

Meeting Minutes
Village of Holmen Finance and Personnel Committee
February 11, 2020

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, February 11, 2020, in the Village Board Room.

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

Present at the meeting: Committee members Doug Jorstad, Rich Anderson and Dawn Kulcinski. Also in attendance were President Barlow, Jim Olson, Mike Wall, JoAnn Gilberg, Bill Achterkirch, Sean Lentz, Administrator Heinig and Clerk/Treasurer Hornberg.

Approval of Minutes Rich Anderson/Dawn Kulcinski motioned to approve the minutes of the January 7, 2020 meeting. The motion carried unanimously.

Public Comment None

Clerk/Treasurer Report Hornberg reported to the Committee that tax collections wrapped up this week; settlement checks may be an addition to the Thursday's Board payable report. Hornberg commented that annual payroll reports had been recently completed, and that she is now preparing for the upcoming audit and gathering information for the 2020 street improvement bond. She mentioned that the Spring Primary Election will be next week, February 18th.

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

Consideration of Licenses Dawn Kulcinski/Rich Anderson motioned to recommend approval of Operator's Licenses for Samantha M. Bahr – Festival Foods; Kathryn E. Burg and Kylee M. Schams – HD Tavern. The motion carried unanimously.

Administrator's Report Heinig updated the Committee on many planning and economic developments in the community. Beginning soon are the Boys & Girls Club renovation, construction of the Hope Stay Memory Care Center and an addition to Viking Elementary. Also on this month's agenda are the rezoning and development of Mathy's 20 acre plat, plat approval for Tempte's commercial plat, a 7 twindo lot "Sween" plat along Briggs Road and an 88.34 acre annexation of the Lindemann property on the Southeast corner of Hwy 35/53. 2020 is kicking off well and should be a very progressive year for development in Holmen. Heinig commented that several bid openings were held last week and will be coming before the Board this month as well; Main Street/Gaarder Road roundabout, Hale Drive Bridge, West Gaarder house demolition and 2020 street projects all will begin in the spring.

Consideration of Long Coulee Cemetery Financial Assistance Request Rich Anderson/Dawn Kulcinski motioned to recommend approval to increase assistance payment to Long Coulee Cemetery Association from \$500 to \$2,000 for 2020; as well as an increase beginning in 2021 of \$3,000 annually for a total of \$3,500 annually. This motion for increased financial assistance is contingent upon the association remaining intact. The motion carried unanimously.

Consideration of 2020 Village Fee Schedule Dawn Kulcinski/Rich Anderson motioned to recommend approval of revised 2020 Village Fee schedule as presented. Administrator Heinig commented that these changes are to modify building permit fees for the new contracted building inspection firm, General Engineering Company. The motion carried unanimously.

Consideration of Resolution Dawn Kulcinski/Rich Anderson motioned to recommend Resolution 1-2020 Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$4,920,000 for Street Improvement Projects. Sean Lentz, Senior Municipal Advisor from Ehlers presented the Pre-Sale report for the General Obligation Street Improvement bonds, Series 2020A and answered any questions. The motion carried unanimously.

Consideration of Resolution Dawn Kulcinski/Rich Anderson motioned to recommend Resolution 2-2020 Providing for the Sale of Not to Exceed \$4,920,000 General Obligation Street Improvement Bonds, Series 2020A. The motion carried unanimously.

Discussion on Possible Contract Administrator Heinig presented a proposal for consideration to hire Coldwell Banker River Valley Realtors for the marketing and sale of Village property. These properties would be marketed with pre-approval from the Village and sales would be subject to an agent fee as proposed, which was negotiated at a fair rate. Heinig remarked that it would be best to use a quality, well-known firm to take on this task on behalf of the Village, and would be a good step to developing and returning some currently vacant property to the tax roll. He will bring forward a finalized contract for official Board review and approval at a later date.

Adjourn Dawn Kulcinski/Rich Anderson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 6:10 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer