

Meeting Minutes
Village of Holmen Finance and Personnel Committee
November 12, 2019

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, November 12, 2019, in the Village Board Room.

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

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

Approval of Minutes Rich Anderson/Dawn Kulcinski motioned to approve the minutes of the October 8, 2019 meeting. The motion carried unanimously.

Public Comment None.

Clerk/Treasurer Report Hornberg reminded the Committee that beginning December 1st, trustee candidates will be able to begin collecting signatures to be on the Spring 2020 ballot. She mentioned that the 2019 budget revision would be prepared for the December Committee meeting. Hornberg stated that the auditors will be in the office in December, as well as March. Hornberg remarked that the property insurance company reimbursed over \$22,000.00 in costs for Greeno lift station issues that occurred in July due to lightning damages. She stated that functional areas in the new WWTP have been added to property insurance at this time and will be finalized once the building is fully completed. Hornberg commented that Deputy Clerk/Deputy Treasurer Hanan has returned to the Town of Campbell, and that new hire Stephanie Mahr will take her place on December 2nd; she will be a great addition to the team.

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

Consideration of Licenses Doug Jorstad/Rich Anderson motioned to recommend approval of Operator's License for Karla K. Dummer – HD Tavern; Timothy M. Kotnour and Jenni M. Haugen – Festival Foods. The motion carried unanimously.

Approval of Resolution Dawn Kulcinski/Rich Anderson motioned to recommend approval of Resolution 9-2019 – Adoption of the 2020 Village Budget contingent upon the outcome of the November 14th Public Hearing. The motion carried unanimously.

Administrator's Report Heinig updated the Committee on the many planning and economic development discussions for 2020. He mentioned that he recently met with the LADCO Executive Director to come up with ideas on ways that LADCO could help promote economic development in Holmen, given all of the potential with recent annexations and redevelopments. Heinig remarked that recent discussions on a potential land purchase of a future north Village well and reservoir is going well; there is potential to finalize an agreement early in 2020.

Approval of Contract for Legal Services Dawn Kulcinski/Rich Anderson motioned to recommend approval of Contract for Legal Services with Brian Weber for a term of 5 years with a rate of \$140.00 per hour, a \$10 per hour increase from previous contract. The motion carried unanimously.

Approval of Contract for Inspection Services Dawn Kulcinski/Rich Anderson motioned to recommend approval of Contract for Building Inspection Services with General Engineering Company which will begin February 1, 2020. Heinig mentioned that this is a trusted, local inspector service with the ability to provide electronic records and will be more accessible to builders and residents. The motion carried unanimously.

Approval of Proposed CSM Rich Anderson/Dawn Kulcinski motioned to recommend approval of proposed CSM for Hale Drive and Bridge ROW. Administrator Heinig stated that a visual of the proposed area will be provided at Thursday's Board meeting, and explained the right-of-way area surrounding the Hale Drive bridge needs to be transferred into the Village of Holmen's name prior to moving forward with DNR approval; this step needs to be formalized with the proposed CSM. The motion carried unanimously.

Adjourn Dawn Kulcinski/Rich Anderson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 5:55 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer