

**Village of Holmen
Board Proceedings
October 13, 2016**

President Proctor called the Holmen Village Board meeting to order at 7:00 pm on October 13, 2016, at the Holmen Village Hall.

Board members present: Nancy Proctor, Steve Johnston, Rich Anderson, Dawn Kulcinski, Chuck Olson, Bill Ebner and Doug Jorstad. Also present were Administrator Heinig, Park & Recreation Director Brogan, Police Chief Collins, Public Works Director Olson, Clerk/Treasurer Hornberg, Attorney Brian Weber, Jerry Dorriot, Jeremy Tomesh, Jeremy Cook, Fire Chief Menches, Pat Barlow and Pat McKnight.

Public Comment

Patrick Barlow remarked that he enjoyed the recently held Fire Department Open House; he feels this is a good sign of how well the Department is moving forward. He also mentioned his appreciation for election staff, asked that all stay aware of negative messages and requested that staff be available to help address problems as necessary.

Minutes

Dawn Kulcinski/Steve Johnston motioned to approve the minutes of the September 8, 2016, Board meeting as presented. The motion carried unanimously.

Bill Ebner/Chuck Olson motioned to approve the minutes of the October 3, 2016, Special Board meeting as presented. The motion carried unanimously.

Planning Commission

No meeting was held.

Park, Recreation and Library Committee

Informational items only.

Law Enforcement Committee

Informational items only.

Public Works Committee

Rich Anderson/Dawn Kulcinski motioned to approve Resolution 22-2016, Resolution Accepting the Public Improvement of the Ryan Street Extension. Director Olson stated that all water samples tested at the site were found to be safe; curb, gutter and paving have been completed and additional sealcoating needs will be addressed in the future. He remarked that street light poles are on backorder and will not arrive until March or April of 2017. The motion carried unanimously.

Rich Anderson/Chuck Olson motioned to approve WWTP Design contract with S.E.H. Director Olson remarked that he and the Committee had received six bid responses that were reviewed and scored both for technical as well as cost aspects. The firm, S.E.H., received the highest combined score and were asked to give a presentation to the Public Works Committee; they were unanimously recommended for the design contract. The motion carried unanimously.

Dawn Kulcinski/Steve Johnston motioned to ratify final Typical Cross Section and Access Control Plan – Holmen Drive. Administrator Heinig reviewed the entire Holmen Drive plan and answered questions. The motioned carried unanimously.

Rich Anderson/Bill Ebner motioned to approve Change Order #2 – TIF #2 Utility Extension in the amount of \$8,107.50. 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 \$1,383,380.24. The motion carried unanimously.

Doug Jorstad/Bill Ebner motioned to deny Operator's License for Cody W. Newmann; imposing a ninety-day waiting period from application date before re-application of Operator's License can occur. The motion carried unanimously.

Rich Anderson/Dawn Kulcinski motioned to approve Operators' Licenses for Joseph B. Stenberg, Adam L. Bell – The Pour House; Alexandria C. Lopez, Derrick D. Olson – Smokey's Bar & Grill; Natalie A. Oliver – Festival Foods. The motion carried unanimously.

Dawn Kulcinski/Bill Ebner motioned to approve 2017-2019 Assessor Contract with Associated Appraisal. The motion carried unanimously.

Dawn Kulcinski/Bill Ebner motioned to approve additional 2016-2017 Election Inspectors. The motion carried with Ebner, Proctor, Johnson, Anderson, Kulcinski, and Olson in favor; Jorstad abstained.

County Supervisor's Report

County Supervisor Barlow invited anyone interested to attend the County budget public hearing to be held on November 14th; he commented that the County mill rate is proposed to remain flat for 2017. He also mentioned that the County has put together a group to study the issue of merging library systems. Trustee Johnston thanked Barlow for the way he is handling the library issue and for proceeding cautiously through the process.

Shared Ride Committee

Trustee Kulcinski reported that ridership decreased by 212 (from 1252 to 1040 from August 2015 to August 2016).

Municipal Court Update

No meeting was held.

Fire Board Report

Chief Paul Menches thanked the Board for asking him to attend tonight's meeting. He reviewed the challenges facing the Holmen Area Fire Department such as providing coverage for such a large, rugged area using limited resources, budget restrictions and the need to grow the Department at the same pace as developmental growth in the area. He is in the process of reengineering the entire Department and rebuilding it for the future. Menches stated that he has set up a plan of organizational values – trust, teamwork and continuous improvement. He has defined the core functions of the Department and set up teams to run each function. He reviewed a model to first organize, standardize, then mechanize as well as a strategy plan for completing tasks. He has created an organizational chart for unity of command. He also has created standard operating procedures for life, vehicles, call-back systems, apparatus and equipment plans, as well as on-scene incident management. Through these efforts he has seen response times improving; he plans to hold all firefighters accountable to certain call-back and training standards and has a plan in place to be sure all firefighters are returned safely. All of his standards are set at a level to accommodate faith, family and full time jobs prior to HAFD; Menches stated that he would begin recruiting efforts immediately to increase the team. He plans also to work with the Village staff to

increase partnership as well as incorporate fire code review into the site improvement development process to standardize all future development as well as to work with Director Olson to create an emergency response program for chlorine. Menches plans to rebrand the Holmen Area Fire Department; he is confident the Department and current staff can rise to the challenges ahead of them and prepare the Fire Department as an elite, first-class department.

Trustee Olson remarked on the tremendous strides made to the Department during this past year as well as rising to a completely new level since Menches has arrived. Olson encouraged all Village Board and staff to tour the Fire Department.

President's Report

Informational items only.

Other Items before the Board

Chief Collins thanked Administrator Heinig for a well-done Holmen Drive plan and stated that he and his staff look forward to the changes, including the reduced speed limit.

Director Brogan remarked that November Park, Rec and Library Committee meeting would be postponed until November 9th or cancelled pending agenda item requests.

Trustee Anderson welcomed Chief Menches, and thanked the leaders from S.E.H. for the WWTP Design.

Trustee Ebner thanked Chief Menches for his very valuable presentation tonight.

Trustee Jorstad welcomed Chief Menches and complimented staff on the Holmen Drive plan.

Trustee Johnston remarked that he looks forward to the improvements on Holmen Drive.

Clerk/Treasurer Hornberg stated that absentee voting will be held in the Village Board room during normal business hours beginning October 17th and going until November 4th.

Administrator Heinig thanked the new Chief for his presentation, and remarked how blessed he feels to work with all the in room.

President Proctor thanked Chief Menches, welcomed the leaders from S.E.H. and thanked County Supervisor Barlow, Pat McKnight and Jeremy Cook for their attendance.

Chuck Olson/Doug Jorstad motioned to adjourn. The motion carried unanimously. The meeting adjourned at 8:32 pm.

Angela A. Hornberg, Village Clerk/Treasurer