

**Village of Holmen  
Board Proceedings  
May 11, 2017**

President Proctor called the Holmen Village Board meeting to order at 7:00 pm on May 11, 2017, at the Holmen Village Hall.

Board members present: Nancy Proctor, Doug Jorstad, Steve Johnston, Dawn Kulcinski, Rich Anderson, Chuck Olson and Bill Ebner. Also present were Administrator Heinig, Public Works Director Olson, Park & Recreation Director Brogan, Police Chief Collins, Clerk/Treasurer Hornberg, Attorney Brian Weber, Joe Haas, Torrey Kistler, Patrick Barlow and Pat McKnight.

**Public Hearing**

At 7:01 pm, Dawn Kulcinski/Chuck Olson motioned to open the Public Hearing on Resolution 4-2017 – Vacate a Portion of C.T.H. DH/Main Street. The motion carried unanimously. No one spoke in favor or opposition of the proposed vacation. At 7:03 pm, Dawn Kulcinski/Doug Jorstad motioned to close the public hearing. The motion carried unanimously.

**Presentation**

Joe Haas from Hawkins Ash CPAs presented the 2016 audit and answered questions pertaining to the audit.

**Public Comment**

None.

**Minutes**

Dawn Kulcinski/Doug Jorstad motioned to approve the minutes of the April 13, 2017, Board meeting as presented. The motion carried unanimously.

Chuck Olson/Rich Anderson motioned to approve the minutes of the April 19, 2017, Special Board meeting as presented. The motion carried unanimously.

**Planning Commission**

Bill Ebner/Doug Jorstad motioned to approve Developer's Agreement with accompanied Final Plat of Forest View Estates Addition One of C.T.H. Hwy D. The motion carried unanimously. Trustee Olson requested that if possible in the future, plats and developer agreements are provided to the Board earlier in order to have sufficient time for review.

**Park, Recreation and Library Committee**

Informational items only.

**Law Enforcement Committee**

Steve Johnston/Dawn Kulcinski motioned to approve purchase of speed sign from Elan City in the amount of \$2,536.00. This sign is a non-budgeted capital outlay item which is currently at an attractive price point and includes all software packages. The motion carried unanimously.

**Public Works Committee**

Rich Anderson/Chuck Olson motioned to approve Resolution 4-2017 – Vacate a Portion of C.T.H. DH/Main Street. The motion carried unanimously.

Rich Anderson/Steve Johnston motioned to approve plans for Forest View Estates. The motion carried unanimously.

Rich Anderson/Bill Ebner motioned to approve sanitary sewer video inspection agreement with Flow Rite in the amount of \$2,500.00. The motion carried unanimously.

Rich Anderson/Steve Johnston motioned to approve contract for asbestos inspection at 1112 S. Main Street and 105 W. Gaarder Road in the amount of \$2,500.00. The motion carried unanimously.

Rich Anderson/Doug Jorstad motioned to approve storm water public education program participation at an annual cost of \$1,818.93. The motion carried unanimously.

Rich Anderson/Steve Johnston motioned to approve Reservoir #4 security system with MCS Networks at a cost of \$7,913.30. The motion carried unanimously.

### **Finance and Personnel Committee**

Doug Jorstad/Rich Anderson motioned to recommend payment of the claims as presented for a total amount of \$996,034.02. The motion carried unanimously.

Doug Jorstad/Bill Ebner to approve Operators' Licenses for Brianna B. Hernandez – Holmen American Legion and Jacob R. Schilling – Festival Foods. The motion carried unanimously.

Trustee Jorstad remarked that at the Finance Committee meeting on Tuesday, a considerable amount of time was spent discussing and reviewing documentation regarding the 2017 Fire Department contribution. Jorstad pointed out that on page 9 of the budget, the Board had agreed to not exceed an annual contribution for 2017 of \$240,000.00. He stated that fire insurance revenue received was shown in the budget and explained the total contribution to the Department, 12% coming from the fire insurance revenues and 88% coming directly from the Village general funds. For these reasons, as well as concerns for negative impacts to the S&P bond rating for using reserves for operational expenditures, the Finance Committee chose to deny the request for increased funding to be provided to the Fire Department for 2017. Jorstad commented that in 2018, some changes will be made in the budget to clearly show the breakdown of the fire insurance revenue and general funds portion in the expense portion of the budget. His hope is that the Fire Department will make adjustments to also clearly identify and use those insurance funds appropriately. Jorstad mentioned that tonight, some information has been shared which may or may not change things for some Board members. Administrator Heinig explained that we now know the Towns passed similar requests to provide additional contributions for 2017; actual amounts will not be known until August. He mentioned there had been some speculation on if the Towns had agreed to the additional contribution or not. Trustee Ebner stated that he provided draft minutes from both Towns which showed the results of their vote. These motions, as provided from both Towns, were to approve the additional 2017 contribution, contingent upon the other municipalities' agreement to do the same. President Proctor inquired as to why this issue was brought up now, she expressed the desire to see how Fire Department funds are being spent. Trustee Olson strongly expressed his frustration at the lack of attention paid to the handouts he provided at the April meeting which included the Department's financial report. Olson stated the reason for the request for additional funds is to comply with the audit, which he already explained at the April meeting. He explained that no one on this Board or the previous Fire Board correctly identified these funds in the fire budget; Olson has now added a line item for inflow as well as use, and he sees no reason for the Village Board to not approve providing these additional funds for 2017. Proctor mentioned that she was given information directly from a Town Board member that the vote was not unanimous; Olson exclaimed that she should check her facts so that misstatements wouldn't need to be corrected by himself and Trustee Ebner. Ebner stated that he had also told Proctor after the April meeting, that the request for additional funds was to be for 2017, as well as 2018, and that the vote

