

**Meeting Minutes**  
**Village of Holmen Finance and Personnel Committee**  
**November 12, 2024**

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, November 12, 2024, at the Holmen Village Hall.

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

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

Public Comment None.

Clerk/Treasurer Report Hornberg reminded the Committee that beginning December 1<sup>st</sup>, trustee candidates will be able to begin collecting signatures to be on the Spring 2025 ballot. Those with terms ending are President Patrick Barlow and Trustees Doug Jorstad, Rich Anderson and Dawn Kulcinski. She mentioned that the 2025 budget was finalized, published and is ready for the public hearing and recommendation tonight. Hornberg stated that once the budget is approved this week, she will begin processes to set the mill rate for the Village. She mentioned that the annual budget revision will be prepared for review at the December Committee meeting. Hornberg stated that on election day, Holmen processed 6,892 voters; 2,570 in-person and 4,322 absentee ballots. Hornberg reviewed the many challenges that staff faced during the General Election cycle.

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

Consideration of Licenses

Micah Wyss/Rich Anderson motioned to recommend Change of Agent for Kwik Trip #311 – Becca Adank. The motion carried 3-0.

Rich Anderson/Micah Wyss motioned to recommend approval of Temporary Amendment to Liquor Premises for Specific Event, with fencing requirements as discussed, for Snow's a Comin' Dance to be held on December 6, 2024, from 6:30 pm to 10:00 pm at Smokey's Bar & Grill, 112 Mill Street. The motion carried 3-0.

Administrator's Report Heinig was not in attendance; the Committee took some time to review the Administrator's written monthly update.

Consideration of Resolution Micah Wyss/Rich Anderson motioned to recommend approval of Resolution 8-2024, Adoption of the 2025 Village Budget, pending outcome of public hearing. Hornberg mentioned that the only changes to the draft budget were to the fee schedule to reflect recently received contract increases to GEC building permit costs. The motion carried 3-0.

Modification to Personnel Manual Rich Anderson/Micah Wyss motioned to recommend approval for modification to 150 Termination Policy of the Holmen Personnel Manual (Advances of Time or Money Policy clarification). Hornberg reviewed the reason for the update, as well as how it will be implemented. The motion carried 3-0.

Consideration of Resolution Micah Wyss/Rich Anderson motioned to recommend approval for Resolution 7-2024, Authorizing Special Assessments for the 2024 Alley Project (from Roberts to Legion, between Main and 1<sup>st</sup>). The motion carried 3-0.

Other Trustees expressed their gratitude and asked Hornberg to extend thanks to the Clerk's Department for their hard work and dedication throughout the 2024 Election season.

Adjourn Micah Wyss/Rich Anderson motioned to adjourn. The motion carried 3-0. The meeting adjourned at 6:00 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer