

Meeting Minutes
Village of Holmen Finance and Personnel Committee
December 8, 2015

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, December 8, 2015, 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 November 10, 2015, meeting. The motion carried unanimously.

Public Comment None.

Clerk/Treasurer Report Hornberg updated the Committee on the 2015 mill rate reduction of .45 per thousand and commented that the tax bills had been mailed on December 4th. Hornberg stated that Trustee Johnston, Olson and Trustee Ebner were all in the process of or have completed the necessary paperwork to be on the Spring 2016 ballot. She mentioned that the preliminary audit occurred on December 4th, and that it went well. Hornberg also commented that she has set up a segregated account to begin collecting library donations.

Review Claims and Financial Statements The Committee thoroughly reviewed all claims for payment and financial statements to date.

Consideration of Resolution Rich Anderson/Dawn Kulcinski motioned to recommend approval of Resolution #20-2015 – A Resolution Amending the 2015 Village Budget. The motion carried unanimously.

Consideration of 2016/2017 Election Inspectors Dawn Kulcinski/Rich Anderson motioned to approve the 2016-2017 Election Inspectors as presented. The motion carried with Anderson and Kulcinski in favor, Jorstad abstained.

Consideration of Licenses Dawn Kulcinski/Rich Anderson motioned to recommend Change of Agent for Kwik Trip, Inc. – Travis M. Soland. The motion carried unanimously.

Administrator's Report Heinig updated the Committee on the Comprehensive Plan Update which will be presented to the public in February by the Commission and considered by the Board in March. He also updated the Committee on recent planning and economic developments in the community. He remarked that the Town of Onalaska boundary agreement was moving towards resolution and that the revised Fire Board agreement was signed by all parties on November 19, 2015. He stated that recently job interviews were held for the new Police Officer and that an offer had been made to the top candidate. Heinig mentioned that he has been working with the State DOT to replace and recreate a completely new signage plan for Hwy. 53 that is more accurate to recognize the Village of Holmen; the DOT has confirmed that they should have funds to make these requested changes in their 2016 budget. Heinig also reported that the PSC water rate increase file has been submitted and an increase of 24% is anticipated.

Consideration of Position Description Dawn Kulcinski/Rich Anderson motioned to recommend approval of Creation of new Position Description for Building Inspector & Assistant Zoning Administrator. Heinig commented that this description was being created for the 2016 budgeted position; Heinig will determine if it will be more advantageous for the Village to hire this person or contract for this person under the criteria as listed in this description. The motion carried unanimously.

Consideration of Personnel Manual Updates Dawn Kulcinski/Rich Anderson motioned to recommend approval of text amendments to Personnel Manual Sections 505, 520 and 525 as worded herein for consistency with new State language, and furthermore, to create policy 550, Village Gym Facilities into the manual. The motion carried unanimously.

Consideration of Resolution Dawn Kulcinski/Rich Anderson motioned to recommend approval of Resolution #21-2015 – A Resolution for Inclusion under Group Life Insurance. Heinig commented that this Resolution was for continued participation in the State Life Insurance program. The motion carried unanimously.

Other Trustee Anderson thanked Treasurer Hornberg and staff for the completion of the tax bills, and thanked Administrator Heinig for creating the building inspector position description; he feels this description has been needed for some time. Anderson also expressed his appreciation to Administrator Heinig and President Proctor for the Town of Onalaska situation being close to resolution.

Adjourn Rich Anderson/Dawn Kulcinski motioned to adjourn. The motion carried unanimously. The meeting adjourned at 5:50 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer