

Meeting Minutes
Village of Holmen Finance and Personnel Committee
August 12, 2025

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, August 12, 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, Rich Anderson and Sam Kube. Also in attendance were Administrator Heinig, Director of Operations & Finance/Clerk/Treasurer Hornberg and President Barlow.

Approval of Minutes Rich Anderson/Sam Kube motioned to approve the minutes of the July 8, 2025 meeting as presented. The motion carried 3-0.

Public Comment None.

Clerk/Treasurer Report Hornberg reported that staff reviews were completed last week and went very well; new hire Lindsay Brown is quickly learning her position and brings valuable knowledge and ideas from her prior role with the City of La Crosse. She commented that budget preparations have begun, and the anticipated July shared revenues, computer aid, and video service aid payments have been received. Hornberg noted strong interest in the new auto-draft payment option, with the first draft scheduled for August 25th. She also updated the annual SAMS registration to maintain eligibility for federal funding and confirmed receipt of billboard rent from Remington, as negotiated last year. Administrator Heinig provided background on the billboard contract and outlined the changes he negotiated. Hornberg also highlighted a timecard software bid from the current software provider, noting it will be accessible from multiple devices and streamline the payroll process.

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

Consideration Payroll Portal Software Sam Kube/Rich Anderson recommended approving the purchase of a Payroll Portal Software program from Workhorse Software Services at an initial cost of \$3,000.00; an ongoing service fee of \$1,200.00 will begin in 2026. The motion carried 3-0.

Administrator's Report Heinig updated the Committee on the status of the Liberty and Herb & Iris Additions, as well as current Village projects, including street improvements, the Main Street survey and topography work, and the Public Works shop. He noted that the Village of Holmen once again holds the highest growth rate in La Crosse County. Heinig shared that he has recently had multiple conversations with various individuals interested in investing and developing in the community.

Adjourn Rich Anderson/Sam Kube motioned to adjourn. The motion carried 3-0. The meeting adjourned at 5:46 pm.

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