

**Village of Holmen  
Finance and Personnel Committee  
Board Room, Holmen Village Hall  
421 S. Main Street  
December 8, 2015  
5:00 p.m.**

**Posted 12/03/15  
10:00 am**

Committee Members: Chair Doug Jorstad, Rich Anderson, Dawn Kulcinski  
Attending Staff: Scott Heinig, Administrator and Angela Hornberg, Clerk/Treasurer

This meeting is held in compliance with Wisconsin's Open Meeting Law, State Statutes, Chapter 19, Subchapter V. and as such it is open to the public.

It is possible that members of, and possibly a quorum of, other governmental bodies of the Village may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to in the above notice.

1. Call to Order.
2. Approval of minutes from November 10, 2015
3. Public comment.
4. Clerk/Treasurer's monthly report:
  - Update on Activities/General Information
5. Review claims for payment and current financial statements
6. Possible action and recommendation on Resolution for 2015 Budget Amendment
7. Possible action and recommendation on approval of 2016-17 election inspectors
8. Possible action and recommendation on Licenses:
  - Change of Agent for Kwik Trip, Inc.– Travis M. Soland
9. Administrator's monthly report:
  - Update on Activities/General Information
10. Possible action and recommendation on Creation of new Position Description for Building Inspector & Assistant Zoning Code Administrator
11. Possible action and recommendation on text amendments to Personnel Manual to accommodate consistency updates in State Policies/Programs
12. Possible action and recommendation on Resolution for Inclusion under Group Life Insurance
13. Adjourn

Angela A. Hornberg, Clerk/Treasurer

In compliance with the Americans with Disability Act of 1990, the Village of Holmen will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the Village Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the Village.