

Meeting Minutes
Village of Holmen Finance and Personnel Committee
May 11, 2021

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, May 11, 2021, at the Holmen Village Hall.

Committee Chairman 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 Micah Wyss/Rich Anderson motioned to approve the minutes of the April 8, 2021 meeting. The motion carried unanimously.

Public Comment None.

Clerk/Treasurer Report Hornberg reported that the 2020 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 27, and Board of Review will be held on May 18 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, State Expenditure Restraint Program, as well as the annual recycling report were filed. She also commented that the 2021/2022 insurance renewals have been prepared and are in line with last year, as well as budgeted estimates. Hornberg updated the Committee on new hire Deputy Clerk/Deputy Treasurer Lindsey Matthew who will begin on June 7th.

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

Consideration of Licenses Rich Anderson/Micah Wyss motioned to recommend administrative approval of Class "B" Beer/"Class B" Liquor Licenses for Hacienda Vieja Mexican Grill & Bar LLC, Agent Dana L. Hornberg, located at 208 Holmen Drive South. Clerk/Treasurer Hornberg explained that the establishment is in the process of obtaining employees who will then apply for Operator's Licenses; until sufficient operators have been approved by Chief Collins and herself, the license will not be released. The Trustees also requested that the license restrict the serving of alcohol to the enclosed patio space directly in front of the restaurant only. The motion carried unanimously.

Administrator's Report Heinig updated the Committee on the numerous planning and economic developments in the Village; he mentioned that we are currently on pace to exceed our 2020 numbers for new residential housing. He stated that the Planning Commission recently approved the SPAR petition for Galahad Development, a Senior Housing Complex with attached Memory Care on the Southwest Corner of Prairie Place and Staphorst Lane which will be a beautiful addition to the area. Heinig commented that the Holmen Area School District is behind on projections of students; he stated that many people have expressed disappointed in the District and are pulling students to private or other area schools. Heinig mentioned that he met with the administration recently to assist with future planning for the District. Heinig commented that some anticipated projects for 2021 have been delayed due to lack of bids from contractors; staff shortages, high costs, as well as delays in supplies are the issues. Heinig and Engineer Dahl are hopeful that by moving the bidding process to late 2021, the Village projects can be first on schedules for April 2022 construction. Heinig recommended that the MSA proposal for the park planning bid be supported at the Village Board meeting; he stated that the firm has proven to be very trustworthy, and they bid the project with a significant discount for their services. MSA has the unique capability as a firm to provide planning and architecture services together, and will also oversee engineering, stormwater, electric, landscaping and partnering with vendors for installation of apparatuses. Heinig suggested that for now, the oversight portion of the bid be removed from the bid as it is not necessary for this stage of the project. He stated that McCathie's project on the old library lot may move to commercial construction first with the residential portion of the project delayed for an undetermined amount of time due to rising construction costs.

Consideration of Resolution Micah Wyss/Rich Anderson motioned to recommend approval of Resolution 3-2021, a Resolution Adopting the Modified Holmen Compensation & Classification Structure (HCCS) and a 2021 Market Wage Adjustment for Relatable Non-Management and Management Employees. Heinig reviewed the proposed changes and answered questions; the Committee thanked Administrator Heinig for ensuring and encouraging the shared philosophy to hire and keep great employees. The motion carried unanimously.

Consideration of Fee Change Rich Anderson/Micah Wyss motioned to recommend approval of change in Fence Permit fee to \$150, as well as adding verbiage to the permit that the fee is non-refundable. Heinig stated that staff invests at a minimum \$200 of time to review all aspects necessary for a fence permit. The motion carried unanimously.

Adjourn Micah Wyss/Rich Anderson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 6:20 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer