

**Meeting Minutes**  
**Village of Holmen Finance and Personnel Committee**  
**March 6, 2012**

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, March 6, 2012 in the Village Board Room.

Chair Ryan Olson called the meeting to order at 6:32 p.m.

Present at the meeting: Committee members Ryan Olson, Neal Forde and Dan Moser. Also in attendance were Nancy Proctor, Scott Heinig, Angie Hornberg, Dean Olson, Jen Woyicki, Keith Woyicki, John Sorbo, Kathy & Dale Sheffelbine, Orville Buchner, Chris McHugh, James Steinbrink, Rich Petry and Steve Clements.

Approval of Minutes. Neal Forde/Dan Moser motioned to approve the minutes of the February 7, 2012 meeting as presented. The motion carried unanimously.

Public Comment. Several people commented on enforcing current noise ordinance versus implementing a beer garden ordinance. The curfew was the biggest concern for most in attendance. Many comments were made to the open carry law which currently is not prohibited in the Village of Holmen.

Consideration on Ordinance 1-2012 – Outdoor Alcoholic Beverage Permits. Trustee Olson commented that currently in the Village of Holmen there is nothing in place to allow any consumption of alcohol outside the licensed premise and that the Village Board was looking to implement this ordinance in order to allow businesses to allow legal outdoor consumption. Administrator Heinig commented on the State laws establishing the legality of drinking outside of any licensed premise, he indicated that although the open carry law would not prohibit alcohol to be consumed outside of an establishment that it would prohibit an establishment to sell liquor that would then be consumed outside of the licensed premise. He discussed the possibility of adequately describing the allowed premise during the license renewal process. The trustees were all in agreement that they would like further input from the law committee and the full Board before deciding to implement the beer garden ordinance and to discuss changing the ordinance to prohibit open carry in the Village. Neal Forde/Dan Moser motioned to table Ordinance 1-2012. The motion carried unanimously.

Consideration of Bluffview Court Utility Extension project. Neal Forde/Dan Moser motioned to recommend award of contract for Bluffview Court Utility Extension project to Haas Sons in the amount of \$239,616.60. PW Director Olson commented that only 4 bids were received; he believes that was due to the depth of the sanitary sewer. The motion carried unanimously.

Consideration of hydrant replacement CTH “HD” W Gaarder Rd. Neal Forde/Dan Moser motioned to award contract for hydrant replacement CTH “HD” W Gaarder Rd. to Acme in the amount of \$3,350.00. PW Director Olson mentioned the replacement was due to an auto accident and costs are expected to be reimbursed from insurance. The motion carried unanimously.

Consideration of screen and brush assembly parts – Somat Press. Neal Forde/Dan Moser motioned to recommend approval of purchase of screen and brush assembly parts – Somat Press from Crane Engineering in the amount of \$7,266.00. The motion carried unanimously.

Consideration of end loader tire purchase Neal Forde/Dan Moser motioned to approve purchase of end loader tires from Degenhart Tire in the amount of \$1,940.00. The motion carried unanimously.

Administrator’s Report. Heinig updated the committee on his activities to date, his meetings schedule including LADCO and many meetings with developers. He has been reviewing current sign ordinances and looking into establishing an Architectural Review Ordinance for the Board to review.

Consideration of General Code Invoice. Neal Forde/Dan Moser motioned to recommend approval of General Code invoice in the amount of \$3,410.00. This is an annual cost to update the Village Ordinance Book. The motion carried unanimously.

Consideration of Resolution 11-2012 – Establishing Policies for General Obligation Borrowing and TIF Shortfall Advances. Dan Moser/Neal Forde motioned to approve Resolution 11-2012 - Establishing Policies for General Obligation Borrowing and TIF Shortfall Advances. The motion carried unanimously.

Clerk/Treasurer Report Hornberg updated the committee on the completion of the 2011 tax collection season, the upcoming March Audit and the April 3<sup>rd</sup> election. She also commented that cross-training had begun in the newly created Clerk/Treasurer department and it was going well.

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

Consideration of Operator’s License for Nicholas Behringer - Festival Foods. Dan Moser/Neal Forde motioned to recommend approval of an Operator’s license for Nicholas Behringer - Festival Foods. The motion carried unanimously.

Convene into Close Session per Wis. State Statue 19.85(1)(c) Discussion on Village Management Compensation; Discussion on Park & Recreation Labor Compensations; and Hiring of Assistant Director of Public Works Also Wis. State Statue 19.85 (1)(g) Discussion on Connor Objection to Assessment. Neal Forde/Dan Moser motioned to convene into closed session under 19.85(1)(c) at 8:32pm. The motion carried unanimously.

Reconvene into Open Session. Dan Moser/Neal Forde motioned to reconvene into Open Session at 9:12pm. The motion carried unanimously.

Consideration of Assistant Director of Public Works position. Dan Moser/Neal Forde motioned to recommend hiring of internal candidate Pete Mezera for the Assistant Director of Public Works position. The motion carried unanimously.

Consideration of Resolution 9-2012 – Establishing New Pay Ranges and Base Wages for Non-Represented Management Employees. Dan Moser/Neal Forde motioned to recommend approval of Resolution 9-2012 – Establishing New Pay Ranges and Base Wages for Non-Represented Management Employees as presented. The motion carried unanimously.

Consideration of Resolution 10-2012 – Establishing New Pay Ranges and Base Wages for Park & Recreation Labor Employees. Neal Forde/Dan Moser motioned to recommend approval of Resolution 10-2012 – Establishing New Pay Ranges and Base Wages for Park & Recreation Labor Employees. Administrator Heinig pointed out that this change in base wages were not collectively bargained; they were established as a restructuring of pay scales within the department. The motion carried unanimously.

Consideration of Connor Objection to Assessment. Dan Moser/Neal Forde motioned to recommend denying Connor Objection to Assessment. The motion carried unanimously.

Other Items that may come before the Committee. Trustee Forde asked Administrator Heinig to look into the zoning issue with the Connor property on Cliffview Drive. Trustee Olson inquired on the desire to proceed with a partnership for the purchase of a new truck for the Fire Department.

Adjourn. Dan Moser/Neal Forde motioned to adjourn. The motion carried unanimously. The meeting adjourned at 9:23p.m.

Minutes by Angela Hornberg, Village Clerk/Treasurer