

**Meeting Minutes
Village of Holmen Finance and Personnel Committee
December 12, 2023**

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, December 12, 2023, at the Holmen Village Hall.

Trustee Doug Jorstad called the meeting to order at 5:00 pm.

Present at the meeting: Committee members Doug Jorstad, Rich Anderson and Micah Wyss. Also in attendance were President Patrick Barlow, Administrator Heinig and Clerk/Treasurer Hornberg.

Approval of Minutes Micah Wyss/Rich Anderson motioned to approve the minutes of the November 7, 2023 meeting as presented. The motion carried 3-0.

Public Comment None.

Clerk/Treasurer Report Hornberg mentioned that 608 Brewing has received the go-ahead from the State to proceed with opening the Holmen site. She commented that auditors will be here on December 13th for preliminary 2023 audit work. Hornberg provided the Committee with 2023 mill rate information which is a \$.24 per thousand decrease from the 2022 rate; she commented that the tax bills were mailed last week. Hornberg stated that Trustee Elam, Trustee Wyss and Nancy Proctor have begun the necessary paperwork to be on the Spring 2024 ballot; Trustee Stanek has completed his non-candidacy forms. Hornberg stated that polling place notification postcards were sent to residents last month.

Review Claims and Financial Statements The Committee reviewed all claims for payment.

Consideration of Resolution Rich Anderson/Micah Wyss motioned to recommend approval of Resolution 11-2023, 2023 Budget Amendment Resolution. The motion carried 3-0.

Consideration of 2024/2025 Election Inspectors Micah Wyss/Rich Anderson motioned to recommend approval of 2024/2025 Election Inspectors as presented. Trustee Wyss acknowledged in the motion that all Election Inspectors are expected to become Village employees. The motion carried 3-0.

Administrator's Report Heinig gave a brief update on the status of development projects and construction projects heading into the new year.

Consideration of Bid Rich Anderson/Micah Wyss motioned to recommend approval of bid for Water Rate Case Study from Hawkins Ash CPAs in an amount not to exceed \$10,000.00. The motion carried 3-0.

Consideration of Bid Micah Wyss/Rich Anderson motioned to recommend approval of bid for Village-Wide Market Revaluation with Associated Appraisal Consultants in the amount of \$59,000.00. The motion carried 3-0.

Consideration of Agreement Rich Anderson/Micah Wyss motioned to recommend approval of Side Letter of Agreement between Holmen Professional Association (represented by WPPA) and the Village of Holmen as presented. The motion carried 3-0.

Consideration of Structure Micah Wyss/Rich Anderson motioned to recommend approval of Updated 2024 Non-Represented Village of Holmen Compensation & Classification Structure (HCCS) as presented. The motion carried 3-0.

Adjourn Micah Wyss/Rich Anderson motioned to adjourn. The motion carried 3-0. The meeting adjourned at 6:04 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer