Meeting Minutes
Village of Holmen Finance and Personnel Committee
March 12, 2024

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, March 12, 2024, 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, Micah Wyss and Rich Anderson. 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 February 6, 2024 meeting as presented. The motion carried 3-0.

Public Comment None.

Clerk/Treasurer Report Hornberg stated that the auditors will be in the office March 19-21; along with prepping audit information, she has been working on gathering material for the PSC water rate review. Hornberg mentioned that the Spring Election will be on April 2. She stated that absentee ballots have been mailed; SVD voting occurred today and will again next week Thursday.

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

Consideration of License Rich Anderson/Micah Wyss motioned to recommend approval of Change in Officer for Organization – Treasurer, Kwik Trip Inc. #1114, #568 and #311 – David P. Wagner. The motion carried 3-0.

Micah Wyss/Rich Anderson motioned to recommend approval of Temporary Amendment to Liquor Premises for Specific Event: Booster Bash to be held May 4, 2024, at Features Sports Bar & Grill, 504 Holmen Drive N, contingent upon receipt of additional information regarding ending time and activities during the event. The group shared their concerns over the noise complaints during the same event in 2023 and expressed a desire to speak with the owner of the establishment. The motion carried 3-0.

Consideration of 2024/2025 Election Inspectors Rich Anderson/Micah Wyss motioned to recommend approval of 2024/2025 Election Inspectors, as amended. Hornberg mentioned that the Clerk's office was continuously growing the active list in anticipation of the upcoming General Election. The motion carried 3-0.

Consideration of Fee Schedule Modification Micah Wyss/Rich Anderson motioned to recommend approval to modify Fee Schedule for the Street Opening/Sidewalk/Driveway Permits as presented. The motion carried 3-0.

Administrator's Report Heinig reported that he has been working with many developers and investors on potential upcoming projects. He updated the Committee on the renegotiated contract for billboard leases by Hwy 53 in Remington Hills Park. Heinig reported that Well #8 should be in service in early spring. He has asked GEC to work with builders to clean up and control erosion issues on their building site projects. He mentioned that an offer has been accepted for a part-time Administrative Assistant in the Police Department.

Consideration of Personnel Manual Updates Rich Anderson/Micah Wyss motioned to recommend approval of Personnel Manual Updates Effective April 1, 2024, with amendment discussed at meeting. Heinig reviewed in detail and answered questions on the various changes to areas in the manual. The motion carried 3-0.

Consideration of Developer's Agreement Micah Wyss/Doug Jorstad motioned to recommend approval of Development Agreement for Cole Addition Eight as presented. Administrator Heinig indicated that the agreement was standard and did not include any type of subsidy from the Village. The motion carried 3-0.

Consideration of Contract Rich Anderson/Micah Wyss motioned to recommend approval of contracting to complete Wisconsin Certified Sites Designation for North Industrial Areas in Partnership with La Crosse County and LADCO as presented. Administrator Heinig updated the Committee on the partnership that has been working towards this state certified site designation and how it would serve to benefit development in the Village of Holmen. The motion carried 3-0.

Adjourn Micah Wyss/Rich Anderson motioned to adjourn. The motion carried 3-0. The meeting adjourned at 6:40 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer