

**Village of Holmen  
Board Proceedings  
April 8, 2010**

President Proctor called the Holmen Village Board meeting to order at 7:00 PM on April 8, 2010 at the Holmen Village Hall.

Present: Nancy Proctor, Ryan Olson, Neal Forde, Mark Seitz, Richard Anderson and Chris Schmid. Also present were Attorney Peterson, Department Heads Brogan and Haines, Administrator/Clerk Willett, Chuck Spiker, Adam Bissen, Charles Olson, Dan McHugh and Steve Adrian.

**Planning Commission**

Village President Nancy Proctor opened the Public Hearing at 7:02 p.m.

No one spoke against the request to rezone the parcel 14-180-5 adjacent to West Ponderosa Drive.

Chuck Olson appeared and spoke on behalf of Robert Jorge. Mr. Olson explained that he had presented to the Public Works Committee and the Finance/Personnel Committee. The initial request is to rezone the property from A, Agricultural to R-6 Zero Lot Line Single Family and then to submit a preliminary plat for subdivision. A developer's agreement will also be part of the total plan.

At 7:04 p.m., President Proctor closed the public hearing.

Richard Anderson/Neal Forde motioned to approve the rezone of parcel 14-180-5 adjacent to West Ponderosa Drive from A, Agricultural to R-6 Zero Lot Line Single Family. The motion carried by 4-0, with Trustee Ryan Olson abstaining from the vote (and discussion).

**Minutes**

Mark Seitz/ Neal Forde motioned to approve the minutes of the March 11, 2010 Village Board meeting as presented. Carried unanimously.

**Finance and Personnel Committee**

Mark Seitz/Ryan Olson motioned to approve the payment of the vouchers as presented. The motion carried unanimously.

At 7:07 p.m., Mark Seitz/Chris Schmid motioned to convene into closed session per the authority of Wisconsin §19.85(1)(e) competitive or bargaining reasons. The motion carried unanimously on a voice vote.

Mark Seitz/Richard Anderson motioned to reconvene into open session per Wisconsin §19.85(2) at 7:34 p.m. The motion carried unanimously on a voice vote.

Mark Seitz/Ryan Olson motioned to hire the law firm of Von Briesen and Roper, S.C. for assistance with union issues and negotiations. Carried unanimously.

Mark Seitz/Neal Forde motioned to approve the operator license request of Mark M. Fires. Carried unanimously.

Chuck Olson presented a vacant land offer to purchase to the Village Board for the property known as the Cherry Lane extension for \$180,000. The offer contained a financing contingency. Four additional provisions/contingencies:

1. Rezoning to R-6 Zero Lot Line Single Family Residential District
2. Subdivision preliminary plot
3. Developer's Agreement including but not limited to the Village of Holmen reimbursement to the developer/buyer for all work related to the extension of Commerce Street to the intersection of Cherry Lane including street rock, blacktop paving, curb and gutter.
4. Village to reimburse the developer/buyer for any oversized water or sewer lines required.
5. The offer is contingent upon the seller providing a map of the property prepared by a registered land surveyor within 21 days of acceptance at seller's expense. The map shall identify the legal

description, boundaries and dimensions, visible encroachments, location of improvements and copies of current sewer utility installation and any maps or surveys related to the property.

6. The offer was drafted on 4/5/2010 and set to expire on 4/10/2010.
7. The transaction is to be closed no later than July 1, 2010.

Mr. Chuck Olson stated to the Village Board that he had appeared before the Public Works and Finance Committees with the formal offer to purchase and reiterated the points listed above.

Village Attorney Peterson noted that the offer showed a deadline of April 9, 2010. Mr. Peterson asked about the cost of developing Commerce Street and how that cost would be determined.

Mr. Olson responded that the Offer to Purchase was a consummate offer but nothing will happen unless the developer's agreement is agreeable to both partners. This Offer to Purchase would get the ball rolling. The details would be contained in the Developer's Agreement.

Attorney Peterson noted that there has been public scrutiny for deferred assessments as proposed on the west side of Cherry Lane. The Village would need to be careful to do all appropriately, and these details still need to be worked out.

Mr. Peterson noted that the offer (\$180,000) is for less than the Village of Holmen has invested (\$193,000) and the property is not out for public bid or view. The Village has not advertised this property for public sale.

Public Works Director Robert Haines reported that the estimated cost to the Village for the items noted in the Offer to Purchase were \$140,000. Mr. Haines asked where the funds were to be obtained from the Village budget.

Mr. Olson said that the costs to the Village could be covered by the purchase price.

Village President Proctor said that there was a previous offer from another developer for the same property that had no contingencies for the Village with Commerce Street. That particular developer offered the Village the full amount the Village has invested in the property.

Attorney Al Peterson said that the Village Board needs to consider all issues before reaching a decision.

President Proctor and Attorney Peterson agreed that the Board needs to discuss the Offer to Purchase in closed session before responding to the Offer to Purchase. The issue should return to Personnel & Finance in closed session.

Mr. Olson said the deadline date could be suspended.

Mark Seitz/Chris Schmid motioned to refer the Cherry Lane Property Offer to Purchase back to Finance and Personnel Committee. The vote was carried by a vote of 5-0-1. Trustee Ryan Olson recused himself from the discussion and vote on the matter.

