

Meeting Minutes
Village of Holmen Finance and Personnel Committee
September 11, 2018

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, September 11, 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 August 8, 2018 meeting. The motion carried unanimously.

Clerk/Treasurer Report Hornberg remarked that the August election had 1,210 voters, a very high number for a partisan primary; she expects a high voter turnout for the November election, which will include many referendums. Hornberg remarked that 2019 budget drafts will be distributed on September 14th.

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 Noah W. Kosin and Cari V. Carthew – Festival Foods and Kacie M. Ebert and Samantha J. Burg – HD Tavern. The motion carried unanimously.

Administrator's Report Heinig updated the Committee on the many planning and economic development items currently in progress as well as future expectations. He commented on the many challenges he and Hornberg faced in developing the 2019 budget; keeping up with growth in infrastructure, personnel and operations while working under stringent levy limits. He remarked on an issue with the City of Onalaska utilizing joint court personnel to complete City only tasks; he and other participating municipalities have asked that the City track those non-joint court hours and credit the municipalities appropriately at the end of the year. Heinig reviewed the scope of the Village-wide market revaluation that will take place with the 2019 assessment of properties; the State requires an adjustment at this time. This revaluation will adjust individual homes in the Village appropriately using recent sales information rather than on-site inspections.

Approval of Contract Services Rich Anderson/Dawn Kulcinski motioned to recommend award of Waste Water Treatment Plant Construction Engineering and Resident Project Representative Contract to Short Elliott Hendrickson in the amount of \$834,000.00. Administrator Heinig remarked that this contract will include complete oversight and onsite advising for the entire WWTP construction. Having a representative in place throughout the life of the project will keep the contract steady and avoid potential increased costs and reduced quality. Heinig explained that since SEH had designed the project, he feels they are the best choice to defend the design throughout construction and assured the Committee that the firm has the best skill set to assure excellence. The motion carried unanimously.

Adjourn Dawn Kulcinski/Rich Anderson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 5:54 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer