Meeting Minutes
Village of Holmen Finance and Personnel Committee
September 10, 2024

The meeting of the Holmen Finance and Personnel Committee was held Thursday, September 10, 2024, at the Holmen Village Hall.

Present at the meeting: Committee members Rich Anderson and Nancy Proctor. Doug Jorstad was excused. Trustee Micah Wyss attended at the request of Chair Jorstad and with the support of the full Board as an alternate. Also in attendance were Patrick Barlow, Administrator Heinig and Clerk/Treasurer Hornberg.

Administrator Heinig in the absence of chair, called the Holmen Finance & Personnel Committee meeting to order at 5:00 pm on September 10, 2024, at the Holmen Village Hall and asked that an acting chair be nominated. Rich Anderson/Nancy Proctor motioned to approve Micah Wyss as acting chair for the September 10, 2024 Finance & Personnel Committee meeting. The motion carried 3-0.

Approval of Minutes Nancy Proctor/Rich Anderson motioned to approve the minutes of the August 8, 2024 meeting as presented. The motion carried 3-0.

Public Comment None.

Clerk/Treasurer Report Hornberg stated that budget preparations continue. She commented that to date, almost 1,000 absentee ballots have been requested for the November General election.

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

Consideration of 2024/2025 Election Inspectors Rich Anderson/Nancy Proctor 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. 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 updated the Committee on results of the Hwy 35 Intersection Evaluation Study; the study provides perspective on future improvements that are needed at various intersections. He stated that the North Village Sewer study has indicated that investment in northern sewer upgrades will be needed in the near future; this will be discussed in detail during the budget process. He reminded President Barlow and Trustees Proctor and Anderson that the annual Board of Review will be held on September 17 at 4:00 pm. Heinig reminded the Committee that facility walk throughs will be held at Well #8 on September 12 at 5:30 pm, followed by the Wastewater Treatment Plant; all Board members are encouraged to attend.

Consideration on Update to the Holmen Compensation and Classification Structure Nancy Proctor/Rich Anderson motioned to recommend approval for updates to Holmen Compensation and Classification Structure to Include the Creation of the Modified/New Clerk/Treasurer Department Titles and Job Descriptions (Director of Operations and Finance – Clerk/Treasurer, Coordinator – Deputy Clerk/Treasurer II and Deputy Clerk/Treasurer) as presented. Administrator Heinig commented that due to upcoming retirements within the Clerk's Department, staff met to discuss options for moving forward. He stated that a new strategy has been created to allow for cross training and coverage across the entire Department. He reviewed the proposed changes that would allow for promotions within the Department in accordance with specialties; this will not require additional staff, instead it would require the replacement of retiring staff with new titles/roles to better manage the growing community and workload. The new roles and titles would take effect January 1, 2025. The motion carried 3-0.

Modification to Personnel Manual Rich Anderson/Nancy Proctor motioned to recommend approval for modification to 370 Holiday Pay Policy of the Holmen Personnel Manual (Termination Policy Clarification). Heinig explained the reason for the update to the holiday pay policy in the manual. This will remove any question of how this benefit can be utilized at termination. The motion carried 3-0.

Developer's Agreement Micah Wyss/Rich Anderson motioned to recommend denial and remove from agenda, the Liberty Addition Developer's Agreement until such time that staff finds it to be complete. The motion carried 3-0.

Other Trustees complimented Heinig for the ideas to change the structure in the Clerk/Treasurer Department and his planning and considerations for all Village staff. President Barlow remarked that he is hopeful that the Wisconsin DOT is willing to complete the necessary improvements in accordance with the Intersection Evaluation Study.

Adjourn Nancy Proctor/Rich Anderson motioned to adjourn. The motion carried 3-0. The meeting adjourned at 6:05 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer