

Meeting Minutes
Village of Holmen Finance and Personnel Committee
February 12, 2013

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, February 12, 2013 in the Village Board Room.

Chair Ryan Olson called the meeting to order at 6:30 p.m.

Present at the meeting: Committee members Ryan Olson, Dan Moser and Neal Forde. Also in attendance were Nancy Proctor, Scott Heinig and Angie Hornberg.

Approval of Minutes Neal Forde/Dan Moser motioned to approve the minutes of the January 8, 2013 meeting as presented. The motion carried unanimously.

Public Comment None

Clerk/Treasurer Report Hornberg informed the Committee that tax collections wrapped up late last week, reminded them of the upcoming February 19 election and gave an update on what anticipated fund balance changes would be once 2012 was audited and closed.

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

Consideration of Licenses Neal Forde/Dan Moser motioned to recommend approval of Operator Licenses for Mai Vang and Lisa R. Adams – Festival Foods, and Alana Bilskemper – Pour House. The motion carried unanimously.

Ryan Olson/Dan Moser motioned to recommend approval of Temporary Class “B” license for Holmen Area Fire Department Holmen Area Firefighter dance to be held on March 16, 2013 at the fire station. The motion carried unanimously.

Administrator’s Report Heinig updated the Committee on zoning amendments that would be up for public comment and possible approval at this month’s board meeting. He also discussed progression of economic development projects and efforts to find ways to partner on regional marketing. He reported on his positive discussions with the Village staff and progress towards creating some new position descriptions and creating a unified merit review process. Heinig informed the Committee that he was honored to receive a “Community Recognition Award” at a recent Holmen Business Association annual banquet for outstanding leadership.

Consideration of Administrator anticipated 2013 conference attendance The Committee reviewed the options for available conferences in 2013 and advised Administrator Heinig to attend The Wisconsin City Management Association Winter Conference, The Wisconsin City Management Association Summer Conference and The League of Wisconsin Municipalities Fall Conference.

Approve Village Hall Security Cameras Dan Moser/Neal Forde motioned to approve purchase of Village Hall Security Cameras, not to exceed \$800. Heinig explained this camera system would allow for 24/7 review of the Village Hall both inside and out and would be installed by Lt. Collins and Officer Kelemen from the Campbell Police Department. The motion carried unanimously.

Consideration on quote from Hawkins, Ash, Baptie & Co for Utility Rate Cases Neal Forde/Dan Moser motioned to recommend approval of quote from Hawkins, Ash, Baptie & Co for Utility Rate Cases at a cost not to exceed \$3,000. The motion carried unanimously.

Consideration on quote from MSA for Site Planning & Public Facilitation on Facility Property Ryan Olson/Neal Forde motioned to recommend approval of quote from MSA for site planning and public facilitation on facility property at a cost of \$17,800. The motion carried unanimously.

Consideration on quote from Ehlers for TID #3 Implementation Ryan Olson/Neal Forde motioned to recommend approval of quote from Ehlers for TID #3 Implementation at a cost of \$8,000. The motion carried unanimously.

Consideration on quote for Holiday Lights and Decorations Neal Forde/Ryan Olson motioned to recommend approval of quote from Temple Display for a cost not to exceed \$10,000 total to the Village, following the inclusion of donations towards the purchase of the lights. The motion carried unanimously.

Other None

Adjourn Dan Moser/Neal Forde motioned to adjourn. The motion carried unanimously. The meeting adjourned at 7:59 p.m.

Minutes by Angela Hornberg, Village Clerk/Treasurer