

**Village of Holmen  
Board Proceedings  
July 14, 2011**

President Proctor called the Holmen Village Board meeting to order at 7:00 p.m. on July 14, 2011 at the Holmen Village Hall.

Present: Nancy Proctor, Ryan Olson, Michael Dunham, Neal Forde, Dan Moser, Dawn Kulcinski and Tony Horvath. Also present were Department Heads Brogan and Spanel, Chief McHugh, Angie Hornberg, Duane Gau, Chuck Spiker, Marilyn Pedretti, Craig Evenson, and Jo Anne Killeen.

**Minutes**

Ryan Olson/Neal Forde motioned to approve the minutes of the June 9, 2011 meeting as presented. The motion carried unanimously.

**Planning Commission**

Ryan Olson/Tony Horvath motioned to approve a conditional use permit for mini-warehousing at 1524 Flat Rd. The motion carried unanimously.

**Finance and Personnel Committee**

Ryan Olson/Neal Forde motioned to recommend payment of the claims as presented for a total amount of \$883,178.76. The motion carried unanimously.

Ryan Olson/Neal Forde motioned to approve Operator License for Cassie Pfaff, Pizza Corral. The motion carried unanimously.

Ryan Olson/Neal Forde motioned to approve Operator License for Micheal Kazemba, Pizza Corral. The motion carried unanimously.

At 7:20 p.m., Ryan Olson/Mike Dunham motioned to convene into closed session by the authority of WI State Statute 19.85(1)(c) Previous Village Administrator/Clerk Willett letter of intent discussion, discussion of Public Works Assistant Director Position. The motion carried unanimously following a voice vote.

At 7:44 p.m., Ryan Olson/Mike Dunham motioned to reconvene into open session by the authority of §19.85(2). The motion carried unanimously following a voice vote.

Ryan Olson/Mike Dunham motioned to deny Willett's attorney letter of intent. The motion carried unanimously.

Ryan Olson/Neal Forde motioned to approve the job ad for Public Works Assistant Director position with amendment of deadline date to August 19, 2011. The motion carried unanimously.

Ryan Olson/Tony Horvath motioned to approve Resolution 15.11 creating 11 wards in the Village of Holmen with accompany ward map as presented. The motion carried unanimously.

Ryan Olson/Neal Forde motioned to deny mutual release between the Village of Holmen and Vierbicher & Associates on Halfway Creek Park project as presented. Attorney Peterson was directed to continue negotiations. The motion carried with Dunham, Proctor, Olson, Forde, Moser and Kulcinski voting in favor, Horvath abstained.

Ryan Olson updated the Board on the Administrator/Clerk hiring process; currently 7 candidates are being reviewed. Finance & Personnel Committee will hold a special meeting on July 28 to review and decide on 4 candidates to interview; interviews tentatively set for August 27, 2011.

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

Neal Forde/Dan Moser motioned to approve Kornfest applications and requirements as presented. Trustee Dunham inquired of Attorney Peterson if the liability insurance certificate as presented was found to be sufficient for the event; Attorney Peterson said it was acceptable. The motion carried unanimously.

Neal Forde/Tony Horvath motioned to approve the purchase of a single post swing set from Miller and Associates in the amount of \$2,252.00. The motion carried unanimously.

Ryan Olson/Tony Horvath motioned to approve the purchase of replacement park name signs for Deerwood Park, Cedar Meadows East Park and Whispering Pines Park from MaxR in the amount of \$2,639.40. The motion carried unanimously.

### **Law Enforcement Committee**

Trustee Horvath directed Attorney Peterson to evaluate the current Village ordinance on concealed weapons against the current updated law.

### **Public Works Committee**

Neal Forde/Mike Dunham motioned to approve the purchase of HPT2300 wide format copier/printer/scanner from Laser Product Technologies in the amount of \$9,450.00. Trustee Dunham informed the Board that the bid was significantly lower than budgeted and that consideration was given to servicing of the product; Laser Products Technologies is a local vendor.

Ryan Olson/Dawn Kulcinski motioned to authorize moving forward with negotiations for the purchase of land for PW Shop expansion. The motion carried unanimously.

Neal Forde, Ryan Olson motioned to authorize contract to complete WWTP facilities plan with MSA in the amount of \$15,000.00. Trustee Olson pointed out that this was a good time to update the study in anticipation for additional usage from possible TIF activity. The motion carried unanimously.

Neal Forde/Mike Dunham motioned to authorize repair/replacement of WWTP mixer gear box from Advanced Electric in the amount of \$10,500.00. Trustee Moser inquired as to the normal life span of the gear box; Director Spanel informed them the current gear was 2 years beyond its anticipated life. The motion carried unanimously.

### **Municipal Court Update**

Chief McHugh reported that Municipal Court meeting will not be held until the end of July.

### **Fire Board Report**

Fire Board meeting was held June 16, 2011, informational items only. Trustee Olson reminded the attendees of the Annual Fire Department brat/hot dog sale on July 21, 2011.

### **Economic Development**

Trustee Horvath discussed his desire to review possible incentive for TIF business owners as well as arrange a listening forum for current local business to discuss concerns. Trustee Olson suggested that Karl Green from UW Extension be contacted as he has assisted with something similar in the past.

**Shared Ride Committee**

Dawn Kulcinski reported that she was unable to attend the last meeting; she will update the Board at a future time.

**County Supervisor's Report**

Chuck Spiker reported on the resignation of Steve Doyle as County Board Chair; elections will be held soon to fill the seat with Tara Johnson and Vicki Berg vying for the seat. Holmen Historical Society will be receiving some County funds for the 150<sup>th</sup> anniversary of the Village of Holmen.

**Other Items before the Board**

Trustee Horvath expressed a desire for the Board to revisit the library project and try to determine the timing and various costs of the project in the near future. Trustee Olson suggested having MSA redo their presentation of the Village facilities plan, since many of the Board members have changed since the original presentation.

Ryan Olson/Mike Dunham motioned to adjourn. The motion carried unanimously. The meeting adjourned at 9:03 p.m.

Angela A. Hornberg, Village Treasurer/Deputy Clerk