

**Meeting Minutes**  
**Village of Holmen Finance and Personnel Committee**  
**September 12, 2017**

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, September 12, 2017, in the Village Board Room.

Trustee Doug Jorstad called the meeting to order at 5:02 pm.

Present at the meeting: Committee members Doug Jorstad and Rich Anderson, Dawn Kulcinski arrived at 5:10. Also in attendance were Scott Heinig and Angie Hornberg.

Approval of Minutes Rich Anderson/Doug Jorstad motioned to approve the minutes of the August 8, 2017, meeting. The motion carried unanimously.

Public Comment None.

Clerk/Treasurer Report Hornberg remarked that 2018 budget drafts will be distributed on September 15<sup>th</sup> and the Special Board meeting to review the budget will be held at 6:00 pm on October 2<sup>nd</sup>. She mentioned that we recently received a settlement for the flushable wipes litigation that Director Olson applied for.

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

Consideration of Licenses Rich Anderson/Dawn Kulcinski motioned to recommend approval of Retail License Transfer – Premises to Premises; for both Class A Retail Combination License as well as Cigarette and Tobacco License: Festival Foods; new location at 123 Hale Drive, Holmen, WI effective October 6, 2017. The motion carried unanimously.

Dawn Kulcinski/Rich Anderson motioned to recommend approval of Operator's Licenses for Doreine V. Young and Matthew R. Erickson – Holmen American Legion and Tanner A. Underberg – Festival Foods. The motion carried unanimously.

Rich Anderson/Doug Jorstad motioned to recommend approval of Operator's Licenses for Alana Bilskemper and Jennifer M. Neumann – Smokey's Bar and Grill. The motion carried with Anderson and Jorstad in favor; Kulcinski abstained.

Consideration of 2018-2020 Audit Service Contract Dawn Kulcinski/Rich Anderson motioned to recommend approval of contract with Hawkins, Ash, Baptie & Company, LLP for 2018–2020 audit services. The motion carried unanimously.

Administrator's Report Heinig remarked that the Holmen Area Library grand opening that was held on Monday was a very proud and special moment for the community. He updated the Committee on progress with the many planning and economic developments occurring in the community at this time, including the Evergreen and Cole subdivisions. Trustee Kulcinski inquired on permit fees for new residential units in the Village; Heinig reminded her that the Village had an impact fee study prepared and presented at a special meeting which occurred in November of 2016 in which the Board reviewed and approved permit and impact fees. He explained that the fees were to avoid making current residents take on the full burden for infrastructure and facility need costs that are necessary due to new development.

Adjourn Dawn Kulcinski/Rich Anderson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 5:37 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer