

**Village of Holmen  
Board Proceedings  
August 9, 2018**

President Proctor called the Holmen Village Board meeting to order at 7:00 pm on August 9, 2018, at the Holmen Village Hall.

Board members present: Nancy Proctor, Doug Jorstad, Rich Anderson, Steve Johnston, Dawn Kulcinski, Brandon Cain and Rodney Stanek. Also present were Patrick McHugh, Jerry Doriott, Buck Manley, Public Works Director Mezera, Administrator Heinig, Park & Recreation Director Brogan, Village Engineer Dahl, Police Chief Collins, Clerk/Treasurer Hornberg, Attorney Brian Weber, County Supervisor Pat Barlow and Pat McKnight.

**Public Comment**

Patrick Barlow stated his appreciation for the National Night Out event held on August 7<sup>th</sup>. He also noted that Administrator Heinig's review was on the agenda for this evening and he highly supports him in his role.

**Minutes**

Steve Johnston/Rich Anderson motioned to approve the minutes of the July 12, 2018 Board meeting as presented. The motion carried unanimously.

Dawn Kulcinski/Doug Jorstad motioned to approve the minutes of the August 1, 2018 Special Board meeting as presented. The motion carried unanimously.

**Planning Commission**

Doug Jorstad/Dawn Kulcinski motioned to approve Ordinance 1-2018, An Ordinance Annexing Certain Territory into the Village of Holmen (William Redfield; Petition MBR#14129). The motion carried unanimously.

**Park, Recreation and Library Committee**

Rod Stanek/Rich Anderson motioned to approve quote from Oium Blacktop for sealcoating and crack repairs for the Deer Wood Estates trail and park basketball courts in the amount \$6,651.00 from the capital outlay account. The motion carried unanimously.

**Law Enforcement Committee**

Doug Jorstad/Rich Anderson motioned to approve the purchase of a Night Hawk trailer from FMB in the amount of \$9,793.00. The motion carried unanimously.

**Public Works Committee**

Rich Anderson/Dawn Kulcinski motioned to accept Resolution 4-2018, Accepting the Public Improvements of Forest View Estates Addition One, subject to completion of Engineer Dahl's contingency list. The motion carried unanimously.

Rich Anderson/Doug Jorstad motioned to accept Resolution 5-2018, Accepting the Public Improvements of McGilvray Park Subdivision, subject to completion of Engineer Dahl's contingency list. The motion carried unanimously.

Rich Anderson/Dawn Kulcinski motioned to approve Kings Bluff (Industrial) Subdivision plans as recommended by staff, pending revisions provided. The motion carried with Proctor, Stanek, Anderson, Jorstad, Kulcinski, Johnston in favor; Cain abstained.

Rod Stanek/Dawn Kulcinski motioned to approve Kings Bluff (Residential) Subdivision plans pending favorable review by administrative staff. The motion carried with Proctor, Stanek, Anderson, Jorstad, Kulcinski, Johnston in favor; Cain abstained.

Rich Anderson/Doug Jorstad motioned to approve Change Order 1, McHugh Excavating for Sunset Drive as presented in the amount of \$11,049.00. The motion carried unanimously.

Rich Anderson/Dawn Kulcinski motioned to approve Change Order 17041-23, Chippewa Concrete for drainage repair on Holmen Drive in front of Be Fit Gym in the amount of \$26,212.50. The motion carried unanimously.

### **Finance and Personnel Committee**

Doug Jorstad/Steve Johnston motioned to recommend payment of the claims as presented for a total amount of \$791,772.73. The motion carried unanimously.

Doug Jorstad/Rich Anderson motioned to approve premise amendment to 2018/2019 Class B Retail Combination License; addition of outdoor patio area at HD Tavern, 609 Holmen Drive North. The motion carried unanimously.

Doug Jorstad/Rich Anderson motioned to approve Temporary Amendment to Liquor Premises for Specific Event for Smokey's Bar Smokefest event to be held at 112 Mill Street on September 15, 2018, as presented with event termination to occur at 11:00 pm. The motion carried with Proctor, Stanek, Cain, Johnston, Anderson and Jorstad in favor; Kulcinski abstained.

Doug Jorstad/Rich Anderson motioned to approve Operator's Licenses for Kelly L. Remus – Features Sports Bar & Grill, Jennifer M. Curtis and Matthew R. Erickson – HD Tavern and Mandi E. Schneider – Smokey's Bar & Grill. The motion carried with Proctor, Stanek, Cain, Johnston, Anderson and Jorstad in favor; Kulcinski abstained.

Dawn Kulcinski/Doug Jorstad motioned to approve Development Agreement for King's Bluff Business Park Addition One. The motion carried with Proctor, Stanek, Kulcinski, Johnston, Anderson and Jorstad in favor; Cain abstained.

Rich Anderson/Doug Jorstad motioned to approve Development Agreement for King's Bluff Estates as presented. Administrator Heinig reviewed the Village investments that would occur with this project which include: a lift station, 50% of cost to oversize Schaller Road per Village request, as well as 145 feet of street connection for residential and commercial properties. This investment will also include the road access to Hwy 35 once the DOT has reviewed. The motion carried with Proctor, Stanek, Kulcinski, Johnston, Anderson and Jorstad in favor; Cain abstained.

Doug Jorstad/Dawn Kulcinski motioned to approve general contractor, Olympic Builders, as low bidder for the Wastewater Treatment Plant Upgrade Project. Administrator Heinig mentioned that Olympic has indicated that their bid listed Gerke Excavating as a sub-contractor in the bid, but would like to replace that with McHugh Excavating. Heinig remarked that there was no issue with this as long as it was understood there would be no change orders accepted that related to that change. Heinig also mentioned that there will be someone hired to oversee the project to be sure quality and deadlines are met to satisfaction. The motion carried unanimously.

### **Shared Ride Committee**

Trustee Cain reported that ridership increased by 102 (from 1191 to 1293 from June 2017 to June 2018).

### **Municipal Court Update**

Informational items only.

## **Fire Board Report**

Trustee Johnston asked the following report be included in the minutes:

*Village of Holmen - HAFD Progress Update.*

*In May, a very aggressive agenda was established to address the immediate needs of the Holmen Area Fire Department. The 4 major areas of attention were:*

- 1) The Department is understaffed to meet the needs of the Fire District.*
- 2) The Department is under lead due to retirements this year.*
- 3) The Department is under equipped with the failure of the 30-year ladder truck.*
- 4) The Department is underfunded.*

### **Goals (2-3) Achieved:**

*During the course of the summer the HAFD conducted an extensive interview process to hire a new Assistant Chief. During the process we recognized a candidate that best suited our current and future leadership needs and hired Buck Manley as our Assistant Chief/Fire Chief (AC/FC).*

*The process for purchasing a replacement ladder truck was also extensive. Final payment was delivered this week. On August 14, AC/FC Manley and part-time staff will travel to Oshkosh, WI, to take delivery of the Pierce Quint Combination Truck in Oshkosh. Once the truck is received training will quickly commence. This is a completely new firefighting tool that will allow improved tactics. HAFD will need to coordinate with Holmen Public Works to modify tree clearances primarily in the order Holmen streets. It will take a few weeks of training before the Quint can go into service. This is a much larger vehicle. Although the process of purchasing the truck was very difficult and received significant media attention, all 3 municipalities are fully committed to the future development of the department.*

*The Quint is expected to participate in the KornFest parade on August 18.*

*August 20, we will take delivery of the Rosenbauer Rescue Squad. Fire staff will travel to the Sioux Falls, SD area to take delivery of the vehicle. The vehicle will quickly go into service.*

*Two weeks ago notices on required fire staff certifications by December 31, 2018 were issued. Staff response has been very positive.*

*AC/FC Manley began employment on July 30, 2018. During the past week the transition of command has taken place and is almost complete. AC/FC Manley has taken ownership of the Department and is demonstrating strong leadership skills in many key areas within the department.*

*Chief Menches will officially retire on Friday, August 17. A celebration of his retirement will be held that afternoon at 3:00pm. He has requested that the celebration be limited to department staff, area firefighters, former colleagues and the HAFD Board.*

### **Achieving Goals 1 and 4:**

*This month at the Fire Board meeting, AC/FC Manley will present his 120-day plan and anticipated 2019 budgetary needs for the HAFD. Going into the end of the year AC/FC Manley will outline the hiring timeline and process to interview and hire an Assistant Chief (AC) and/or additional staff.*

*With the rapid growth of the area there is a need to increase HAFD full-time staff to meet the present and future needs of the District. In June, the Department responded to 90 calls. In July, the department responded to 98 calls. This is a record number of calls for a one-month period in the almost 100-year history of the*

*Department. During one of the weeks in July, the HAFD department responded to more calls than the Onalaska Fire Department. With the quickly increasing call volume, AC/FC Manley will outline additional requirements. Again, as the area rapidly grows the HAFD will need to grow accordingly to meet the increasing fire safety needs of the District.*

***Additional Notes:***

*The past 2-years of the Department has been a corrective transitional process. It has been a very difficult period with many challenges. Previous Holmen Board members working with Chief Menches balanced the HAFD budget successfully. A Strategic Plan was implemented. Chief Menches also played a critical role in meeting this summer's hiring and truck purchases. The fire department has been "righted" and is moving forward in a positive direction with the hiring of AC/FC Manley and the arrival of critical fire fighting vehicles. Staff morale is improving. I feel this is due in largely to the commitment of the 3 municipalities to strengthen the department by their demonstrated actions. Staff involvement was also key in the hiring process and in equipment decisions. But much more still needs to be accomplished.*

*The HAFD Board will quickly present to their municipal boards our proposed 2019 budget. I like to see a HAFD budget delivered to each of the partners within 30-days. In the coming months the area can expect to see a greater HAFD presence as they train on new equipment and implement new firefighting techniques. The ultimate goal is to achieve an even lower ISO safety rating. In doing so it will lower insurance premiums for homeowners and business, increase the safety within our District and more importantly; attract new commercial and industrial development to the Holmen area.*

*In the coming months, AC/FC Manley is planning to activate several internal Department committees that will report directly to him. Committee Chairs will also be called upon to attend and assist at future HAFD Board meetings. The goal is to increase communication and responsiveness within the Department more effectively. AC/FC Manley has made it clear that his goal is to make the Department a flagship within the Greater La Crosse area during his time at the HAFD.*

*I would like to thank all of the municipalities, the firefighters as well as all the residents within our district for their efforts, commitment and support. A lot has been accomplished in a short time. But we still have a lot to do. Our department is getting stronger.*

*Best Regards,  
Steve Johnston  
HAFD President*

**County Supervisor's Report**

County Supervisor Barlow reported that the County received a clean audit for 2017 and offered to answer any questions.

**President's Report**

Informational items only.

**Other Items before the Board**

Chief Collins thanked all who contributed to another successful National Night Out event and welcomed Assistant Fire Chief Manley.

Director Mezera thanked the Board for their support on the Wastewater Treatment Plan and welcomed Assistant Fire Chief Manley.

President Proctor and Trustees Stanek, Anderson and Cain welcomed Assistant Chief Manley.

Trustee Jorstad remarked on the savings on the purchase of the new Quint ladder truck and complimented Trustee Johnston for all of his hard work as Fire Board President; his efforts and time spent have been over and above expectations. Jorstad thanked the Board and staff for their support of the fire district.

Trustee Johnston commented on the success of the National Night Out event and thanked staff for their contributions to the evening.

Administrator Heinig remarked on how proud he is of the staff and Board that is constantly moving the Village ahead; there is much to look forward to on the horizon.

Attorney Weber complimented the staff and Board, and stated that Holmen has lots to be proud of.

**Closed Session**

At 8:19 pm, Rod Stanek/Doug Jorstad motioned to convene into closed session per Wisconsin State Statute 19.85(1) (c) Considering employment, promotion, and compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Purpose: Administrator Annual Review

The motion carried unanimously.

At 9:17 pm, Doug Jorstad/Dawn Kulcinski motioned to reconvene into open session per Wisconsin State Statute 19.85(2). The motion carried unanimously.

Rod Stanek/Dawn Kulcinski motioned to approve an amendment to the Administrator's Employment Agreement effective January 1, 2019, under the terms discussed. The motion carried unanimously.

Brandon Cain/Doug Jorstad motioned to adjourn. The motion carried unanimously. The meeting adjourned at 9:20 pm.

Angela A. Hornberg, Village Clerk/Treasurer