

Meeting Minutes
Village of Holmen Finance and Personnel Committee
December 12, 2017

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, December 12, 2017, in the Village Board Room.

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

Present at the meeting: Committee members Doug Jorstad, Dawn Kulcinski and Rich Anderson. Also in attendance were Autumn Weed, Pat McKnight, Daryl Holley, Duran Bonsey, Nancy Proctor, Scott Heinig and Angie Hornberg.

Approval of Minutes Rich Anderson/Dawn Kulcinski motioned to approve the minutes of the November 7, 2017, meeting. The motion carried unanimously.

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.

Clerk/Treasurer Report Hornberg provided the Committee with 2017 mill rate information and commented that the tax bills will be mailed this week. Hornberg stated that Trustee Johnston, Rod Stanek, Trustee Ebner and Brandon Cain were all in the process of or have completed the necessary paperwork to be on the Spring 2018 ballot. Trustee Olson has filed a non-candidacy and will not be running for office in 2018. She commented that auditors will be here on December 19th for preliminary 2017 audit work.

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

Consideration of Licenses Rich Anderson/Dawn Kulcinski motioned to recommend approval of 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 based on the seating availability as indicated in the business plans, there is not adequate parking on the single lot at 609 N. Holmen Drive. Since Mr. Holley owns the adjacent 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.

Dawn Kulcinski/Rich Anderson motioned to recommend approval Non-Alcoholic Beverage License for HD Tavern, 609 N. Holmen Drive, Holmen. The motion carried unanimously.

Dawn Kulcinski/Rich Anderson motioned to recommend approval of Change of Agent to Seth W. Bader, for Kwik Trip #311, Holmen Drive, Holmen. The motion carried unanimously.

Rich Anderson/Dawn Kulcinski motioned to recommend approval of 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 unanimously.

Doug Jorstad/Rich Anderson motioned to recommend denial of 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. Trustee Jorstad remarked regarding Ms. Weed’s comments on her lack of understanding of what was asked of her on the application; he believes it was clear that a violation had occurred and should have been disclosed on the form as was requested. The motion carried with Jorstad and Anderson in favor; Kulcinski abstained.

Rich Anderson/Dawn Kulcinski 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.

Approval of Resolution Dawn Kulcinski/Rich Anderson motioned to recommend approval of Resolution 13-2017 – A Resolution Amending the 2017 Village Budget. The motion carried unanimously.

Approval of Resolution Rich Anderson/Dawn Kulcinski motioned to recommend approval of Resolution 12-2017 – Creating Ward 12 of the Village of Holmen, in County Supervisory District 24. The motion carried unanimously.

Consideration of 2018/2019 Election Inspectors Rich Anderson/Dawn Kulcinski motioned to approve the 2018-2019 Election Inspectors as presented. The motion carried with Anderson and Kulcinski in favor, Jorstad abstained.

Administrator’s Report Heinig updated the Committee on the many planning and economic development discussions for 2018; both re-investments in current businesses and new business ideas. He commented on the recently opened additions in 2017 that have added great benefit to the community such as the 814 Main Street complex, Moxys, Festival Foods, Shoppes at Hale and the new Kwik Trip on Hale Drive which will open soon. He mentioned the SPAR Board in November approved the addition of a twenty unit assisted living complex on Circle Drive which will break ground in March 2018.

Consideration of Position Description Dawn Kulcinski/Rich Anderson motioned to recommend approval of Creation of new Position Description for Engineering Technician/Senior Engineering Technician with an addition to add the provision that applicant must have the ability to maintain their driver’s license while employed with the Village of Holmen. Heinig commented that this description was created by him and reviewed by Public Works Director Olson. The motion carried unanimously.

Adjourn Dawn Kulcinski/Rich Anderson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 5:59 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer