

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

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, October 8, 2024, at the Holmen Village Hall.

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

Rich Anderson/Doug Jorstad motioned to appoint Trustee Wyss as an alternate for the October 8, 2024 Finance & Personnel Committee meeting. The motion carried 3-0.

Approval of Minutes Rich Anderson/Micah Wyss motioned to approve the minutes of the September 10, 2024 meeting as presented. The motion carried 3-0.

Public Comment None.

Clerk/Treasurer Report Hornberg remarked that the Police Department utilized a safety grant from the League of Wisconsin Municipalities Insurance in the amount of \$1,121.00; these funds were used to purchase additional Ballistic safety gear. She stated that the proposed 2025 budget will be published and placed on the Village website for public review for the November 14 public hearing. Hornberg remarked that Board of Review was held on September 17; one person was in attendance and the Board determined that the Assessor's valuation was correct. She commented that to date, 1,225 absentee ballots have been requested for the November General election; in person absentee voting will begin at the Village Hall on October 22.

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

Administrator's Report Heinig updated the Committee on the completion of the Ponderosa lift station project, the Hillcrest water main project and the summer alley project. He stated that the Water Rate Case was presented to the Public Service Commission on October 1 to formalize the new rates which will begin January 1, 2025. Heinig stated that as he continues discussions with various investors; he feels 2025 will be another strong year of progression and growth for our community. He remarked that he and Clerk/Treasurer Hornberg recently met with Sean Lentz from Ehlers to begin financial planning strategies for future Village projects. Heinig commented that Nancy Proctor has resigned from her role as Village Trustee due to health reasons. He noted that the Police Commission offered the Lieutenant position to Officer Aaron Hintz; his duties will begin in January.

Consideration on Contract with MSA for Planning Services Contracts Micah Wyss/Rich Anderson motioned to recommend approval for Planning Services Contract with MSA Professional Services for the required 10-year update to the Comprehensive Plan in the amount of \$18,500.00. Administrator Heinig stated that MSA prepared the last plan and we were very satisfied with their services; costs were as anticipated. The motion carried 3-0.

Rich Anderson/Micah Wyss motioned to recommend approval for Planning Services Contract with MSA Professional Services for the required 10-year update to the Facility Needs Impact Fee Analysis in the amount of \$21,500.00. Administrator Heinig stated that MSA also prepared the previous facility plan and we were very satisfied with their services. The motion carried 3-0.

Other Trustees complimented Heinig and Hornberg for their hard work on the 2025 budget. Heinig thanked the Committee for their support.

Adjourn Micah Wyss/Rich Anderson motioned to adjourn. The motion carried 3-0. The meeting adjourned at 5:30 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer