

Meeting Minutes
Village of Holmen Finance and Personnel Committee
June 6, 2017

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, June 6, 2017, in the Village Board Room.

Trustee Doug Jorstad called the meeting to order at 5:13 pm.

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

Approval of Minutes Dawn Kulcinski/Rich Anderson motioned to approve the minutes of the May 9, 2017, meeting. The motion carried unanimously.

Public Comment None.

Clerk/Treasurer Report Hornberg remarked that on May 17th, Barb Hanson began as a part-time receptionist for the Clerk/Treasurer Department and training was going quite well. She commented on the importance and benefits of having a sufficient number of cross-trained receptionist staff in order to assist not only the Clerk/Treasurer Department but the Park & Recreation and Public Works Departments as well. Hornberg stated that 2017 recycling grant funds have been received in line with the anticipated amount, and that an insurance dividend check will be delivered on Thursday for an unknown amount, which will be applied to the general fund. She mentioned that a large library donation was recently received from The Elmwood Foundation, bringing total library donations to date to a little over \$125,000. Hornberg mentioned that license renewals for 2017/2018 would be acted on this evening; she commented that the Pour House Class B Retail Combination License was not being renewed and would therefore be available for a future business to utilize. Hornberg complimented Deputy Clerk Croell for all her hard work to process license renewals.

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

Consideration of Licenses Dawn Kulcinski/Rich Anderson motioned to recommend approval of 2017/2018 Class A Retail Combination Licenses and Class "A" Retail Fermented Malt License as presented. The motion carried unanimously.

Rich Anderson/Doug Jorstad motioned to recommend approval of 2017/2018 Class B Retail Combination Licenses, "Class B" Retail Liquor – Wine Only License, Class "B" Retail Beer License/"Class C" Wine License, Class "B" Retail Beer Licenses as presented. The motion carried with Jorstad and Anderson in favor; Kulcinski abstained.

Rich Anderson/Dawn Kulcinski motioned to recommend approval of 2017/2018 Operator's License as presented for Andy's Main Street Auto. The motion carried unanimously.

Dawn Kulcinski/Rich Anderson motioned to recommend approval of 2017/2018 Operators' Licenses as presented for Features II, including new applicant Morgan L. Van Cleave. The motion carried unanimously.

Dawn Kulcinski/Rich Anderson motioned to recommend approval of 2017/2018 Operators' Licenses as presented for Festival Foods, including new applicant Michelle M. McClellan, and excluding applicant Craig W. Hardie, as denied for reasons outlined in Chief Collins' report. The motion carried unanimously.

Dawn Kulcinski/Rich Anderson motioned to deny Craig W. Hardie Operator's License, with a sixty-day waiting period from application date before re-application of Operator's License can occur. The motion carried unanimously.

Dawn Kulcinski/Rich Anderson motioned to recommend approval of 2017/2018 Operators' Licenses as presented for Get-N-Go, LLC, including new applicants Satwinder Kaur and Leland R. Lewton, and excluding applicant Ashley L. Hove, as denied for reasons outlined in Chief Collins' report. The motion carried unanimously.

Dawn Kulcinski/Rich Anderson motioned to deny Ashley L. Hove Operator's License, with a sixty-day waiting period from application date before re-application of Operator's License can occur. The motion carried unanimously.

Doug Jorstad/Rich Anderson motioned to recommend approval of 2017/2018 Operators' Licenses as presented for Holmen American Legion, including new applicant Vannessa A. Stark. The motion carried unanimously.

Dawn Kulcinski/Rich Anderson motioned to recommend approval of 2017/2018 Operators' Licenses as presented for Holmen Locker & Meat Market. The motion carried unanimously.

Dawn Kulcinski/Rich Anderson motioned to recommend approval of 2017/2018 Operators' Licenses as presented for Jacqlons. The motion carried unanimously.

Doug Jorstad/Rich Anderson motioned to recommend approval of 2017/2018 Operators' Licenses as presented for Kwik Trip, including new applicant Amanda L. Degenhardt. The motion carried with Jorstad and Anderson in favor; Kulcinski abstained.

Dawn Kulcinski/Rich Anderson motioned to recommend approval of 2017/2018 Operators' Licenses as presented for Pizza Corral, excluding applicant Michael Kazemba, as denied for reasons outlined in Chief Collins' report. The motion carried unanimously.

Dawn Kulcinski/Rich Anderson motioned to deny Michael Kazemba Operator's License, with a sixty-day waiting period from application date before re-application of Operator's License can occur. The motion carried unanimously.

Rich Anderson/Doug Jorstad motioned to recommend approval of 2017/2018 Operators' Licenses as presented for Smokey's Bar & Grill, including new applicant Abigail M. Miller, Ashley K. Oldenburg and Dana L. Reiman. The motion carried with Jorstad and Anderson in favor; Kulcinski abstained.

Dawn Kulcinski/Rich Anderson motioned to recommend approval of 2017/2018 Operators' Licenses as presented for Wine Sitter Brew House. The motion carried unanimously.

Dawn Kulcinski/Rich Anderson motioned to recommend approval of 2017/2018 Operators' Licenses as presented for T-Jo's Pizza. The motion carried unanimously.

Dawn Kulcinski/Rich Anderson motioned to recommend approval of 2017/2018 Non-Alcoholic Licenses, Cigarette & Tobacco Licenses, Video/Coin Operated/Amusement Machine Licenses, Junk/Salvage Yard Licenses, Pawn Broker Licenses and Septage Licenses as presented. The motion carried unanimously.

Administrator's Report Heinig updated the Committee on the many planning and economic developments that will be occurring in the community including several mixed-use residential subdivisions, as well as commercial additions such as Shoppes at Hale, Verve Credit Union updates and a new daycare center. He remarked that design on the Hale Drive bridge has been completed with a cost expectation that is significantly under what was originally anticipated; he believes construction will begin in 2018/2019. Heinig commented that the progress of the Library was delayed a bit by weather, but the project should be near completion by the end of July so furniture can be delivered without issues. Trustee Jorstad inquired as to the status of the cost of street lights in the Holmen Drive bid; Heinig stated the small discount offered for delaying installation was insignificant; therefore, street lights would be installed within the original time frame.

Adjourn Dawn Kulcinski/Rich Anderson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 6:00 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer