

Meeting Minutes
Village of Holmen Finance and Personnel Committee
September 9, 2025

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, September 9, 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 and Rich Anderson. Sam Kube arrived at 5:57 pm. Also in attendance were President Barlow, Administrator Heinig and Director of Operations & Finance/Clerk/Treasurer Hornberg.

Approval of Minutes Rich Anderson/Doug Jorstad motioned to approve the minutes of the August 12, 2025 meeting as presented. The motion carried 2-0.

Public Comment None.

Clerk/Treasurer Report Hornberg reported that the first utility auto-draft was completed in late August and was a success. She commented that she is busy working on budget preparations and the 2026 draft will be shared on or before September 26th.

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

Consideration of Licenses Rich Anderson/Doug Jorstad motioned to recommend approval of Change of Agent for Kwik Trip #311 – Maria K. Kinder. The motion carried 2-0.

Consideration of 2026-2028 Contract Rich Anderson/Doug Jorstad motioned to recommend approval of 2026-2028 Assessor Contract with Associated Appraisal as presented with a market increase applied. The motion carried 2-0.

Administrator's Report Heinig updated the Committee on the status of the Liberty and Herb & Iris Additions, as well as Xetex's SPAR requirement status. He reported that he has been in discussions with several investors regarding potential projects in the Village. Heinig noted that the Fire District is continuing to evaluate options for a new facility and remains in ongoing discussions with the City of Onalaska regarding a possible merger of services. He also shared that he will lead a Holmen Development Tour for the Holmen Business Association on September 11th and continues to collaborate with other municipal administration teams and LAPC on strategic planning initiatives.

Discussion and Review of the Draft 2025 Public Facilities Needs Assessment Heinig reviewed the Public Facilities Needs Assessment with the group, noting the modifications made since the 2016 study. He emphasized the importance of ensuring that new residents contribute fairly to the costs created by growth, rather than placing the burden solely on current residents. Heinig and the group discussed a strategy to approve the study at the proposed rates identified as necessary, while phasing in the increases gradually over several years. Trustee Kube arrived during the discussion.

Adjourn Sam Kube/Rich Anderson motioned to adjourn. The motion carried 3-0. The meeting adjourned at 6:16 pm.

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