

**Meeting Minutes**  
**Village of Holmen Finance and Personnel Committee**  
**November 10, 2020**

The meeting of the Holmen Finance and Personnel Committee was held Tuesday, November 10, 2020, 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 Barlow, Administrator Heinig and Clerk/Treasurer Hornberg.

Approval of Minutes Rich Anderson/Micah Wyss motioned to approve the minutes of the October 6, 2020 meeting. The motion carried unanimously.

Public Comment None

Clerk/Treasurer Report Hornberg reminded the Committee that beginning December 1<sup>st</sup>, trustee candidates will be able to begin collecting signatures to be on the Spring 2021 ballot. She mentioned that in person absentee voting in Holmen was on average 200 voters per day; the process went very well after the State was able to fix technology issues that were faced on the first day. Hornberg stated that on election day, Holmen processed 1,775 in person voters, as well as 4,173 absentee ballots for a total of 5,948. Hornberg was happy to report that Holmen wasn't in the paper for any issues, lines were short and very few mistakes were made; we were complimented by the County Clerk. She mentioned that an election recount is highly likely and will most likely be held throughout the week of the Thanksgiving holiday. She mentioned that the 2021 budget was finalized, published and is ready for the public hearing and final approval this Thursday; final copies were distributed on October 9<sup>th</sup>. Hornberg stated that once the budget is approved this week, she will begin processes to set the mill rate for the Village. She commented that the Roads to Recovery grant will be filed soon; the grant allowed for PPE purchases, as well as upgrades to technology in the event staff needs to telework plus upgrading to touchless doors and fixtures in the Village Hall. She mentioned that all of these expenditures will be included in the 2020 budget revision, as well as the offsetting grant funds received; the budget revision will be prepared for review at the December Committee meeting. She mentioned that the Village was randomly chosen for an IRS audit on the Wisconsin Deferred Compensation 457b program; efforts towards that will also occur prior to the end of 2020. Hornberg stated that typically the annual Village audit would occur sometime in December, as well as March; however, at this time, the auditors have not contacted her with a plan for the 2020 annual audit.

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

Consideration of Resolution Micah Wyss/Rich Anderson motioned to approve Resolution 9-2020, Adoption of the 2021 Village Budget. The motion carried unanimously.

Administrator's Report Heinig updated the Committee on the many planning and economic developments that are wrapping up for 2020 and being prepared for 2021 construction. He mentioned that the PSC has extended the moratorium on utility shut-offs until April 2021. He commented that this may prove to be an injustice to the customer, causing many to have massive balances to deal with in the spring. He stated that staff is working with customers to encourage them to still make payments towards account balances; he mentioned that delinquent balances are actually \$100,000 less than in previous years. Heinig complimented Clerk staff for their countless hours and efforts during the 2020 General Election. Heinig commented that many residents are frustrated with the way that the Holmen School District is handling the pandemic, and much of this hostility has been directed towards Village staff as taxes are collected in our office. This and the memorial wall issue have caused many residents to lose respect for the District, and there is concern it may impact the appeal of Holmen for residents as the District was a huge asset in the past.

Heinig remarked that the Highway D box culvert project has experienced delay due to issues with end wall construction. He stated that traffic disruptions have been extended but he is optimistic that this project will be complete by the end of November. He also mentioned the WWTP project has recently been proceeding well and is at 92% complete; however, they are still experiencing some supplier issues. These issues are partially due to the pandemic and partially because it is such a large project. He stated that the holiday festival that was approved in October by the Board has not proceeded in communication as of yet with Village staff; he is hoping to follow up with them in the coming weeks.

Adjourn Micah Wyss/Doug Jorstad motioned to adjourn. The motion carried unanimously. The meeting adjourned at 5:49 pm.

Minutes by Angela Hornberg, Village Clerk/Treasurer