minutes of the November 9, 2017, Special Board meeting as presented. The motion carried unanimously.

Planning Commission

Bill Ebner/Rich Anderson motioned to approve Ordinance 5-2017 – An Ordinance Creating Article XVII, Landscaping & Bufferyards of the Village of Holmen Code of Ordinances. The motion carried unanimously.

Park, Recreation and Library Committee

Bill Ebner/Rich Anderson motioned to approve the 2018 purchase of a Ford Super Duty F250 park truck from Ewald Automotive Group in the amount of \$27,001.00. The motion carried unanimously.

Bill Ebner/Dawn Kulcinski motioned to approve the 2018 purchase of a truck plow from Universal Truck Equipment Inc. in the amount of \$5,810.00. The motion carried unanimously.

Bill Ebner/Chuck Olson motioned to approve the 2018 purchase of a salter and sander from Universal Truck Equipment in the amount of \$5,572.00. The motion carried unanimously.

Law Enforcement Committee

Doug Jorstad/Rich Anderson motioned to approve the 2018 purchase of two Chevrolet Tahoe 4WD Commercial vehicles from Ewald Automotive Group in the amount of \$39,672.00 each; fully outfitted a total cost of \$60,000 each. The motion carried unanimously.

Dawn Kulcinski/Rich Anderson motioned to approve purchase of Glock .9mm weapons from Kiesler Police Supply at a cost of \$3,826.50 after trade in of currently owned Glock .40s. The motion carried unanimously.

Public Works Committee

Dawn Kulcinski/Rich Anderson motioned to approve WWTP construction plans from S.E.H. Director Olson remarked that this expansion will take place in a staging process in order to have continuous service. The hope is to present the plans to the DNR, select a bid for construction in early 2018, and construction is planned to begin in the spring of 2018 and conclude in the fall of 2019. Trustee Olson stated that he is extremely happy with the decision to construct a new plant; he was never in favor of regionalization. The motion carried unanimously.

Dawn Kulcinski/Doug Jorstad motioned to approve contribution of \$5,000 to Viking Field improvement costs to upgrade fencing and sidewalks. The remaining portion of the project is being paid for by a contribution from Trustee Olson as well as a portion paid by the Holmen Area School District. The motion carried unanimously.

Rich Anderson/Bill Ebner motioned to approve fluoride and chlorine chemical supplier's contracts for 2018 with Hawkins Chemical as presented. The motion carried unanimously.

Rich Anderson/Doug Jorstad motioned to approve Change Order Q17017 with Gerke Excavating for additional requested work on Legion Street Reconstruction in the amount of \$5,495.40. The motion carried unanimously.

Rich Anderson/Doug Jorstad motioned to approve Change Order 17041-16 with Chippewa Concrete Services for additional sanitary sewer costs in the amount of \$17,760.00. Trustee Olson inquired as to the retainage amount remaining and the timeline for release. Director Olson stated the retainage was five percent of the project and he anticipates it to be released late spring or early summer of 2018, once landscaping and other minor needs are completed. The motion carried unanimously.

Dawn Kulcinski/Doug Jorstad motioned to approve school fiber optic line in ROW. Administrator Heinig remarked that the School District plans to extend a fiber optic line to connect all schools in the district. The alignment of this installation provides an opportunity for the Village to tap into the line for a connection to Village Hall that would in addition link to the Library and the Police Department which would allow security camera access of all locations. The motion carried unanimously.

Finance and Personnel Committee

Doug Jorstad/Bill Ebner motioned to recommend payment of the claims as presented for a total amount of \$1,810,253.07. The motion carried unanimously.

Doug Jorstad/Rich Anderson motioned to approve Class B Retail Combination License for HD Tavern, 609 N. Holmen Drive, Holmen; Agent: Daryl Holley, for the period of December 14, 2017 – June 30, 2018, contingent on parking lot availability on the property adjacent to 609 N. Holmen Drive, which is also owned by Mr. Holley. Administrator Heinig stated that there is not adequate parking on the single lot at 609 N. Holmen Drive. Since Mr. Holley owns the adjacent Viking Realty property and will use that building different hours than the tavern, he feels this will be an acceptable arrangement to move forward with the licensing request. The motion carried unanimously as presented.

Doug Jorstad/Bill Ebner motioned to approve Non-Alcoholic Beverage License for HD Tavern, 609 N. Holmen Drive, Holmen. The motion carried unanimously.

Doug Jorstad/Dawn Kulcinski motioned to approve Change of Agent to Seth W. Bader, for Kwik Trip #311, Holmen Drive, Holmen. The motion carried unanimously.

Doug Jorstad/Dawn Kulcinski motioned to approve Operator's Licenses for Brendan D. Stetzer and Austin D. Olson – Festival Foods; Brittney M. Suhr, Mindy M. Marquardt, Sara R. Stumlin, Terre L. Corley, Jeffrey W. Jensky, Dana L. Biesterveld, Tracy L. Gerken, Mikayla R. Krueger, Jason D. Nicolai, and Angela M. Dahl – Kwik Trip #568, Hale Drive; Cindy L. Hauser and Carla M. Amundson – HD Tavern. The motion carried with Anderson, Ebner, Proctor, Jorstad and Kulcinski in favor; Olson abstained.

Doug Jorstad/Chuck Olson motioned to deny Operator's License for Autumn L. Weed – Smokey's Bar & Grill, with a ninety-day waiting period from application date before re-application of Operator's Licenses can occur. Motion failed with Jorstad and Proctor in favor; Olson, Ebner, Anderson opposed; Kulcinski abstained.

Chuck Olson/Rich Anderson motioned to approve Operator's License for Autumn L. Weed – Smokey's Bar & Grill. The motion carried with Olson, Ebner and Anderson in favor; Proctor and Jorstad opposed; Kulcinski abstained.

Doug Jorstad/Bill Ebner motioned to recommend denial of Jenna M. Cadena, Melissa A. Gabrielson, Michelle M. Manske and Michelle L. Mitchell – Kwik Trip #568, Hale Drive, with a ninety-day waiting period from application date before re-application of Operator's Licenses can occur. The motion carried unanimously.

Chuck Olson/Doug Jorstad motioned to approve Resolution 13-2017 – A Resolution Amending the 2017 Village Budget. President Proctor thanked Clerk/Treasurer Hornberg for her detailed work on the revision. The motion carried unanimously.

Dawn Kulcinski/Doug Jorstad motioned to approve Resolution 12-2017 – Creating Ward 12 of the Village of Holmen, in County Supervisory District 24. The motion carried unanimously.

Dawn Kulcinski/Bill Ebner motioned to approve the 2018-2019 Election Inspectors as presented. The motion carried with Olson, Anderson, Ebner, Proctor and Kulcinski in favor; Jorstad abstained.

Doug Jorstad/Bill Ebner motioned to approve creation of new position description for Engineering Technician/Senior Engineering Technician, including an addition to add the provision that applicant shall maintain their driver's license while employed with the Village of Holmen. Heinig commented that this description was crafted by him after reviewing some good examples from other communities. He mentioned that he added an option for position growth to avoid this being a training position with turnover only. The motion carried unanimously.

Shared Ride Committee

Trustee Kulcinski reported that ridership increased by 270 (from 969 to 1239 from October 2016 to October 2017).

Municipal Court Update

No meeting was held.

Fire Board Report

Trustee Jorstad remarked that the 2017 budget is in line with actuals and that the Department was entering into a contract to assist in the addition of interview/testing/training for new employees. He mentioned that Town of Holland would like to discuss in 2018 an adjusted formula for contribution that would take into consideration calls, land mass and per capita calculation.

County Supervisor's Report

County Supervisor Barlow mentioned that the 2018 Recycler has been mailed to all County residents and asked that residents hang on to it to have access to the very useful information in the flyer.

President's Report

Informational items only.

Other Items before the Board

Director Olson wished everyone a Merry Christmas, and remarked that it was an honor to work with this group.

Director Brogan also wished everyone a Merry Christmas, and mentioned that shelter rentals for 2018 would begin on January 2, 2018.

Trustees Olson, Anderson and Ebner extended holiday wishes.

Trustee Jorstad thanked Trustee Olson for his donation to Viking Field. He asked that the Finance Committee look at a change to make the Operator's License application more clear to the need for full disclosure. Administrator Heinig remarked that the license did include a statement regarding the need to disclose all information, but commented that the Finance Committee could take a look at the form at the next meeting.

Trustee Kulcinski thanked Trustee Olson for his donation to Viking Field and extended holiday wishes.

Administrator Heinig remarked how proud he was of the leadership, staff and community in 2017.

Attorney Weber remarked that a great deal was accomplished in 2017 and commended the Village Board. He commented that a Holmen High School rival basketball game will occur on Friday night with a certain Village Board member that will be attending while wearing the wrong color shirt.

President Proctor commented that 2017 was a heck of a year, and that she is so happy that the Library is open; comments from residents have been extremely positive. She wished everyone a safe and happy holiday.

Closed Session

At 8:07 pm, Bill Ebner/Doug Jorstad motioned to convene into closed session. Trustee Olson recused himself from the room for the McGilvry Park discussion; returned at 8:40 pm for discussion on Holmen Drive Asphalt Resurfacing.

Authority: §19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Purpose: McGilvry Park Commercial Subdivision
Holmen Drive Asphalt Resurfacing

The motion carried unanimously.

At 9:19 pm, Bill Ebner/Doug Jorstad motioned to reconvene into open session per Wisconsin State Statute 19.85(2). The motion carried unanimously.

Bill Ebner/Doug Jorstad motioned to adjourn. The motion carried unanimously. The meeting adjourned at 9:19 pm.

Angela A. Hornberg, Village Clerk/Treasurer