

Meeting Minutes
Village of Holmen Finance and Personnel Committee
May 12, 2020

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, May 12, 2020, in the Village Board Room.

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

Present at the meeting: Committee members Doug Jorstad, Rich Anderson and Micah Wyss. Also in attendance were President Barlow, Administrator Heinig and Clerk/Treasurer Hornberg.

Approval of Minutes Rich Anderson/Doug Jorstad motioned to approve the minutes of the March 10, 2020 meeting. The motion carried with Anderson and Jorstad in favor; Wyss abstained.

Public Comment None.

Clerk/Treasurer Report Hornberg stated that the recent audit was completed remotely but it went well and that the auditors will present the 2019 audit report at the June 11 Board meeting; 2019 final audit reports will be distributed soon. Hornberg remarked that there were 2,357 voters during the Spring Election; due to COVID-19, most votes were by absentee ballots. She mentioned that Park & Recreation employee Paul Servais had constructed five safety shields to use for Election Day, and that there was 553 regular voters that day. Hornberg stated that the annual Open Book session will be held on May 27 with the Board of Review to follow on June 9. Hornberg stated that license renewals will be reviewed at the June Finance meeting; due to COVID-19 issues, a discussion item to potentially provide a one-time waiver to refund a portion of license fees will be on this agenda. Hornberg commented that the annual room tax reports, State Expenditure Restraint Program, as well as the annual recycling report were filed; the 2019 figures supported the recycling grant funds as received. She commented that an insurance appraisal was completed this year in order to actualize the values of Village property; due to this and the addition of the new WWTP, the property insurance premiums increased slightly. However, the mod rate on the worker's compensation insurance plan dropped showing a savings on that premium. So overall, insurance premiums increased just over \$5,000 which was well under budget for 2020.

Review Claims and Financial Statements The Committee reviewed all claims for payment.

Consideration of Licenses Rich Anderson/Micah Wyss motioned to recommend approval of Change of Agent for Kwik Trip #568 to Alyssa Y. Zimmerman. The motion carried unanimously.

Micah Wyss/Rich Anderson motioned to recommend approval of the addition of a Class "B" Retail Beer Licenses to The Grind, LLC., 208 S. Holmen Drive, Suite 108. The motion carried unanimously.

Administrator's Report Heinig updated the Committee on the numerous planning and economic developments in the Village. He reviewed some issues that were being addressed such as The Pertzsch Farm Addition road problems that need to be brought up to Village specifications. The roundabout, which had some problems as the project began, is now back on track and going very well. The WWTP has also experienced some delays, potentially COVID-19 related as there has been some supply postponements. The Hale Drive bridge construction is on schedule and going well. Heinig reported that there has been little issues with Village staff related to the virus outbreak; he is hopeful that things will proceed as typical and that any reductions in State funding due to the crisis will be offset by other savings in expenditures. He mentioned that the Village recently accepted a gift of \$150,000 to be distributed to the Village's Community Center in the new Boys and Girls Club.

Discussion of Potential Ordinance for Delegation of the Issuance of Operator's Licenses Administrator Heinig updated the Committee on the recently adopted bill which would allow local governments the option to pass an ordinance delegating the issuance of operator's licenses to a municipal official, such as the Village Clerk. After brief discussion, it was recommended that staff proceed with the creation of an ordinance for public and Board review. It was agreed that any problem license issues would still be brought before the Committee and Board process to be vetted in full.

Consideration of Development Agreement for Cole Farm Addition Four (Phase II) Rich Anderson/Micah Wyss motioned to recommend approval of Development Agreement for Cole Farm Addition Four (Phase II). Heinig commented that at this point, the Development Agreement has been modified to specify every aspect of each subdivision. Exhibit A has been modified using Village Engineer Dahl's expertise so there will be no question as to the responsibility of the developer in regards to infrastructure improvements within the development. The motion carried unanimously.

Consideration of Development Agreement for Seven Bridges West Subdivision Micah Wyss/Rich Anderson motioned to recommend approval of Development Agreement for Seven Bridges West Subdivision. The motion carried unanimously.

Consideration of Memorandum of Understanding (MOU) with Holmen Cheese LLC Rich Anderson/Micah Wyss motioned to recommend approval of a Memorandum of Understanding (MOU) with Holmen Cheese LLC. Administrator Heinig reviewed the details of the agreement with the Committee. The motion carried unanimously.

Adjourn Micah Wyss/Rich Anderson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 6:19 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer