Village of Holmen
Board Proceedings
September 11, 2025

President Barlow called the Holmen Village Board meeting to order at 7:00 pm on September 11, 2025, at the Holmen Village Hall.

Board members present: Patrick Barlow, Sam Kube, Doug Jorstad, Rich Anderson, Micah Wyss and Travis Elam. Dawn Kulcinski was excused. Also present were Lee Schwier and guest, Julie Michel and four Scouts, Marie Gowlland Herbst, Terry Herbst, Chief Collins, Administrator Heinig, Director of Operations & Finance/Clerk/Treasurer Hornberg, Public Works Director/Engineer Dahl, Park & Recreation Director Geary and Attorney Weber.

Public Hearing

At 7:02 pm, Doug Jorstad/Micah Wyss motioned to open the public hearing on Resolution Authorizing Special Assessments. The motion carried 6-0.

No one spoke on behalf of the Resolution.

Rich Anderson/Doug Jorstad motioned to close the public hearing at 7:04 pm. The motion carried 6-0.

Public Comment

Lee Schwier spoke on behalf of his septage dumping business and asked that the board reconsider allowing him access to the Wastewater Treatment Plant.

Minutes

Sam Kube/Doug Jorstad motioned to approve the minutes of the August 14, 2025 Board meeting as presented. The motion carried 6-0.

Planning Commission

Rich Anderson/Travis Elam motioned to approve rezoning petition from Marie Gowlland Herbst (owner) for parcel No. 14-00141-005 along Sand Lake Road from (R-1) Single Family Residential District to (R-4) Two Family Residential District. The motion carried 6-0.

Park, Recreation and Library Committee

Micah Wyss/Sam Kube motioned to approve a donation of a drinking fountain for Deer Wood Park from the Holmen Area Rotary Club. Trustee Wyss noted the Committee's concerns regarding the dog bowl feature on the fountain and stated that it could be removed if it became problematic. The motion carried 6-0.

Law Enforcement Committee

Travis Elam/Doug Jorstad motioned to approve the purchase of a DetectaChem APEX R7 at a cost of $24,950.00. Elam stated that this was not a budgeted item but the department will receive funds to cover the cost; Chief Collins noted that ALM Charities would be donating the necessary funds to the department. The motion carried 6-0.

Trustee Elam also mentioned that the department will continue to work towards creating an E-Bike Ordinance.

Public Works Committee
Rich Anderson/Micah Wyss Elam motioned to approve Resolution 2-2025, Authorizing Special Assessments for the 2025 Alley Project (Reconstruction of the West-East Alley between 1st and 2nd Avenue, benefiting property parallel to State Street, 1st Avenue and 2nd Avenue). The motion carried 6-0.

Finance and Personnel Committee
Doug Jorstad/Rich Anderson motioned to approve payment of the claims as presented for the amount of $2,638,788.00. The motion carried 6-0.

Doug Jorstad/Rich Anderson motioned to approve Change of Agent for Kwik Trip #311 – Maria K. Kinder. The motion carried 6-0.

Doug Jorstad/Travis Elam motioned to approve 2026-2028 Assessor Contract with Associated Appraisal as presented. The motion carried 6-0.

Heinig informed the Board that he had provided the final Facilities Needs Assessment document, including the proposed fee structure. He stated that the document will proceed to a Public Hearing in October before being presented to the Board for approval, and is currently open for public inspection both in the Village Office and on the Village's website, at the direction of the Finance & Personnel Committee following their public discussion on the final draft. Heinig invited Board members to direct any questions about the document to him.

Shared Ride Committee
No meeting was held.

Municipal Court Update
No meeting was held.

Fire Board Report
Trustee Elam reported that the department recently purchased new radios expected to last for many years.

President Barlow stated that no final decision has been made regarding the future fire station.

Trustee Jorstad emphasized that acquiring land for the new station is a top priority and should be pursued promptly. He also noted that the department hopes to secure a spot on the four-year waiting list for a future vehicle replacement.

Bluffland Coalition Report
Trustee Kube stated that the group may contact some residents regarding potential trail easements and noted that the trail is planned to be fifty-three miles long.

County Supervisor's Report
Supervisor Elam reported that the County Smart Bus program, which transfers visitors between counties, is under review and may be discontinued or modified. He also noted that there was a heated discussion at this week's County Planning meeting regarding the appropriate allocation of $7.6 million in opioid settlement funds.

President's Report
President Barlow stated that his report was in the packet.

Other Items before the Board
Trustee Anderson congratulated Chief Collins on securing grant funds for the department.

Trustee Kube thanked staff for organizing the Touch-a-Truck event, noting that it is a great benefit to the community.

Attorney Weber stated that any questions regarding the fire truck lawsuit may be directed to him.

Chief Collins noted that interviews for the open Police Officer position will be held on September 30th.

President Barlow thanked the Scouts for attending the meeting this evening.

Closed Session
At 7:56 pm, Rich Anderson/Travis Elam motioned to convene into closed session per Wisconsin State Statute:

> *Authority: §19.85(1) (e)* Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session
>
> *Purpose:* Consideration of Property Purchases

The motion carried 6-0.

At 8:26 pm, Micah Wyss/Travis Elam motioned to reconvene into open session per Wisconsin State Statute 19.85(2). The motion carried 6-0.

No action items were required after closed session.

Doug Jorstad/Sam Kube motioned to adjourn the meeting at 8:27 pm. The motion carried 6-0.

Angela A. Hornberg
Director of Operations & Finance/Clerk/Treasurer