

Meeting Minutes
Village of Holmen Finance and Personnel Committee
March 8, 2011

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, March 8, 2011 in the Village Board Room.

Chair Mark Seitz called the meeting to order at 6:33 p.m.

Present at the meeting: Committee members, Mark Seitz, Neal Forde and Ryan Olson. Also in attendance were Nancy Proctor, Robert Haines, Angie Hornberg, Mike Brogan (7:15), Adam Bissen, Craig Evenson, Tom Kruse, David Carlson, Roxanne Reynolds and Christine McArdle-Rojo.

Neal Forde/Ryan Olson motioned to approve the minutes of the February 8, 2011 meeting. Carried unanimously.

Treasurer/Deputy Clerk Hornberg presented the monthly report.

Claims for payments were reviewed; tentative general fund budget revision items were discussed.

Public Works Director Haines presented to the committee members a pending offer to repurchase Holmen Business Park lot #6 for their review.

Ryan Olson/Neal Forde motioned to recommend to the Village Board the approval and award of the bid to CR Solutions in the amount of \$3,557.44 for replacement of five (5) Village Hall computers. Carried unanimously.

Ryan Olson/Neal Forde motioned to recommend to the Village Board the approval and award of the bid to CR Solutions in the amount of \$7,284.16 for Microsoft Office 2010 Software update for Village Hall computers. Carried unanimously.

Neal Forde/Ryan Olson motioned to recommend to the Village Board the approval and award of the bid to Glass Service Center in the amount of \$4,184.00 for installation of Village Hall handicap accessible restroom doors. Carried unanimously.

Ryan Olson/Neal Forde motioned to recommend to the Village Board the approval of the 2011 Village Hall cleaning contract with Mary Secky in the amount of \$865.00 per month. Carried unanimously.

At 7:47 p.m., Ryan Olson/Neal Forde motioned to convene into closed session per Wisconsin State Statute 19.85(1) (e) Competitive or bargaining reasons: Library negotiations and Wisconsin State Statute 19.85(1) (c) Village Administrator/Clerk – severance pay, interim plan, possible hiring part-time office staff/transition of Treasurer/Deputy Finance and Deputy Clerk/Deputy Treasurer positions. Carried unanimously.

At 9:55 p.m., Ryan Olson/Neal Forde motioned to reconvene into open session per Wisconsin State Statute 19.85(2).

Ryan Olson/Neal Forde motioned to recommend to the Village Board the approval of three (3) of four (4) Library purchase agreements. Carried unanimously.

Neal Forde/Ryan Olson motioned to recommend approving interim staff compensation to Treasurer/Deputy Clerk Hornberg in the absence of an Administrator/ Clerk. Carried unanimously. President Proctor was directed by the Committee to contact MSA for possible assistance with the 2011 budgets.

Ryan Olson/Neal Forde motioned to table the search and hire process for new Village Administrator/Clerk and part-time office staff position. Carried unanimously.

Ryan Olson/Neal Forde motioned to table the transition of Treasurer/Deputy Finance Director and Deputy Clerk/Deputy Treasurer positions. Carried unanimously.

Neal Forde/Ryan Olson motioned to recommend to the Village Board the approval of severance payment to previous Village Administrator/Clerk Willett as amended. Carried unanimously.

Neal Forde/Ryan Olson motioned to adjourn. Carried unanimously. The meeting adjourned at 10:00 p.m.

Angela Hornberg, Village Treasurer/Deputy Clerk