from the Towns had passed. Chuck Olson/Rich Anderson motioned that in participation with the Town of Holland and Town of Onalaska to authorize a budget revision equal to the amount of State fire insurance revenue for 2017. Administrator Heinig remarked that his hope was that the addition could come from cuts in surplus by the end of the year; he reiterated that we should not touch reserves for operational expenses. However, Heinig expressed his feeling that we should be alright; unanticipated additional funds from CAPX, as well as the Badger Coulee lines have been received this year which accounts for about half of what the Fire Department is asking for. Heinig cautioned against making a practice of increasing operational costs, but that he and Clerk/Treasurer Hornberg would do their best to not let this expenditure affect future bond ratings. Trustee Jorstad expressed his frustration at the choice that needed to be made; he feels that we are being held hostage by a decision to either make the Fire District happy or the constituents happy. Jorstad requested that the Fire Department provide a printout annually on how these fire insurance funds are being used. Trustee Olson remarked that is his plan; he stated that until this audit, no one was aware of this requirement. The audit caused this and will result in an improved breakdown of the Fire Department books. Jorstad commented that the problem has been identified, but he still feels that the Fire District is attempting to double dip on funds that have already been given and expressed his feelings that this cannot happen again. Trustee Johnston inquired as to if staff cuts or other significant changes would occur to other departmental budgets for 2017 if additional Fire Department funds were approved for 2017. Administrator Heinig remarked that as long as we do not take funds from reserve to pay we should be fine, and he believes we should be able to do that. Administrator Heinig stated that this motion needs a supermajority vote in order to pass. Motion failed with Ebner, Olson, Anderson and Johnston in favor; Proctor, Kulcinski and Jorstad were opposed.

#### **Shared Ride Committee**

Trustee Kulcinski reported that ridership decreased by 470 for March 2017.

#### **Municipal Court Update**

Administrator Heinig commented that officers were elected and financials were reviewed at the latest meeting.

#### **Fire Board Report**

Trustee Ebner commented that the Fire Board elected officers at their last meeting, and Trustee Olson mentioned that for 2016, 12% of the Village's public safety budget went towards the Fire District.

#### **County Supervisor's Report**

County Supervisor Barlow remarked that many calls have been directed to the County to allow chickens in residential areas. He mentioned that a program was being reviewed to develop the County trail system.

#### **President's Report**

Informational items only.

#### **Other Items before the Board**

Chief Collins remarked that the 2016 squads have had some recent issues with billowing smoke; they are being looked into further.

Director Olson mentioned that the Holmen Drive construction project was going well but encouraged residents to take a different route for now if possible.

Director Brogan commented that the Legion is hosting a “Cruise Night” tomorrow and the “Touch a Truck” event will occur on May 20<sup>th</sup>.

Trustee Jorstad remarked that the staff had done a wonderful job with the 2016 audit. He inquired as to the availability of a lighted sign board to post on Holmen Drive to display daily lane changes. Director Olson stated he would look into it.

Trustee Kulcinski pointed out some areas of the Holmen Drive construction which are very confusing. Administrator Heinig stated that there were some recent lane changes that possibly had some cones that still needed to be redirected to avoid some confusion.

Administrator Heinig inquired as to interest in holding a community conversation regarding future investments in facility needs for the community. It was decided May 25, 2017, at 6:00 was an acceptable meeting option for a facility brainstorming session.

Steve Johnston/Bill Ebner motioned to adjourn. The motion carried unanimously. The meeting adjourned at 8:22 pm.

Angela A. Hornberg, Village Clerk/Treasurer