

**Meeting Minutes
Village of Holmen Finance and Personnel Committee
August 8, 2024**

The meeting of the Holmen Finance and Personnel Committee was held Thursday, August 8, 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 Patrick Barlow, Administrator Heinig and Clerk/Treasurer Hornberg.

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

Public Comment None.

Clerk/Treasurer Report Hornberg stated that budget preparations have begun, and the anticipated July shared revenues, computer aid and video service aid payments have been received. She mentioned that the Department recently discussed future succession plans and staff is happy with the proposed changes. Hornberg updated the annual SAMS registration to continue to receive federal funding, and she mentioned that the annual worker's compensation audit was delayed due to issues on their end. She commented that to date, over 700 ballots have been issued for the August Partisan Primary election.

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

Consideration of Fireworks Permit Request Rich Anderson/Doug Jorstad motioned to recommend approval of fireworks permit request for Holmen Kornfest on August 16, 2024, contingent on Holmen Fire and Holmen Police Chiefs' final approval based on area conditions. The motion carried 2-0.

Consideration of Licenses Rich Anderson/Doug Jorstad motioned to recommend approval of Temporary Class "B" license for Holmen Youth Fast Pitch (HYFP) Kornfest softball tournament to be held on August 16-18, 2024, at Deer Wood Park, 500 Anderson Street. The motion carried 2-0.

Rich Anderson/Doug Jorstad motioned to recommend approval of Temporary Amendment to Liquor Premises for Specific Event, with fencing requirements as discussed, for Chad La Fleur Cancer Benefit to be held on September 14, 2024, at Smokey's Bar & Grill, 112 Mill Street. The motion carried 2-0.

Rich Anderson/Doug Jorstad motioned to recommend approval of Cigarette, Tobacco and Electronic Vaping Device Retail License for Cannabiz Depot LLC, located at 208 S. Holmen Drive, Suite 101 as presented. The motion carried 2-0.

Rich Anderson/Doug Jorstad motioned to recommend approval of Temporary Amendment to Liquor Premises for Specific Event, with fencing requirements as discussed, for Holmen Class Reunion to be held on August 17, 2024, at Features, 504 N. Holmen Drive. The motion carried 2-0.

Discussion on 2025 Budget and Capital Considerations Administrator Heinig stated that there are no anticipated 2025 capital needs for the Clerk's Department at this time.

Administrator's Report Heinig reviewed continuing discussions and progress on projects in the Village with investors and developers.

Consideration on Update to the Holmen Compensation and Classification Structure Rich Anderson/Doug Jorstad motioned to recommend approval for updates to Holmen Compensation and Classification Structure to Include the Creation of the Modified/New Police Department Administration Titles and Job Descriptions (Chief, Captain and Lieutenant) as presented. Administrator Heinig reviewed the proposed changes that would allow for the creation of another police supervisor position in accordance with the recently approved public safety referendum. The motion carried 2-0.

Other Trustees suggested that a change be officially made in September to Finance & Personnel Committee members to avoid future potential quorum issues.

Adjourn Rich Anderson/Doug Jorstad motioned to adjourn. The motion carried 2-0. The meeting adjourned at 5:55 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer