

Meeting Minutes
Village of Holmen Finance and Personnel Committee
March 10, 2020

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, March 10, 2020, in the Village Board Room.

Committee Chairman Doug Jorstad called the meeting to order at 5:00 pm.

Present at the meeting: Committee members Doug Jorstad, Rich Anderson and Dawn Kulcinski. Also in attendance were President Barlow, Kris Roppe, Administrator Heinig and Clerk/Treasurer Hornberg.

Approval of Minutes Rich Anderson/Dawn Kulcinski motioned to approve the minutes of the February 11, 2020 meeting. The motion carried unanimously.

Public Comment Kris Roppe stated he was in attendance to answer questions regarding the Development Agreement for Bluffview Business Park Phase 2.

Consideration of Development Agreement Chairman Jorstad suggested that the Development Agreement for the Bluffview Business Park Phase 2 be considered at this time since Mr. Roppe was in attendance.

Dawn Kulcinski/Rich Anderson motioned to recommend approval of Development Agreement for Bluffview Business Park Phase 2. Administrator Heinig mentioned that this Agreement, as well as the engineering plan, will be acted upon at Thursday's Board meeting. He stated that the engineering plan has been signed off by staff and would be recommended during the Public Work's action items. President Barlow inquired as to the developer's full understanding of requirements as described in this Agreement; Administrator Heinig affirmed that the developer has a clear understanding of all obligations within this document. The motion carried unanimously.

Clerk/Treasurer Report Hornberg inquired and the Committee agreed to move the April Finance & Personnel Committee meeting from April 7, which is the Spring Election, to 6:00 pm prior to the April Board meeting. She mentioned that the auditors will be in the office March 23-25, and that an insurance appraisal on Village-owned facilities was completed the first week in March. Hornberg also stated that the S&P bond rating was held last week, and as a result the Village upheld their AA- bond rating. She mentioned that loan preparations were completed as well and that we will hope for a good result with the bond sale on Thursday. Hornberg also updated the Committee on a newly passed law that would allow the option to pass an ordinance delegating the issuance of operator's licenses to a municipal official, such as the Clerk or Administrator. Chairman Jorstad asked that this be placed as a discussion item on the April agenda.

Review Claims and Financial Statements The Committee reviewed all claims for payment.

Consideration of Licenses Rich Anderson/Dawn Kulcinski motioned to recommend approval of Operator's Licenses for James J. Papenfuss and Jamie L. Grandt – Features Sports Bar & Grill; Braidyn F. Ruetten – The Grind Coffee House. The motion carried unanimously.

Administrator's Report Heinig updated the Committee on the many projects in the planning and development stage in the Village. He and Engineer Dahl are strategizing the best way to plan for utility extensions in areas of interest for future development. Heinig mentioned the old library site has been sold, and plans to rezone and develop would be coming soon. He and Engineer Dahl are also discussing with the DOT access issues along Hwy. 53 and Hwy. 35 for future development in those newly annexed areas. Heinig mentioned that Tempte's Hawk's View Commercial Subdivision has been renamed Hawkeye Business Park. He affirmed that S&P upheld the Village's AA- rating, and that the bond was proceeding as anticipated for a sale Thursday morning.

Consideration of Resolution Rich Anderson/Dawn Kulcinski motioned to recommend approval of Resolution 3-2020, Resolution Awarding the Sale of \$4,920,000 General Obligation Street Improvement Bonds, Series 2020A. Administrator Heinig mentioned that this was a draft resolution; final numbers will be inputted into the Resolution and presented at the Board meeting on Thursday. The motion carried unanimously.

Consideration of MOU Dawn Kulcinski/Rich Anderson motioned to recommend approval of Memorandum of Understanding between the Village of Holmen and Holmen Community Center. Heinig commented that this agreement acknowledges previously agreed to annual payments of \$50,000 to support senior services in the facility. He mentioned that if the Board still agreed to support the programming to seniors, that this agreement specifies its validity only as senior services continue. A partial payment of \$25,000 for 2020 was also added to the agreement to provide monetary support for startup costs associated with beginning to provide senior programming and services. The motion carried unanimously.

Consideration of Development Agreement Dawn Kulcinski/Rich Anderson motioned to recommend approval of Development Agreement for Hawkeye Business Park. Administrator Heinig mentioned that this, like Bluffview Development Agreement, will also have the engineering plan acted upon at Thursday's Board meeting; however, the engineering plan for this subdivision has not yet been completed to the engineer's satisfaction. At the Board meeting, Public Works will ask that the engineering plans be approved subject to administrative approval. Administrator Heinig mentioned that the developer fully understands the agreement as presented and that it includes Village reimbursements to the subdivider in an amount of \$67,000 to offset the request by Village staff for oversizing infrastructure. The motion carried unanimously.

Consideration of Contract Dawn Kulcinski/Rich Anderson motioned to recommend approval of a contract for services with Coldwell Banker River Valley Realtors, C. Olson, for marketing and sale of random Village properties as presented. The motion carried unanimously.

Adjourn Dawn Kulcinski/Rich Anderson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 6:04 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer