

Meeting Minutes
Village of Holmen Finance and Personnel Committee
April 12, 2016

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, April 12, 2016, in the Village Board Room.

Chair 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 8, 2016, 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 2015 audit report at the May 12th Board meeting. Hornberg commented that there were 2,907 voters during the Presidential Preference & Spring Election; she mentioned that the re-elected Board members would need to sign the oath of office by April 19th at the Special Reorganization Board meeting. She commented that license renewals were mailed this week and that recently the police department completed random compliance checks and found one local establishment to be in violation; for the first incident they received a warning, for the second incident citations were issued. Hornberg also commented that the annual Open Book session will be held on April 26th with the Board of Review to follow on May 17th.

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

Consideration of Licenses Rich Anderson/Dawn Kulcinski motioned to recommend approval of Operators' Licenses for Nicholas R. Miller, Wesley B. Durnen and Danielle J. Doucette-White – Smokey's Bar & Grill; Barbara L. Gilster, Madison M. Freismuth and Morgan L. Van Cleave – Features Sports Bar & Grill; Brenda L. Peterson – The Pour House. The motion carried unanimously.

Dawn Kulcinski/Rich Anderson motioned to recommend denial of Operator's License for Adam L. Bell – The Pour House; this motion is based on Chief Collins recommendation. The motion carried unanimously.

Consideration of Resolution 4-2016 Dawn Kulcinski/Rich Anderson motioned to recommend approval of Resolution 4-2016 – Withdrawal from the Local Government Property Insurance Fund. The motion carried unanimously.

Administrator's Report Heinig updated the Committee on recent continuing planning and economic developments in the community. He remarked that the addition of Festival Foods in TIF #3 has been a significant catalyst for many other development discussions in that area. He stated that the comprehensive plan has been completed and the final version will be placed on the Village website. Heinig commented that the Police Department held a gathering to celebrate K9 Marco's retirement; the event was covered by the news media. Heinig mentioned that the candidates for the building inspector positions would be reviewed this month, and that it may be likely that the Village continue with a more detailed contract situation for the near future. Heinig commented that he was awaiting a decision by the County Library System to continue to be integrated into the new library plans with the understanding that as of January 1, 2018, rent payments will need to increase to allow for coverage of the debt service costs for the additional 1800 square feet of the new building. Without the County's agreement, the Board will have to make the decision to remove the administrative portion of the building or utilize the space for Village residents.

Consideration of Village Hall Maintenance HVAC Agreement Rich Anderson/Dawn Kulcinski motioned to recommend approval of agreement with Advanced Comfort Specialists, LLC for the Village Hall HVAC Preventative Maintenance Agreement for May 1, 2016 – April 30, 2018. The motion carried unanimously.

Other Trustee Anderson expressed his appreciation of Board cooperation and many accomplishments in 2015.

Trustee Kulcinski inquired as to the recent concerns regarding compost site availability. Administrator Heinig stated that abuse of the site resulted in recent changing of locks on the gate, and that the Public Works Department was reviewing with staff and local businesses to address a more ideal schedule for the site to be open while an attendant is available.

Adjourn Dawn Kulcinski/Rich Anderson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 5:45 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer