

**Meeting Minutes**  
**Village of Holmen Finance and Personnel Committee**  
**September 11, 2012**

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, September 11, 2012 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 Scott Heinig, Angie Hornberg, Craig Evenson and Scott Burnstad.

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

Public Comment Craig Evenson strongly suggested that the Village negotiate quickly with his brother Jay Evenson regarding his property on 109 W Legion Street. If he needs to step in as an investor than a new appraisal will be done and negotiations will need to go through him also.

Clerk/Treasurer Report Hornberg updated the committee on current training she has attending and cross training that has been done in the office.

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

Consideration of Class B Retail Combination License for The Empty Glass, LLC. d/b/a The Pour House Neal Forde/Ryan Olson motioned to approve Class B Retail Combination License for the Empty Glass LLC, d/b/a The Pour House, agent Scott R. Burnstad at 3210 State Rd Hwy 35, Onalaska, WI 54650. A few questions were posed to Scott Heinig and Scott Burnstad regarding the application. The motion carried unanimously.

Consideration of Non-Alcoholic Beverage License for The Empty Glass, LLC. d/b/a The Pour House Dan Moser/Neal Forde motioned to recommend approval of a Non-Alcoholic Beverage License for The Empty Glass, LLC. d/b/a The Pour House. The motion carried unanimously.

Consideration of Video/Coin Operated/Amusement Machine Licenses for The Empty Glass, LLC. d/b/a The Pour House Dan Moser/Neal Forde motioned to recommend approval of Video/Coin Operated/Amusement Licenses for The Empty Glass, LLC. d/b/a The Pour House. The motion carried unanimously.

Consideration of Operator's License for Nancy J. Proctor – Festival Foods Ryan Olson/Neal Forde motioned to recommend approval of an Operator's License for Nancy J. Proctor – Festival Foods. The motion carried unanimously.

Consideration of contract with Hawkins, Ash, Baptie & Company LLP. for 2012-2013 audit services Dan Moser/Neal Forde motioned to recommend approval of a contract with Hawkins, Ash, Baptie & Company LLP. for 2012-2013 audit services. The motion carried unanimously.

Consideration of agreement with 1<sup>st</sup> National Bank – ACH Services for direct deposit of payroll Ryan Olson/Dan Moser motioned to recommend approval of an agreement with 1<sup>st</sup> National Bank – ACH Services for direct deposit of payroll. The motion carried unanimously.

Administrator's Report Heinig referred to his August 31<sup>st</sup> Board email updating all members on current activities, he reiterated and answered questions on some of the information. Heinig commented on some items that would be on the Board agenda this month that had been in the works for some time such as the official Village map, the Scott Ryan annexation and the sign ordinance. Heinig informed the board of the recently held leadership team budget meetings and reminded them of the budget workshop meeting to be held on September 24<sup>th</sup>.

Consideration of Resolution #20-2012 Neal Forde/Ryan Olson motioned to recommend approval of Resolution #20-2012 - A Resolution Adopting a Policy on Delayed Payment of Deferred Assessments for Agricultural Property. Administration Heinig explained the benefits and restrictions of the resolution and showed the committee the main areas that would be affected. The motion carried unanimously.

Other Trustee Forde inquired as to how the cost of water provided by the Village through hydrants or the Village wells for fire protection was allocated to the Towns, Administrator Heinig commented that this was a cost that only the Village incurred as part of the cooperative agreement with the Towns.

Trustee Olson commented on the need for a better appearance of the Village vehicles, Trustee Forde suggested this may be an issue caused by facility needs.

Adjourn Dan Moser/Neal Forde motioned to adjourn. The motion carried unanimously. The meeting adjourned at 7:35p.m.

Minutes by Angela Hornberg, Village Clerk/Treasurer