

Meeting Minutes
Village of Holmen Finance and Personnel Committee
July 7, 2020

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, July 7, 2020, in the Village Board Room.

Committee Chairman Doug Jorstad called the meeting to order at 6:00 pm.

Present at the meeting: Committee members Doug Jorstad, Rich Anderson and Micah Wyss. Also in attendance were President Barlow, Administrator Heinig and Clerk/Treasurer Hornberg. Arriving during the meeting were Fire Chief Manley and Trustee Stanek.

Approval of Minutes Micah Wyss/Rich Anderson motioned to approve the minutes of the June 9, 2020 meeting. The motion carried unanimously.

Public Comment None.

Clerk/Treasurer Report Hornberg stated that she recently filed for a Wisconsin Election Commission sub grant to assist with inflated election costs due to the coronavirus; she anticipates receiving a minimum of \$5,000; funds can be used for excess postage, staffing and supplies. She also mentioned that she applied for unemployment relief through the State of Wisconsin for Pool and Park & Recreation employee currently collecting unemployment funds through the Village; this funding will take some time to be determined. Hornberg updated the Committee on the various damage claims from the June hail storm; many roofs in the Village will be replaced, as well as reimbursement for repairs to a police trailer, two squad cars and two public works trucks. The annual worker's compensation audit was prepared and submitted online this year; numbers should be close to estimated. Hornberg remarked that as of today, the absentee ballot count for the August Partisan Primary is already at 1,100; typically the total turnout for August elections is much lower. There also has been election legislative hiccups in the last couple of weeks and there probably will be many more in the near future. She stated the staff is doing the best they can to keep up with the quantity of election activity, as well as all of the ever changing laws.

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

Consideration of Licenses Doug Jorstad/Rich Anderson motioned to recommend approval of Operator's Licenses for Gavin G. Anderson, Joshua D. Genz, Cally M. McPherson and Dakota R. Moldenhauer – HD Tavern; Tracey E. Stanton – Festival Foods and Ceaira B. McClain – Smokey's Bar & Grill. The motion carried unanimously.

Administrator's Report Heinig updated the Committee on several development projects that are in progress; there have been some challenges along the way but they are progressing well. He stated that a member of the Public Works staff will be attending grad school in the fall so there will be a position in the Department that we hope to fill in August. Heinig remarked that he recently held the annual Joint Review Board meeting to update the participating jurisdictions; the response was very positive and they were excited to see the progress of bringing dreams to reality in the TIF districts. He commented that the roundabout is close to completion and that the monument wall is a beautiful addition; the Hale Drive Bridge will be decked this week. Heinig remarked that the stormwater projects on Hwy D and Mill Street will cost more than anticipated but he is hopeful to get these projects done to help the homeowners in those areas. He mentioned one of the more challenging projects in progress is still the Wastewater Treatment Plant; the engineers made decisions without Village approval to remove key pieces and parts from the design in order to save on costs. These items may not be of immediate need; however, to add them later when they are needed in an emergency situation would be even more costly and concerning. Therefore, we are requesting some modifications which will increase costs on

the project but they are in the best interests of the residents and the facility. Heinig mentioned that there are also time constraints with the project and supplies which are related to the current coronavirus situation.

Consideration of Reimbursable Obligations for King's Bluff Estates Rich Anderson/Micah Wyss motioned to approve issuance of payment for reimbursable obligations for King's Bluff Estates. Heinig remarked on the increased costs for this reimbursement which were mainly due to the delay in the project by the developer. However, we are contractually obligated to reimburse the developer for the street and lift station improvements as per the agreement; the check will be held until all items are completed to staff's satisfaction. The motion carried unanimously.

Discussion on Requests from Holmen Area Fire District for Random Legislative Provisions Administrator Heinig updated the Committee on items that the Fire Board requested each municipality discuss. Options were discussed to encourage all residents to add addressing information to their home for safety reasons. Many homes in Holmen do not have them as they should have; the previous building inspector did not ensure they were added to new construction. Heinig stated that the Fire Chief would have support of the Board and staff to require safety devices in commercial properties such as Knox Boxes and to implement a fire inspection program.

Adjourn Micah Wyss/Rich Anderson motioned to adjourn. The motion carried unanimously. The meeting adjourned at 5:59 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer