

Meeting Minutes
Village of Holmen Finance and Personnel Committee
September 7, 2010

The meeting of the Holmen Finance and Personnel Committee was held Tuesday September 7, 2010 in the Village Board Room.

Chair Mark Seitz called the meeting to order at 7:02 p.m.

Present at the meeting: Mark Seitz, Neal Forde (7:40 p.m.), Ryan Olson, Nancy Proctor, Mike McHugh, Adam Bissen, and Mary Willett.

Mark Seitz/Ryan Olson motioned to approve the minutes of the August 10, 2010 meeting with a correction regarding the abstention of the final vote regarding the property in the Holmen Business Park Carried.

Police Chief McHugh presented the job description for the newly created position of Police Lieutenant. The Law Enforcement Committee reviewed it also, and has recommended the approval of the position title and description to the Village Board meeting on Thursday September 9, 2010. Chief McHugh reported that he will work with the Administrator and bring forward salary and benefit recommendations for the Committee's approval to forward to the Police Commission.

The 2010-2011 Contract as mediated with the Village of Holmen Police Association WPPA/LEER was reviewed. Chief McHugh participated with the committee in the review of the document. The contract has already been ratified by the Holmen Police Association. Ryan Olson/Mark Seitz motioned to recommend to the Village Board the approval of the 2010-2011 Agreement between the Village of Holmen and the Village of Holmen Professional Police Officers' Association WPPA/LEER with the contingency of the addition of a side letter yet to be delivered. Carried.

Mary Willett presented the Administrator's Report detailing the activities and projects for the past month, and outlined meetings and activities which will be occurring in the near future.

Proposals for the three-year contract for the Assessor services with the Village of Holmen were reviewed. Two proposals were received: Bowmar Appraisals, Inc and Associated Appraisal Consultants, Inc. Both proposals followed the request for information required by the Village for consideration. Associated Appraisal offered the contract for years 2011: \$14,700, 2012: \$14,800, and 2013 for \$14,900. Bowmar Appraisal offered the contract for year 2011: \$17,680, 2012: \$17,900 and 2013: \$18,450. Ryan Olson/Neal Forde motioned to recommend the approval of the three-year Assessor services contract with the Village of Holmen with Associated Appraisal Consultants, Inc. Carried.

The Library Landscape proposal remains tabled. A volunteer association in the community has expressed an interest in providing this service.

The furnace needs at the Holmen Library were explained by Neal Forde. The replacement of the furnace will be necessary for the safety and service needs for the fall. If the furnace is purchased prior to November 30, 2010, a \$200 rebate will be available. Ryan Olson/Neal Forde motioned to recommend to the Village Board the purchase of the Amana hi-efficiency sealed combustion gas furnace as specified by Ziegler Hearting and Refrigeration, Inc for the price of \$6,495 qualifying for the \$200 rebate. Carried.

During the September Parks and Recreation Committee meeting, Director Brogan presented a proposal for a Variable Frequency Drive Retrofit for the Holmen Swimming Pool from Carrico Aquatic Resources,

Inc. The VFD utilizes less energy and helps to increase performance and lengthen the years of service of parts. The monthly savings estimated by Carrico's is \$1,243.05. The VFD purchase qualifies for a \$1,600 rebate from Xcel Energy as part of the Focus on Energy Business Program. The VFD qualifies for payment from the Parks Fund. Ryan Olson/Neal Forde motioned to recommend the purchase of the Variable Frequency Drive Retrofit to the Village Board for \$13,525.00 with an anticipated rebate of \$1,600. Carried.

Administrator Willett presented a recommendation for the payment of special meeting per diem fees for the members of the Village Negotiations Committee. The level of commitment has been extraordinary with meetings occurring during the workday and late into the evening. This assignment is an additional assignment beyond the regular committee work. Since one of the contracts is an initial contract, this year will be the heaviest in the time commitment. Future contracts should be less time consuming. In light of the commitment, Administrator Willett is proposing the inclusion of the Union Negotiations Committee per diem to be \$30 per meeting as other special meetings have been designated by the Village's Policy. Ryan Olson/Neal Forde motioned to recommend to the Village Board that the Union Negotiations Committee be included as a Special Meeting qualifying for a \$30 per meeting remuneration. Carried. Mark Seitz removed himself from the discussion and vote since he is a member of the Negotiation's Committee.

Ryan Olson/Neal Forde motioned to adjourn. Carried. The meeting adjourned at 8:45 p.m.

Mary M. Willett, Administrator/Clerk