

**Meeting Minutes**  
**Village of Holmen Finance and Personnel Committee**  
**August 11, 2015**

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, August 11, 2015, in the Village Board Room.

Chair Doug Jorstad called the meeting to order at 5:06 pm.

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

Approval of Minutes Rich Anderson/Doug Jorstad motioned to approve the minutes of the July 7, 2015, meeting. The motion carried unanimously.

Public Comment None.

Clerk/Treasurer Report Hornberg reported to the Committee that very favorable results had been received from the Government Accountability Board in regards to the audit that had occurred during the February 2015 Spring Primary election. She mentioned that staff reviews were recently held and that budget preparations were beginning. She mentioned that a recent worker's compensation audit went well.

Review Claims and Financial Statements The Committee thoroughly reviewed all claims for payment and financial statements to date.

Consideration of Licenses Rich Anderson/Doug Jorstad motioned to recommend approval of Operator's License for Michael P. Strittmater – The Pour House. The motion carried unanimously.

Doug Jorstad/Rich Anderson motioned to recommend approval of Operator's License for Trinity E. Scharlan – Smokey's Bar & Grill. The motion carried unanimously.

Doug Jorstad/Rich Anderson motioned to recommend approval of Temporary Amendment to Liquor Premises for Specific Event for Smokey's Bar Smokefest Event to be held at 112 Mill Street on September 19, 2015. The motion carried unanimously.

Administrator's Report Heinig updated the Committee on recent and ongoing economic development discussions within the Village. He remarked that in September, the City of Onalaska Common Council and the Village of Holmen Board members plan to meet again to finalize the inter-municipal boundary agreement. Heinig also stated that a Special Board meeting would be held on August 17 to review the library concept plan; another Special Board Meeting will be planned for September 14 to discuss future bonding issues.

Discussion on Changing the Time for the Village Board Meeting A brief discussion was held and staff is directed to place the issue on the September Finance and Personnel Committee and Board meeting agendas for possible recommendation and action.

Consideration of Adoption of the Police Chief Position Description Rich Anderson/Doug Jorstad motioned to recommend approval of the Adoption of the Police Chief position description as presented. Administrator Heinig remarked that this description was created utilizing the Village's mission statement and incorporating some of the best parts of other municipalities police chief descriptions. He remarked that both the current Chief and Lieutenant had reviewed and approved of the description. The motion carried unanimously.

Consideration of Contract with MSA Professional Services Doug Jorstad/Rich Anderson motioned to recommend approval of the Contract with MSA Professional Services for the required ten year update to the Village of Holmen Comprehensive Plan. The motion carried unanimously.

Other Trustee Jorstad mentioned that he would not be in attendance at this week's Board meeting or for Administrator Heinig's review; but he thanked the Administrator for his vision and hard work. He also complimented Clerk/Treasurer Hornberg and commented that he felt the two positions worked very well together. Trustee Anderson remarked the same.

Adjourn Doug Jorstad/Rich Anderson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 5:49 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer