

**Village of Holmen
Board Proceedings
May 14, 2020**

President Barlow called the Holmen Village Board meeting to order at 7:00 pm on May 14, 2020, at the Holmen Village Hall.

Board members present: Patrick Barlow, Rich Anderson, Dawn Kulcinski, Rod Stanek, Doug Jorstad, Brandon Cain and Micah Wyss. Also present were Administrator Heinig, Clerk/Treasurer Hornberg and Fire Chief Buck Manley. Present by Zoom was Attorney Brian Weber. Present by Zoom and also available in the room during Committee presentations, were Public Works Director Mezera, Engineer Dahl, Park & Recreation Director Brogan and Police Chief Collins.

Public Comment None

Minutes

Dawn Kulcinski/Rich Anderson motioned to approve the minutes of the March 12, 2020 Board meeting and the April 21, 2020 Special Board meeting as presented. The motion carried unanimously.

Planning Commission

Dawn Kulcinski/Doug Jorstad motioned to approve Ordinance 3-2020, An Ordinance Annexing Certain Territory into the Village of Holmen (Alex Goyette; Petition MBR#14292). The motion carried unanimously.

Doug Jorstad/Brandon Cain motioned to approve petition from Terry Weiland for change of zoning from (R-4) Two-family Residential District to (R-5) Multi-family Residential District, to permit one additional duplex at 2801 Locust Ave. S. The motion carried unanimously.

Rich Anderson/Rod Stanek motioned to approve the preliminary plat of Seven Bridges West (North of Old 93 and West of Horton Street). The motion carried unanimously.

Park, Recreation and Library Committee

Director Brogan and Administrator Heinig presented information and potential options regarding the 2020 Holmen Aquatic Center season. Important considerations were discussed regarding health concerns for the community, as well as the desire to offer the amenity for the residents. Brogan shared information that he has been reviewing constantly and as of now, there is not a clear answer to the State and County requirements and how gatherings will be introduced back into society in the near future. Consideration was also given in regards to staff and keeping their status on hold for weeks into the summer with no assurance that employment would be a guarantee. Brogan remarked that if they choose to open at some point during the summer, sufficient lead time would need to be given for staff training, facility set-up, as well as making sure the pool chemistry was as it should be. He mentioned that many other communities have already made the decision to close pools for the 2020 summer season and asked the question of liability if a patron or staff member were to become infected with COVID-19 at the pool. The Board's main concern was public safety and how to implement social distancing in an area such as the pool; wearing a mask or limiting numbers would be difficult to manage, especially with those families that have annual passes and would want the ability to use the pool as desired.

Brandon Cain/Doug Jorstad motioned to close the Holmen Aquatic Center for the 2020 season, and Board members asked that the staff continue to review and share information with the public and the Board as to the status of other Park and Recreation facilities and events as recommendations are made. The motion carried unanimously.

Law Enforcement Committee

Rod Stanek/Doug Jorstad motioned to approve the quote from Audio Designs Inc. to outfit the new squad car in the amount of \$12,000.00. The motion carried unanimously.

Public Works Committee

Rich Anderson/Micah Wyss motioned to approve engineering plans for Cole Addition Four Phase II. The motion carried unanimously.

Rich Anderson/Brandon Cain motioned to approve engineering services from Short Elliott Hendrickson Inc. for water system improvements of a new well and reservoir to serve the north side of the Village, in the amount of \$408,700.00. The motion carried unanimously.

Rich Anderson/Brandon Cain motioned to approve engineering plans for Seven Bridges West Subdivision. The motion carried unanimously.

Rich Anderson/Dawn Kulcinski motioned to approve amendment to the engineering contract for Main St./Gaarder Rd. roundabout. The motion carried unanimously.

Finance and Personnel Committee

Doug Jorstad/Dawn Kulcinski motioned to approve payment of the claims as presented, including all expenditures from March 13 – May 14, 2020; for a total amount of \$3,965,407.17. The motion carried unanimously.

Doug Jorstad/Micah Wyss motioned to approve Change of Agent for Kwik Trip #568 to Alyssa Y. Zimmerman. The motion carried unanimously.

Doug Jorstad/Dawn Kulcinski motioned to approve the addition of a Class “B” Retail Beer License to The Grind, LLC., 208 S. Holmen Drive, Suite 108. The motion carried unanimously.

Rich Anderson/Doug Jorstad motioned to approve Development Agreement for Cole Addition Four (Phase II). The motion carried unanimously.

Doug Jorstad/Rod Stanek motioned to approve Development Agreement for Seven Bridges West Subdivision. The motion carried unanimously.

Doug Jorstad/Micah Wyss motioned to approve Memorandum of Understanding (MOU) with Holmen Cheese LLC. The motion carried unanimously.

Shared Ride Committee

No meetings have been held due to COVID-19.

Municipal Court Update

No meetings have been held due to COVID-19.

Fire Board Report

Informational items only.

County Supervisor’s Report

President Barlow mentioned that as he no longer holds a County Supervisor seat; he has invited other Supervisors representing the residents of Holmen to attend monthly Board meetings to share County updates and answer questions that the Board may have.

President’s Report

Informational items only.

Other Items before the Board

Trustee Wyss thanked the staff for their hard work during these uncertain times and complimented the Clerk's staff for April election efforts.

Trustee Kulcinski remarked on the efforts for local businesses to support their fellow local businesses; we are truly blessed to live in such a great community.

Trustee Jorstad welcomed Trustee Wyss to the Finance & Personnel Committee and thanked Trustee Kulcinski for her many years of service to that Committee. He thanked staff for a well-organized April election.

Trustee Anderson thanked Administrator Heinig and Clerk/Treasurer Hornberg for all of their hard work.

Trustee Stanek shared photos of the soon-to-be newest addition to the Holmen Police Department; our new K-9 named Halo is coming from Canada, and should be with us at the end of the month. He also shared a photo of the kennel that was built and donated to the Police Department for the new K-9. Stanek complimented staff for a well-run election and efforts to provide services during these difficult times.

Fire Chief Manley advised the Board and staff to "keep doing what they are doing", and continue to make decisions based on health and not politics. He also mentioned the great community support he has experienced during these difficult times.

Clerk/Treasurer Hornberg remarked on how grateful she was for the poll workers that were willing to still work the April Election, thanked President Barlow for feeding the poll workers on Election Day and thanked the Park & Recreation Department and Paul Servais for construction of the safety plexiglass dividers that were used on Election Day.

Chief Collins mentioned that officers will attend K-9 training and bring the new dog home in a few weeks; he mentioned that they had already received several donations toward the dog and are still anticipating a few more.

Administrator Heinig complimented President Barlow for his efforts to provide leadership during these uncertain times and stated that we are very fortunate to have great staff, great leadership, great community support and businesses that pull together. He expressed his gratitude for allowing him to be a part of it.

Doug Jorstad/Brandon Cain motioned to adjourn. The motion carried unanimously. The meeting adjourned at 8:26 pm.

Angela A. Hornberg, Village Clerk/Treasurer