Mark Seitz/Richard Anderson motioned to revise the Employee Handbook #505: Accident and Health Insurance to read:

The Village pays 90% of the family and single plans for health insurance for full-time employees. The Village pays 25% of the family or single plans for health insurance for part-time employees, *except for part-time vested employees who have at least ten (10) years of continuous employment with the Village, in which case the Village may pay 50% of the family or single plans for health insurance.* Village contributions are based on the least costly plan available in La Crosse County as administered by the Employee Trust Fund. Any amount over the maximum paid by the Village will be deducted from the employee's payroll checks in equal bi-weekly installments.

The motion carried unanimously.

Administrator/Clerk Mary Willett presented a request for financial consultant services with Earl Engelson of Engelson and Associates, Ltd. to complete a finance system analysis for the Village. Once completed, the Workhorse software and designated accounts will be more transparent and the information more easily to share with department heads and the Village Board.

Mark Seitz/Neal Forde motioned to authorize Earl Engelson for financial analysis consulting not to exceed \$1,350. Motion carried unanimously.

### **Park, Recreation and Library Committee**

Neal Forde/Richard Anderson motioned to approve the payment to Lakore Electric for \$6,735.37 for the replacement of the main pump impellor for the Holmen Aquatic Center. Carried unanimously.

Neal Forde/Mark Seitz motioned to approve the Remington Hills Park Irrigation water supply and street work contract to Rybold for \$6,000. Motion carried unanimously.

Director of Parks and Recreation Mike Brogan reported that the plans for the May 8<sup>th</sup> dedication of the band shell are coming together: the Holmen Rotary is dedicating the clock, the Holmen Foundation is unveiling its plaque, the Holmen Community Choir is performing – others are not yet confirmed. The Fire House from La Crosse attended by the Holmen firemen, Horseshoes, beanbags, inflatable games, and food and concessions are being planned.

### **Law Enforcement Committee**

#### **Municipal Court Update**

Municipal Court Committee is meeting Thursday April 15<sup>th</sup>.

#### **Fire Board Report**

Neal Forde reported that though there was no meeting, the April meeting date was changed to April 22, 2010.

#### **Public Works Committee**

Ryan Olson/Richard Anderson motioned to approve purchasing the emergency WWTP aeration blower from USA Bluebook at a cost of \$4,189.00 as recommended by the Public Works Committee. Carried unanimously.

Ryan Olson/Mark Seitz motioned to approve payment of emergency repairs to the North Star Lift Station by Lackore Electric of La Crosse, WI at a cost of \$2,342.00 as recommended by the Public Works Committee. Carried unanimously.

Ryan Olson/Mark Seitz motioned to award the bid for a new truck for the Water Department from Dahl Automotive of La Crosse at a cost of \$26,386.00 which includes all bid options as recommended by the Public Works Committee. Carried unanimously.

Ryan Olson/Chris Schmid motioned to purchase a new effluent sampler from USA Bluebook at a cost of \$4,542.00 as recommended by the Public Works Committee. Carried unanimously.

### **Economic Development**

Mark Seitz reported the Economic Development Committee tried to meet March 29<sup>th</sup> but logistically the meeting fell apart. The Committee will be meeting in the near future.

### **Report from La Crosse County Supervisors**

County Supervisor Charles Spiker reported that fellow county supervisor Marilyn Pedretti had a previous engagement that precluded her from attending the Village Board meeting.

Charles Spiker congratulated re-elected trustees Neal Forde and Ryan Olson. He thanked Chris Schmid for his service to the community.

Mr. Spiker said that he “would do anything for Holmen – just let him know”. He reiterated that he would like to be a resource – not a decision-maker for the Village.

Mr. Spiker is hopeful that with this session, the County may have the votes to cut the number of county supervisors to 17 members. With a full-time county administrator, it makes sense. The votes may be there now with the changes from the recent election.

Mr. Spike complemented Administrator/Clerk Mary Willett in the quality of the Village of Holmen Board minutes.

### **Report from Shared Ride Committee**

Richard Anderson reported the number of riders is up by 108 people from a year ago.

### **Other items before the Board**

Ryan Olson/Mark Seitz motioned to approve Resolution 7.10 C.S.M. 1920-22 Crooked Avenue as presented. Carried unanimously.

President Nancy Proctor shared the Child Abuse Proclamation she presented March 31, 2010 at Evergreen Elementary School in honor of Child Abuse Prevention Month. Ms. Proctor handed out blue ribbons to wear to commemorate the awareness.

Trustees began to go through the draft of the Master Plan for Seven Bridges TIF District, but decided to take up the draft and recommendations in committees during the next month and report back to the Village Board following that process.

President Nancy Proctor thanks Chris Schmid for his year with the Village Board. She said that he had been a good addition. While Richard Anderson and Ryan Olson thanked Mr. Schmid, Mark Seitz said that it had been an absolute pleasure to work with Chris who was an excellent board member and brought a lot to the meetings. Neal Forde told Chris Schmid that appreciated how he jumped right in during a very trying and difficult year – particularly with budget and personnel issues.

Chris Schmid said that the service had absolutely been a pleasure. He thanked everyone for their patience and said he felt he was still learning a lot. He wished the board good luck and said if there is anything he can ever do, he will still be around. For right now, it is someone else's turn. It has definitely been a learning experience. Balancing his time with work and personal commitments do not allow further participation at this time, but you never know what the future may hold.

Ryan Olson/Mark Seitz motioned to adjourn. Carried. The meeting adjourned at 8:50 p.m.

Mary M. Willett  
Village Administrator/Clerk