Village of Holmen
Board Proceedings
October 10, 2024

President Barlow called the Holmen Village Board meeting to order at 7:00 pm on October 10, 2024, at the Holmen Village Hall.

Board members present: Patrick Barlow, Rich Anderson, Micah Wyss, Doug Jorstad, Dawn Kulcinski and Travis Elam. Also present were David Heffel, Corbin Wait, Administrator Heinig, Clerk/Treasurer Hornberg, Public Works Director Mezera, Asst. Park & Recreation Director Inglett, Engineer Dahl, Chief Collins, County Supervisor Joe Kovacevich and Attorney Weber.

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.

Minutes
Rich Anderson/Travis Elam motioned to approve the minutes of the September 12, 2024 Board meeting as presented. The motion carried 6-0.

Planning Commission
Dawn Kulcinski/Rich Anderson motioned to approve the Certified Survey Map (CSM) land division at the southwest corner of Holmen Drive and Gaarder Road, creating a 1.24ac lot for consideration of possible B-2 General Business District Zoning as presented. Administrator Heinig stated that this was compliant with code and had a favorable recommendation from Planning Commission. President Barlow confirmed that this land division was in line with the Village's Comprehensive Plan for the B2 Corridor; Heinig affirmed that it was. Barlow also confirmed with Attorney Weber that the Village had no legal reasons to deny this motion; Weber confirmed that was true. The motion carried 6-0.

Dawn Kulcinski/Travis Elam motioned to approve Rezoning Petition from McDonald's USA, LLC, Joel Jackson as Petitioner, for 1.24ac (as outlined in the CSM under consideration in Item 5 of this Agenda) of property at the southwest corner of Holmen Drive and Gaarder Road, from (A) Agriculture to (B-2) General Business District as presented. President Barlow confirmed that this rezone was Comprehensive Plan compliant for the B-2 Corridor; Administrator Heinig confirmed. The motion carried 6-0.

Rich Anderson/Micah Wyss motioned to approve Rezoning Petition from JMQ Properties, LLC, Owner as Petitioner, for 3.29ac along Red Clover Street, from (R-5) Multifamily Residential District, to include a (PUD) Planned Unit Development Overlay for the existing R-5 District, and Site Plan and Architectural Review (SPAR) to act as the approved PUD detail and approval, which also includes a preliminary plat conceptual overlay, creating 26 lots (13 twindos) on existing parcels 72, 73, 74, 75, 76, 77 and 78 of the King's Bluff Estates Plat as presented; finding that the requirements for SPAR have been reasonably met, and that those plan details and elements (colors, materials, designs, landscaping, site plan, etc.) and requirements shall become the required zoning overlay of the PUD for this R-5 zone. The motion carried 6-0.

Park, Recreation and Library Committee
No meeting was held.

Law Enforcement Committee
No meeting was held.

Public Works Committee
No meeting was held.

Finance and Personnel Committee
Doug Jorstad/Dawn Kulcinski motioned to approve payment of the claims as presented for the amount of $1,697,829.57. The motion carried 6-0.

Micah Wyss/Rich Anderson motioned to approve 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. President Barlow inquired as to what is reviewed in a comp plan update; Administrator Heinig stated that housing, economic development, land use and environmental impacts are some of the aspects that are reviewed and that priorities, goals and expectations are set with the idea to achieve these goals within a 20-year time frame. Heinig noted that the previous comprehensive plan goals had been met in a period of the last nine-years. President Barlow confirmed that within the comprehensive plan update, there is time for public input during the public hearing process; Heinig confirmed. Barlow asked what type of information is used to forecast these future needs for the community; Heinig stated that census data, boundary agreements, and future projects are all reviewed during plan creation. Barlow asked if the Village is required to follow these plans once they have been adopted; Heinig stated that if the Village is found to be in violation with the comprehensive plan, legal ramifications could occur. He remarked that the plan is one of the Village's most important documents and that it needs to be utilized as adopted. The motion carried 6-0.

Doug Jorstad/Micah Wyss motioned to approve 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 the Impact Fee Study reviews growth projections and facility needs. He remarked that Impact Fees are important to keep long-time Village of Holmen residents from fully subsidizing the cost for projects that occur primarily due to new growth. President Barlow inquired if a Fire Department Impact Fee will be included in this revised study; Heinig confirmed that it would be and that the fees can only be used for facility development. The motion carried 6-0.

Shared Ride Committee
President Barlow shared some informational items with the Board and remarked that contract issues are problematic for current service; use has increased but contracted hours with Running Inc. have not increased. Barlow noted that this has led to excessive wait times which will continue to be an issue until the current contract has been addressed. Trustee Jorstad affirmed that drivers are not allowed to exceed a certain number of hours in a week for the program. Trustee Anderson encouraged Barlow to push for contract updates to provide appropriate service.

Municipal Court Update
Meeting will be held at the end of October.

Fire Board Report
Doug Jorstad/Travis Elam motioned to approve Consultant Services Contract for Fire Department Facilities and Needs Study with Wendel & Associates Five Bugles Design in the amount of $25,500.00. The motion carried 6-0.

Bluffland Coalition Report
No information was available.

County Supervisor's Report
Supervisor Kovacevich reported that the County and Xcel Energy are working on contract updates. He reviewed the County's recent decision on ATV/UTV route procedures and he remarked that the County is planning for the best way to utilize a recent large opioid settlement.

President's Report
President Barlow mentioned that Trustee Proctor had recently resigned from her position on the Village Board. He asked for volunteers to serve on the vacated committee positions.

Rich Anderson/Doug Jorstad motioned to approve the placement of Micah Wyss on the Finance & Personnel Committee. The motion carried 6-0.

Doug Jorstad/Travis Elam motioned to approve the placement of Rich Anderson on the Park, Recreation & Library Committee. The motion carried 6-0.

Other Items before the Board
Chief Collins noted that Officer Fah was recently recognized by the MADD organization.

President Barlow asked Clerk/Treasurer Hornberg to thank staff for all of their extra efforts with elections.

Trustees Wyss, Kulcinski and Jorstad thanked staff for their efforts on the 2025 budget process.

Trustee Elam thanked Wyss and Anderson for volunteering to take on additional committees.

President Barlow expressed gratitude for their efforts, quality of work, good planning and working within legal bounds to create a very efficient community.

Doug Jorstad/Dawn Kulcinski motioned to adjourn the meeting at 8:18 pm. The motion carried 6-0.

Angela A. Hornberg, Village Clerk/Treasurer