

**Village of Holmen
Board Proceedings
August 8, 2024**

President Barlow called the Holmen Village Board meeting to order at 7:00 pm on August 8, 2024, at the Holmen Village Hall.

Board members present: Patrick Barlow, Rich Anderson, Nancy Proctor, Doug Jorstad, Dawn Kulcinski, Micah Wyss and Travis Elam. Also present were Trevor Tracey, Lt. Spears, Administrator Heinig, Clerk/Treasurer Hornberg, Public Works Director Mezera, Chief Collins, Engineer Dahl, Park & Recreation Director Geary and Attorney Weber.

Public Comment

Trevor Tracey stated that he was in attendance to get information on revaluation of his property.

Minutes

Rich Anderson/Doug Jorstad motioned to approve the minutes of the July 11, 2024 Board meeting as presented. The motion carried 7-0.

Planning Commission

No meeting was held.

Park, Recreation and Library Committee

Micah Wyss/Dawn Kulcinski motioned to approve donation of a tree in Deer Wood Park, provided that planting and care of the tree is to the Village's specifications and the tree is a species approved by the Village. The motion carried 7-0.

Law Enforcement Committee

Informational items only. President Barlow thanked all who participated in the annual National Night Out Event.

Public Works Committee

Informational items only.

Finance and Personnel Committee

Doug Jorstad/Nancy Proctor motioned to approve payment of the claims as presented for the amount of \$1,299,883.76. The motion carried 7-0.

Doug Jorstad/Dawn Kulcinski motioned to approve fireworks permit request for Holmen Kornfest on August 16, 2024, contingent on Holmen Fire and Holmen Police Chiefs' final approval based on area conditions. The motion carried 7-0.

Doug Jorstad/Nancy Proctor motioned to approve Temporary Class "B" license for Holmen Youth Fast Pitch (HYFP) Kornfest softball tournament to be held on August 16-18, 2024, at Deer Wood Park, 500 Anderson Street. The motion carried with Jorstad, Proctor, Elam, Wyss, Kulcinski and Anderson in favor; Barlow abstained.

Doug Jorstad/Nancy Proctor motioned to approve Temporary Amendment to Liquor Premises for Specific Event, including the temporary closure of Mill Street and with fencing requirements as discussed, for Chad La Fleur Cancer Benefit to be held on September 14, 2024, at Smokey's Bar & Grill, 112 Mill Street. The motion carried with Jorstad, Anderson, Proctor, Elam, Wyss, Barlow in favor; Kulcinski abstained.

Doug Jorstad/Dawn Kulcinski motioned to approve Cigarette, Tobacco and Electronic Vaping Device Retail License for Cannabiz Depot LLC, located at 208 S. Holmen Drive, Suite 101 as presented. The motion carried 7-0.

Doug Jorstad/Nancy Proctor motioned to approve Temporary Amendment to Liquor Premises for Specific Event, with fencing requirements as discussed, for Holmen Class Reunion to be held on August 17, 2024, at Features, 504 N. Holmen Drive. The motion carried 7-0.

Nancy Proctor/Doug Jorstad motioned to approve updates to Holmen Compensation and Classification Structure to Include the Creation of the Modified/New Police Department Administration Titles and Job Descriptions (Chief, Captain and Lieutenant) as presented. Administrator Heinig reviewed the proposed changes that would allow for the creation of another police supervisor position in accordance with the recently approved public safety referendum. The motion carried 7-0.

Administrator Heinig remarked that the Police Commission will have final say on job descriptions and personnel changes.

Dawn Kulcinski/Rich Anderson motioned to make recommendation to Police Commission to accept Police Department Administration Titles and Job Descriptions as presented. The motion carried 7-0.

Shared Ride Committee

Meeting was postponed due to lack of quorum; Barlow shared some informational items with the Board.

Municipal Court Update

Administrator Heinig commented that the group recently held a 2025 budget discussion.

Fire Board Report

Informational items only.

Bluffland Coalition Report

No information was available.

County Supervisor's Report

Trustee Elam stated that the County has continued discussions regarding ATV/UTVs but have now disregarded unconstitutional rules age restrictions; he also mentioned that the County is continuing conversations on the DEI Initiative.

President's Report

President Barlow mentioned that they are at the public input phase of the LAPC ten-year plan. He asked that Trustee Wyss be available as a replacement for the Finance & Personnel Committee on September 10th in order to assure a quorum in anticipation of the excused absence of Trustee Jorstad; Wyss stated that he was available.

Other Items before the Board

Chief Collins thanked the Board members and staff that helped with the National Night Out event.

Attorney Weber stated that the National Night Out event was very impressive.

Administrator Heinig gave a brief overview of the process of the Village wide market revaluation and remarked that questions on individual property values would need to be discussed with Associated Appraisal as stated in the letter all homeowners received with their valuation.

Trustee Wyss thanked staff for preparations on the 2025 budget.

Trustee Jorstad remarked that he was very impressed with the Xetex groundbreaking event, and he stated that the squads looked good for the National Night Out event.

Trustee Proctor remarked that National Night Out was an exciting event, and commented that this has been a very good concert season.

Trustee Elam stated that he and his kids enjoyed National Night Out, and asked Director Geary to check out a damaged area on the tall slide at the new Seven Bridges Park.

President Barlow thanked everyone and stated his appreciation of National Night Out, 2025 budget preparation and Xetex groundbreaking participation.

Closed Session

At 8:07 pm, Micah Wyss/Travis Elam motioned to convene into closed session per Wisconsin State Statute Authority: §19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Purpose: Administrator Annual Review

The motion carried 7-0.

At 8:32 pm, Dawn Kulcinski/Doug Jorstad motioned to reconvene into open session per Wisconsin State Statute 19.85(2). The motion carried 7-0.

No action items were required after closed session.

Doug Jorstad/Nancy Proctor motioned to adjourn the meeting at 8:33 pm. The motion carried 7-0.

Angela A. Hornberg, Village Clerk/Treasurer