

Meeting Minutes
Village of Holmen Finance and Personnel Committee
April 10, 2018

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, April 10, 2018, in the Village Board Room.

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

Present at the meeting: Committee members Doug Jorstad, Dawn Kulcinski and Rich Anderson. Also in attendance were Nancy Proctor, Scott Heinig and Angie Hornberg.

Approval of Minutes Rich Anderson/Dawn Kulcinski motioned to approve the minutes of the March 6, 2018, meeting. The motion carried unanimously.

Public Comment None.

Clerk/Treasurer Report Hornberg stated that the recent audit went well and that the auditors will present the 2017 audit report at the May 10th Board meeting. Hornberg remarked that there were 1,048 voters during the Spring Election; and that the special reorganization Board meeting will be held on April 17th. She commented that license renewals will be mailed at the end of this week. Hornberg also stated that the annual Open Book session will be held on April 24th with the Board of Review to follow on May 15th. Hornberg commented on the smooth transition for the Deputy position with new hire Cassie Hanan; she will prove to be a great asset to the Village of Holmen.

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

Consideration of Licenses Dawn Kulcinski/Rich Anderson motioned to recommend approval of Operator's Licenses for Jennifer A. St. Claire, Olivia J. Lafleur, Luke T. Hale, Brenda A. Schmitt and Mark S. Johnson – HD Tavern and Melissa A. Gabrielson – Kwik Trip #568. The motion carried unanimously.

Rich Anderson/Doug Jorstad motioned to recommend approval of Operator's License for Connor J. Evenson – Smokey's Bar & Grill. The motion carried with Jorstad and Anderson in favor; Kulcinski abstained.

Administrator's Report Heinig updated the Committee on the many exciting planning and economic developments in the Village. He mentioned that Kings Bluff subdivision and Holmen Development LLC twindos along Hwy 53 will be presented for the Planning Commission to review in April; and Cole Farm Phase 2 will come before the Board this week. He also stated that Old Town Center on Holmen Drive, as well as McGilvray Park subdivision, will begin construction this month. Heinig also remarked that by the many comments and thoughts that have been shared recently, it is clear that the majority of the community feels that Holmen is moving in the right direction and are pleased with the high quality development that has been occurring in the area.

Approval of Creation of Public Works Position Description Dawn Kulcinski/Rich Anderson motioned to approve the creation of Public Works Director position description as presented. The motion carried unanimously.

Approval of Creation of Village Engineering Division Dawn Kulcinski/Rich Anderson motioned to approve the creation of Village Engineering Division as presented. The motion carried unanimously.

Approval of Creation of Village Engineer Position Description Dawn Kulcinski/Rich Anderson motioned to approve the creation of Village Engineer position description as presented. The motion carried unanimously.

Approval of Creation of Assistant Village Engineer Position Description Rich Anderson/Dawn Kulcinski motioned to approve the creation of Assistant Village Engineer position description as presented. The motion carried unanimously.

Other

Trustee Kulcinski shared comments made to her in regards to concerns over parking issues with HD Tavern; overflow into other business lots, as well as safety issues while crossing Holmen Drive, will need to be addressed if they continue.

Adjourn Dawn Kulcinski/Rich Anderson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 6:00 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer