

**Meeting Minutes
Village of Holmen Finance and Personnel Committee
February 11, 2025**

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, February 11, 2025, at the Holmen Village Hall.

Trustee Doug Jorstad called the meeting to order at 5:00 pm.

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

Approval of Minutes Rich Anderson/Micah Wyss motioned to approve the minutes of the January 7, 2025 meeting as presented. The motion carried 3-0.

Public Comment None.

Clerk/Treasurer Report Hornberg reported to the Committee that tax collections are complete and settlement checks are included in tonight's bills. She mentioned that a County software upgrade caused several headaches for the season but everything was as it should be by the closing of the season. Hornberg commented that all annual payroll reports have been finalized; she is now preparing for the upcoming audit and annual insurance renewals. She mentioned that there will be a Spring Primary Election next week and that the Spring Election will be April 1st. Hornberg stated that she recently completed a pretty major PSC conversion to a new class due to growth in the Village; the new accounts and procedures were implemented as of January 1st.

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

Consideration of License Micah Wyss/Rich Anderson motioned to recommend approval of the Special Event Request from Daryl Holley of HD Tavern for the planned 2025 HD Tavern concerts from May through October provided the same criteria as last year is followed. Trustee Wyss asked Director of Operations & Finance Hornberg to contact Mr. Holley for additional information on one of the events in September. The motion carried 3-0.

Administrator's Report Heinig reviewed the many developments that are in progress or coming soon. He remarked that the DOT has agreed to move into Phase Two of the Highway 35/Schaller Boulevard Intersection Control Evaluation Analysis. Heinig updated the Committee on the North Sewer Bypass projects and its many challenges; he is very confident that with some creative ideas and planning that the project will occur in 2026 in the best way possible to protect the Village system for many years. He also shared information about the 2027 Main Street reconstruction project and how that will work in concert with the sewer upgrades. Heinig mentioned that the Comprehensive Plan and Impact Fee Study, as well as the Fire Station Study, are all moving forward appropriately.

Consideration of 2025-2045 Comprehensive Plan Update Public Participation Plan Rich Anderson/Micah Wyss motioned to recommend approval of the 2025-2045 Comprehensive Plan Update Public Participation Plan as presented. Heinig confirmed that this participation plan is similar to the plan used previously and allows for community input and outlines plan adoption procedures. The motion carried 3-0.

Consideration of Code Adoption Micah Wyss/Rich Anderson motioned to recommend approval of Adoption of Ordinance 2-2025, An Ordinance Modifying Code Text for Legal Compliance. Administrator Heinig explained that this modification is to remove inaccurate text regarding a Board of Appeals process within the Conservancy District text. The motion carried 3-0.

Consideration of Non-Represented Village of Holmen Compensation & Classification Structure Rich Anderson/Micah Wyss motioned to recommend approval of the updated Non-Represented Village of Holmen Compensation & Classification Structure (HCCS) for 2025. Administrator Heinig and the Committee thoroughly reviewed the updates for the Public Works management structure change that will occur this year. The motion carried 3-0.

Consideration of Director of Public Works/Village Engineer Position Description Micah Wyss/Rich Anderson motioned to recommend approval of new Director of Public Works/Village Engineer Position Description as presented. Administrator Heinig reviewed the updated duties for the blended position and answered questions regarding the changes. The motion carried 3-0.

Consideration of Assistant Director of Public Works/Assistant Village Engineer Position Description Rich Anderson/Micah Wyss motioned to recommend approval of new Assistant Director of Public Works/Assistant Village Engineer Position Description. Administrator Heinig reviewed the description that he created along with input from Engineer Dahl. Trustee Wyss inquired as to the requirements of the position and if the newly recommended pay ranges would fit the criteria of the position; Heinig affirmed that it would meet the current expectations of the candidate to fill the position. The motion carried 3-0.

Adjourn Micah Wyss/Rich Anderson motioned to adjourn. The motion carried 3-0. The meeting adjourned at 6:27 pm.

Minutes by Angela Hornberg, Director of Operations & Finance/Clerk/Treasurer