

Meeting Minutes
Village of Holmen Finance and Personnel Committee
May 10, 2022

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, May 10, 2022, 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 President Patrick Barlow, Administrator Heinig and Clerk/Treasurer Hornberg.

Approval of Minutes Rich Anderson/Micah Wyss motioned to approve the minutes of the April 12, 2022 meeting. The motion carried unanimously.

Public Comment None.

Clerk/Treasurer Report Hornberg reported that the 2021 audit reports and audited financials have been distributed; the auditors will give their annual presentation at the Board meeting this week. She stated that the annual Open Book was held on April 28, and Board of Review will be held on May 19 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. Hornberg mentioned that the annual room tax reports, ARPA fund report, as well as the annual recycling report were filed; she stated that the Village did not qualify for the Expenditure Restraint Program this year. She also commented that the 2022/2023 insurance renewals have been prepared and the estimate includes a small increase which is mostly due to asset additions; the cost is in line with budgeted estimates.

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

Consideration of Ordinance Micah Wyss/Rich Anderson motioned to recommend approval of Ordinance 2-2022, pending the outcome of the public hearing, An Ordinance Relating to the Confidentiality of Information About Income and Expenses Requested by the Assessor. The motion carried unanimously.

Consideration of Fund Balance Policy Rich Anderson/Micah Wyss motioned to recommend approval of new Fund Balance Policy. Administrator Heinig reviewed the purpose and classifications of the new policy. Heinig explained that the Village will strive to maintain a minimum unassigned General Fund balance between 50-75% of the subsequent years budgeted expenditures (excluding capital outlay/projects) for working capital; this will ensure consistent appropriate cash flow, help ensure our new S&P AA rating, as well as provide security in the case of emergency situations. The motion carried unanimously.

Administrator's Report Heinig updated the Committee on planning and development activity in the Village; supply chain issues continue to be an issue. He complimented President Barlow and Trustees Stanek and Jorstad for all their hard work trying to work toward resolutions for effective fire services; he appreciates the time commitment and stress involved. Heinig commented that the park projects are proceeding as planned and the majority of the construction will conclude in 2022. He stated that the County V project will proceed as planned as supplies have been received for the project. He provided information on the two new police hires that will begin in June of 2022. Heinig mentioned that due to inflation, the majority of standard costs have increased across all departments; department heads have

been asked to make accommodations and reduce expenses as needed to absorb some of these unanticipated increases. Heinig stated that the two property issues on Martin Lane are in the process of being successfully resolved.

Adjourn Micah Wyss/Rich Anderson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 6:03 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer