

**Village of Holmen  
Board Proceedings  
September 12, 2024**

President Barlow called the Holmen Village Board meeting to order at 7:00 pm on September 12, 2024, at the Holmen Village Hall.

Board members present: Patrick Barlow, Rich Anderson, Nancy Proctor, Micah Wyss and Travis Elam. Doug Jorstad was excused, Dawn Kulcinski was absent. Also present were David Heffel, Tim Kelemen, Administrator Heinig, Clerk/Treasurer Hornberg, Public Works Director Mezera, Asst. Park & Recreation Director Inglett, County Supervisor Joe Kovacevich and Attorney Weber. Chief Collins arrived during the meeting.

**Public Comment**

David Heffel, 12367 Hwy 12, Tomah, stated that he was in attendance to encourage the Board to eliminate urban sprawl. He encouraged the Board to stop growing altogether because he felt people didn't want growth.

Tim Kelemen, N5591 Cheyenne Dr, Onalaska, was in attendance to report to the Board what he feels is an unreasonable length of time it will take to receive video footage of his son's car accident. He encouraged the Board to hire more staff to process video information requests.

**Minutes**

Micah Wyss/Nancy Proctor motioned to approve the minutes of the August 8, 2024 Board meeting as presented. The motion carried 5-0.

**Planning Commission**

No meeting was held.

**Park, Recreation and Library Committee**

Informational items only.

**Law Enforcement Committee**

Trustee Elam reported that the purchase of ballistic equipment was approved in Committee; these items were necessary due to denial of support from the Countywide ERT team the last four times Chief Collins requested assistance. Elam remarked that he will be discussing his disappointment with the lack of support at the County level in his Supervisor role.

**Public Works Committee**

Rich Anderson/Travis Elam motioned to approve Supplemental Agreement Number One with Traffic Design and Analysis Inc; this additional fee for services at the request of the Wisconsin DOT will be \$12,883.00. The motion carried 5-0.

Rich Anderson/Micah Wyss motioned to deny and remove from the agenda Engineering Plans for Liberty Addition due to the plans still being substantially incomplete. The motion carried 5-0.

**Finance and Personnel Committee**

Micah Wyss/Nancy Proctor motioned to approve payment of the claims as presented for the amount of \$2,659,781.10. The motion carried 5-0.

Micah Wyss/Nancy Proctor motioned to approve 2024/2025 Election Inspectors, as amended. Clerk/Treasurer Hornberg remarked 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 5-0.

Micah Wyss/Nancy Proctor motioned to approve 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. The new roles and titles would take effect January 1, 2025. The motion carried with Anderson, Proctor, Barlow and Wyss in favor; Elam abstained.

Micah Wyss/Travis Elam motioned to approve 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 which will remove any question of how this benefit can be utilized at termination. The motion carried 5-0.

Micah Wyss/Rich Anderson motioned to deny and remove from agenda the Liberty Addition Developer's Agreement until such time that staff finds it to be complete. The motion carried 5-0.

#### **Shared Ride Committee**

President Barlow shared some informational items with the Board and stated that he is advocating for improved service. Trustee Anderson remarked that the Village of Holmen should request a second representative on this Committee due to increased resident participation.

#### **Municipal Court Update**

No meeting was held.

#### **Fire Board Report**

Trustee Elam gave an update on budget discussions with the Fire Board and his request that significant budget increase discussions need to be made much sooner in the year; Trustee Wyss added that they have requested a long-term plan be created for future funding increases. They commented that Trustee Jorstad has once again requested a vehicle replacement plan for the Department and mentioned that the City of La Crosse will no longer assist with vehicle maintenance repairs which they had been doing at a reasonable cost. Trustee Elam stated that they have given Chief Ostreng temporary approval to make purchases up to \$2,500.00 without Committee approval to allow for items to be purchased for an AFG Grant; this approval will sunset at the end of the year. President Barlow stated that interviews will be held in September to choose from RFPs submitted for a facility needs study.

#### **Bluffland Coalition Report**

No information was available.

#### **County Supervisor's Report**

Supervisor Kovacevich stated that the County has received an outstanding achievement award and their AA1 Moody's rating has been reapproved. He reviewed the County's record highway funding plan proposed in the 2025 budget and indicated that they are making significant improvement in County highway conditions. Supervisor Elam indicated that he has requested that additional information be provided prior to voting on the highway improvement plan.

**President's Report**

President Barlow mentioned that the Village of Holmen, along with Xetex, Riverland and La Crosse County, will received the “triangle award” for working together to keep Xetex in La Crosse County.

**Other Items before the Board**

Trustees Anderson, Elam, Wyss and Clerk/Treasurer Hornberg thanked Director Mezera for the very informational facility tours this evening at Well #8 and the Wastewater Treatment Center.

Trustee Proctor apologized for not attending the facility tour.

Administrator Heinig thanked the Board for support of the investments that have been made in the community.

Chief Collins stated there would be no Law Committee meeting in October; a Police Commission meeting will be held on October 1, 2024.

President Barlow commented that in reflection of the earlier public comment regarding urban sprawl being an issue in Holmen, he feels that the speaker is not aware that Village staff and Board make great efforts to plan wisely for growth in our community.

Nancy Proctor/Travis Elam motioned to adjourn the meeting at 8:06 pm. The motion carried 5-0.

Angela A. Hornberg, Village Clerk/Treasurer