

**Meeting Minutes**  
**Village of Holmen Finance and Personnel Committee**  
**July 9, 2013**

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, July 9, 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, Doug Jorstad and Neal Forde. Also in attendance were Nancy Proctor, Scott Heinig, Angie Hornberg and Jennifer Woyicki.

Approval of Minutes Neal Forde/Doug Jorstad motioned to approve the minutes of the June 11, 2013 meeting as presented. The motion carried unanimously.

Public Comment Jen Woyicki from Smokey's Bar & Grill spoke on behalf of a special event application that she may bring forward in the near future for Board approval.

Consideration of Licenses Doug Jorstad/Neal Forde motioned to recommend approval of Temporary Class "B" license for American Legion Kornfest to be held on August 16-18, 2013 at Halfway Creek Park, 419 1<sup>st</sup> Avenue West.

Neal Forde/Doug Jorstad motioned to recommend approval of Temporary Class "B" license for Holmen Viking Wrestling Club Kornfest softball tournament to be held on August 16-18, 2013 at Deerwood Park, 500 Anderson Street.

Doug Jorstad/Neal Forde motioned to recommend approval of Operator License for Nicole A. Pederson – Festival Foods. The motion carried unanimously.

Clerk/Treasurer Report Hornberg informed the Committee that reviews were held for the Clerk/Treasurer department mid-June. Hornberg inquired as to availability of members of the Finance Committee to attend a special Board of Review prior to the August Finance meeting. She also stated that a sewer rate increase informational mailing was delivered to residents recently.

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

Administrator's Report Trustee Olson complimented Administrator Heinig for the sewer rate increase informational mailing that he prepared. Heinig updated the Committee on current annexation and boundary agreement progress. He communicated concerns regarding recent conversations with the State Department of Transportation regarding the Village's request to include multi-use trails within the Hwy 35 project. The DOT is stating they didn't plan to proceed with trails in Holmen due to concerns with lack of right-of-way and complexity of topography in the Holmen area north of OT. Heinig has asked the DOT to reexamine their decision and find creative ways to make the trails work and to provide the Village with cost estimates in order for the Village to make a determination of affordability to assist in the creation of the trails.

Consideration of Resolution 9-2013 Neal Forde/Doug Jorstad motioned to recommend approval of Resolution 9-2013, A Resolution Adopting a Senior Executive Assistant Position Description and Reclassifying a Staff Member to that Position. Heinig stated that the job tasks and responsibilities of the current Police Secretary have outgrown the job description; this position would more accurately reflect her actual duties. The motion carried unanimously

Consideration of Resolution 10-2013 Ryan Olson/Doug Jorstad motioned to recommend approval of Resolution 10-2013, A Resolution Appointing the New Assistant Director of Park and Recreation. Heinig stated the qualifications of Chris Geary which makes him the ideal candidate for the position and will provide for a fairly seamless change for the Park & Recreation Department. The motion carried unanimously

Other

Trustee Forde mentioned a recent article in a LADCO flyer that addressed proper use of social media. He felt this would be a good topic of discussion for both staff and Board members for the future as well as to look at putting a written policy in place on the issue.

Adjourn Neal Forde/Ryan Olson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 7:44 p.m.

Minutes by Angela Hornberg, Village Clerk/Treasurer