

Meeting Minutes
Village of Holmen Finance and Personnel Committee
March 11, 2014

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, March 11, 2014, 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, Neal Forde and Doug Jorstad. Also in attendance were Nancy Proctor, Scott Heinig and Angie Hornberg.

Approval of Minutes Neal Forde/Doug Jorstad motioned to approve the minutes of the February 11, 2014, meeting. The motion carried unanimously.

Public Comment None.

Clerk/Treasurer Report Hornberg informed the Committee that the annual audit will be held next week and gave an update on what anticipated fund balance changes would be once 2013 was audited and closed. She reminded the Committee of the April 1, 2014 Spring Election.

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

Consideration of Licenses Neal Forde/Doug Jorstad motioned to recommend approval of Operator Licenses for Ashley N. Braund and Seth L. Welvaert – Festival Foods. The motion carried unanimously.

Administrator's Report Administrator Heinig updated the Committee on recent and ongoing economic development discussions within the Village. He mentioned some creative approaches he and Jim Hill from LADCO have discussed to encourage future TIF development. Heinig stated that the police facility project was proceeding well; Friday the design committee will meet to review final engineering designs.

Consideration on Planning Services for Community Development Investment Grant Application Ryan Olson/Neal Forde motioned to recommend approval of Planning Services with MSA in an amount not to exceed \$3,500. Administrator Heinig informed the Committee that although the WEDC was enthusiastic about our downtown streetscape project the Tier 2 funds that the project would be eligible for have been depleted for 2014. Heinig suggested that he communicate with the WEDC to request that available funds from Tier 1 projects be reallocated to Tier 2 projects or that funding be allocated in 2015 for this project. The Committee agreed and also felt it would be important for MSA to proceed with the planning services to have a shovel ready project in place in anticipation of funds becoming available in the future. The motion carried unanimously.

Consideration of Village Hall HVAC Maintenance Agreement Neal Forde/Doug Jorstad motioned to recommend approval of Village Hall HVAC 2014-2016 Maintenance Agreement. The motion carried unanimously.

Adjourn Doug Jorstad/Neal Forde motioned to adjourn. The motion carried unanimously. The meeting adjourned at 7:36 p.m.

Minutes by Angela Hornberg, Village Clerk/Treasurer