

Meeting Minutes
Village of Holmen Finance and Personnel Committee
May 7, 2024

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, May 7, 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 and Rich Anderson. Nancy Proctor was absent. Also in attendance were Administrator Heinig and Clerk/Treasurer Hornberg.

Approval of Minutes Rich Anderson/Doug Jorstad motioned to approve the minutes of the April 9, 2024 meeting as presented. The motion carried 2-0.

Public Comment None.

Clerk/Treasurer Report Hornberg reported that the 2023 audit reports and audited financials were recently distributed; the auditors will give their annual presentation at the Board meeting this week. She stated that the adjournment Board of Review will be held on May 9 at 6:00 pm. She commented that the State has passed Act 73 which updated procedures and forms for alcohol licensing in the State. The new forms were emailed to current holders recently; she also noted that new business, Lush will be included in the license process in June. Hornberg also mentioned that tonight we will review a State license for 608 Brewery; the business is considered a “producer” and will ultimately be approved at the State level. Hornberg mentioned that the annual room tax, ARPA fund, annual recycling grant as well as the State expenditure restraint reports and other quarterly reports were filed. She also commented that the 2024/2025 insurance renewals have been prepared and the estimate should be received shortly; she anticipates an increase in property insurance due to the recent addition of Well #8, Reservoir #5, Ponderosa Lift Station, as well as many other assets and equipment.

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

Consideration of License Doug Jorstad/Rich Anderson motioned to recommend approval of Producer Full Service Retail Sales Application for 608 Brewing Company LLC, 103 State Street, Suites 103 and 203. The motion carried 2-0.

Administrator’s Report Heinig mentioned that Engineer Dahl, Director Mezera and he recently met with Holmen Cheese to enhance partnership efforts. He stated that new business, Xetex plans to begin construction this summer and that they stated that the reason they ultimately chose to develop in Holmen was because of how well Heinig handled their business. Heinig mentioned that Chief Ostreng recently requested additional funds for 2025 in order to hire an assistant Fire Chief; Heinig suggested that the position may be able to be supported if it was created mid-year in 2025. He has been working with Police, Public Works and Clerk departments for succession plans for leadership and fulfillment of roles for upcoming staff retirements. Heinig remarked that he was recognized by his peers at the Wisconsin City/County Managers Association for outstanding leadership for his assistance to managers and administrators with various issues. He stated that he and President Barlow recently presented at the first annual police awards dinner; he mentioned that Trustee Elam was also present at the event, as well as several members of the Village staff and the Police Commission.

Consideration of Resolution Doug Jorstad/Rich Anderson motioned to recommend approval of Resolution 1-2024, Creation & Adoption of Election Ward Map (Creation of Ward 13). Administrator Heinig stated that this ward was added due to a recent annexation. The motion carried 2-0.

Consideration of Ordinance Rich Anderson/Doug Jorstad motioned to recommend approval of Ordinance 4-2024, An Ordinance Modifying Various Code Text of the Village of Holmen Relating to Minor Clarifying Edits to Chapter 195, Chapter 159, Chapter 14 and Chapter 112. Administrator Heinig reviewed and answered question on all changes and clarifications to text. The motion carried 2-0.

Other Rich Anderson/Doug Jorstad motioned to propose discussion on Board member attendance issues on the next Finance & Personnel agenda. The motion carried 2-0.

Trustees Jorstad and Anderson complimented Administrator Heinig and Clerk/Treasurer Hornberg on their continued efforts to be fiscally responsible and maintain a strong administration. Administrator Heinig thanked the trustees for their continued support.

Adjourn Rich Anderson/Doug Jorstad motioned to adjourn. The motion carried 2-0. The meeting adjourned at 6:22 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer