

**Meeting Minutes**  
**Village of Holmen Finance and Personnel Committee**  
**May 9, 2023**

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, May 9, 2023, 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 Micah Wyss. Also in attendance were Administrator Heinig and Clerk/Treasurer Hornberg.

Approval of Minutes Micah Wyss/Rich Anderson motioned to approve the minutes of the April 11, 2023 meeting as presented. The motion carried 3-0.

Public Comment None.

Clerk/Treasurer Report Hornberg reported that the 2022 audit reports and audited financials will be distributed soon; the auditors will give their annual presentation at the Board meeting this week. She stated that the annual Open Book was held on May 8, and Board of Review will be held on May 25 from 4:00-6:00 pm. She commented that the annual license letters had been mailed in the typical format for review at the June meeting; she complimented Deputy Clerk/Deputy Treasurer Mahr for her extraordinary efforts in obtaining completed paperwork from all license holders. Hornberg mentioned that the annual room tax, ARPA fund, as well as the State Expenditure Restraint reports were filed; she stated that the Recycling Grant deadline was extended until late May. She also commented that the 2023/2024 insurance renewals have been prepared and the estimate includes anticipated increases in property insurance due to the many additional assets added in 2022, as well as Worker's Compensation insurance due to the increase in public safety staff; the cost is in line with budgeted estimates.

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

Possible Action on Website Development Proposal Rich Anderson/Micah Wyss motioned to approve proposal from Vision Design Group for website development in the amount of \$3,725.00. Administrator Heinig reviewed the reasons for and details of the proposal. The motion carried 3-0.

Administrator's Report Heinig reviewed the status of the ongoing projects in the Village such as the three new parks and the cooperative roundabout project on Briggs Rd./Mc Hugh Rd. He stated that the north water project is proceeding very well aside from the anticipated delay on the SCADA system necessary to turn on the new water system. Heinig mentioned that the TIF 2 Mathy/Finch project along the west side of Hwy 53 will progress possibly this summer, pending availability of materials. Heinig stated that two conditional use permits were recommended by the Planning Commission to allow modifications of existing conditional use permits to allow small therapy animals onsite; this item will come to the full Board this week.

Adjourn Rich Anderson/Micah Wyss motioned to adjourn. The motion carried 3-0. The meeting adjourned at 5:54 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer