

Meeting Minutes
Village of Holmen Finance and Personnel Committee
August 7, 2012

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, August 7, 2012 in the Village Board Room.

Chair Ryan Olson called the meeting to order at 6:30 p.m.

Present at the meeting: Committee members Ryan Olson, Dan Moser and Neal Forde. Also in attendance were Nancy Proctor, Scott Heinig and Angie Hornberg.

Approval of Minutes Neal Forde/Dan Moser motioned to approve the minutes of the July 10, 2012 meeting as presented. The motion carried unanimously.

Public Comment None.

Clerk/Treasurer Report Hornberg updated the committee on the status of payroll direct deposit options for the Village. She reported that Hog Wild Bar has closed and that license paperwork had been obtained by a party interested in making improvements as suggested by the committee and potentially applying in September for an amended license for a the new owner. She shared information on the upcoming partisan primary and an idea to implement a demerit point system for liquor license violators for future consideration.

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

Consideration of Temporary Amendment to Liquor Premises for Specific Event: Smokey's Bar & Grill Administrator Heinig explained that this was a new process to allow for a temporary change to current Village license holders premise descriptions to allow for special events in the Village. Dan Moser/Neal Forde motioned to recommend approval of Temporary Amendment to Liquor Premises for Specific Event: Smokey's Bar & Grill for Rudy's Customer Appreciation Days to be held on September 8, 2012. Trustee Olson inquired as to the closing time for the event and commented that he would be willing to approve the permit and see how the new process will work. The motion carried unanimously.

Consideration of Operator's License for Ashley A. Boehlke – Features Sports Bar & Grill Dan Moser/Neal Forde motioned to recommend approval of an Operator's License for Ashley A. Boehlke – Features Sports Bar & Grill. The motion carried unanimously.

Consideration of Operator's License for Virginia F. Sacia – Festival Foods Dan Moser/Neal Forde motioned to recommend approval of an Operator's License for Virginia F. Sacia – Festival Foods. The motion carried unanimously.

Consideration of additional 2012-13 election inspector Neal Forde/Dan Moser motioned to recommend approval of an additional 2012-13 election inspector. The motion carried unanimously.

Administrator's Report Heinig referred to his August 3rd Board email updating all members on current activities, he reiterated and answered questions on some of the information. Heinig commented on many planning committee activities that had occurred over the last month. He updated the Committee on concerns with the Town of Onalaska opting out of the current cooperative Fire Department Agreement. Heinig also commented on the status of the Willett claim and that a request for information had recently been received from Willett's attorney. Heinig informed the board of the recently held leadership team reviews. He also brought up the current Village deferred assessment procedures which require an upfront payment of all deferred assessments upon annexation. He believes it would be more advantageous for the Village to offer a 10 year payment option of the deferred assessments which would require a change to current policies. Trustee Olson asked Administrator Heinig to draft a change to the current policy and add as an agenda item in September for the Committee to review the option.

Consideration of Resolution #17-2012 Dan Moser/Neal Forde motioned to recommend approval of Resolution #17-2012 - A Resolution Adopting an Organizational Mission Statement, Team Member Core Values, and an Operational Vision and Expectations. Trustee Forde commented that he thought the statement was great and that he was encouraged by morale of the staff, Trustee Olson stated that the statement was a good guidepost for everyone and he also appreciated that the statement was built from staff input. Trustee Olson inquired if this type of statement was common in other municipalities. Administrator Heinig responded that it was not in more local municipalities but was common in larger areas of the state. Trustee Olson commented we want to be seen as a progressive community and set the standard for the area, Trustee Forde agreed that the Village has been forward thinking in the past. The motion carried unanimously.

Consideration of Resolution #18-2012 Dan Moser/Neal Forde motioned to recommend approval of Resolution #18-2012 - A Resolution (Addendum B) Adopting the Mutual Aid Box Alarm system Agreement (MABAS). Administrator Heinig commented that this agreement had been brought forth by the fire department for approval and that he had reviewed and found to be appropriate. The motion carried unanimously.

Convene into Closed Session per Wis. State Statue 19.85(1)(c) Administrator Performance Review and Contract Dan Moser/Neal Forde motioned to convene into closed session under 19.85(1)(c) at 7:36pm. President Proctor was allowed to attend with permission from the committee. Carried unanimously.

Reconvene into Open Session Dan Moser/Neal Forde motioned to reconvene into Open Session at 7:59pm. Carried unanimously.

No action was taken after closed session.

Trustees Dunham and Horvath arrived after the closed session and requested to have a full board closed session review of the Administrator in September. Administrator Heinig and Trustee Olson agreed to do so.

Adjourn Dan Moser/Neal Forde motioned to adjourn. The motion carried unanimously. The meeting adjourned at 8:05p.m.

Minutes by Angela Hornberg, Village Clerk/Treasurer