



COMMITTEE OF THE WHOLE
Wednesday, March 17, 2021 at 6:00 PM
Council Chambers, 2110 Washington St, New Holstein, WI 53061

CALL TO ORDER:

The meeting was called to order by Chairperson Scott Konkle.

ROLL CALL:

Roll call was taken by Langenfeld. Present were Scott Konkle, Bob Bosma, Fran Schmitz (via Zoom), Gene Woelfel, Norman Propson, Brad Hess, Jeff Hebl, Terry Thiessen (via Zoom), and Richard Snelson (via Zoom). Also present were Administrator Cassandra Langenfeld, Public Works Director Jason Meyer, Fire Chief Denis Mayer, Emergency Management Director Craig Carey, and Aquatic Center Director April Lisch.

GUESTS: Mark Sherry

APPROVAL OF THE AGENDA:

A motion was made by Bosma, seconded by Woelfel, and carried to approve the agenda as presented.

APPROVAL OF MINUTES:

A motion was made by Hess, seconded by Propson, and carried to approve the minutes as presented.

CITIZEN INPUT: None

FINANCE AND PURCHASING:

- a. 1.&2. Langenfeld presented the monthly invoices, and treasurer's report for the month ending February 2021. A motion was made by Woelfel, seconded by Propson, and carried to recommend to the Common Council to approve the invoices as presented.
3. The meeting attendance requests were reviewed.
- b. There were no License applications for review.

PROTECTIONS OF PERSONS AND PROPERTY: None

CITY BUILDINGS AND GROUNDS:

- a. Konkle presented ideas for paving and making improvements to the sand play area at the Aquatic Center. He presented concepts for removing the sand and existing play equipment to install concrete and poles with sails to provide shade or to install cabanas for patrons to rent and use. Woelfel asked how much the sails and cabanas cost and Konkle indicated that they could be around \$10,000 for the sail system and \$350 to \$10,000 for cabanas. Lisch informed the committee that the patrons want shade, and it is difficult to find a shaded area at the pool. Additional discussion was had on the sails and cabanas. Schmitz recommended that someone obtain a price to install a shelter on the concrete pad instead of the cabanas. A motion was made by Woelfel, seconded by Hess, and carried to have Jason Meyer obtain cost estimates to remove the sand and play structures and to cement the area.
- b. Meyer informed the Committee that he has inspected sidewalks in one quadrant of the City and has come up with a list of 12 slabs that need to be replaced and a list of slabs that need to be ground down. The cost to replace a slab would be \$125 and grinding would be \$35. A motion was made by Bosma, seconded by Propson, and carried to recommend to the Common Council to have the City move forward with notifying the residents of the needed sidewalk repairs.
- c. Meyer presented a new policy for managing the types of items that are dropped off at the City's Recycling Center by Residents, Non-Residents, and Contractors. Non-residents and Contractors (resident and non-resident) are required to purchase an annual permit for \$300. With this permit they can dump yard waste at the Recycling Center year-round, and brush that is 6 inches or less at the City's burn site Monday through Friday 7:00 AM to 3:00 PM, March 1st to November 30th, no keys will be handed out. Woelfel asked why the fee was reduced from \$325. Hebl informed the Committee that because we are requiring the contractor to transport the brush, the City should work with them and reduce the fee. Residents can continue to drop off all items at

the Recycling Center without a permit. The brush is limited to 6 inches or less. The City will provide curbside brush pick-up for residents April to November on the 3rd Monday of each month. Curbside pick-up is limited to brush 6 inches or less. Meyer also informed the Committee that he will be able to obtain a permit from the DNR to haul the ashes to the landfill. Langenfeld informed the Committee that it would be beneficial to have this policy in an ordinance and since there is not one, she asked if the Clerk's Office should implement these changes and fees immediately or wait until an ordinance is adopted. The Committee agreed that the new policy should be implemented immediately. A motion was made by Schmitz, seconded by Bosma, and carried to recommend to the Common Council that non-residents and Contractors locate in and outside of the city are required to purchase an annual permit for \$300, this permit allows them to dump yard waste at the Recycling Center year-round, and brush that is 6 inches or less at the City's burn site Monday through Friday, 7:00 AM to 3:00 PM, March 1st to November 30th, no keys will be handed out and residents can continue to drop off all items at the Recycling Center without a permit, the brush is limited to 6 inches or less and the City will offer, beginning in April ending in November of each year a one day a month, on the 3rd Monday of each month, curbside pick-up of brush with curbside brush limited to 6 inches or less.

- d. Meyer presented information on replacing memorial benches. A motion was made by Hebl, seconded by Snelson, and carried to recommend to the Common Council that if a memorial bench is damaged by unforeseen acts of vandalism, acts of God, or an accident the City will pay to have the bench replaced.

RECREATION DIRECTORS: None

PERSONNEL: None

OLD BUSINESS:

- a. Langenfeld presented a request to have the Area Use permits expire on December 31st of each year instead of April 30th. A motion was made by Bosma, seconded by Propson, and carried to recommend to the Common Council to change the renewal dates on the Area Use Permits to December 31st of each year.
- b. Mayer informed the Committee that the Civic Park Brat Stand designs are about 6 to 8 weeks out and he will provide more information as it becomes available.
- c. Langenfeld informed the Committee that the newsletter has been received well and that there are 150 subscribers.
- d. Langenfeld informed the Committee that the bids for the demolition of the former Tecumseh property are scheduled to be released on Quest next week. The tentative start date for demolition is May 31st with a tentative completion date at the end of August 2021. The DNR is requiring that the City file a Post Closure Modification and Demolition plan prior to demolition. Langenfeld informed the Committee that she will be spending a lot of time on this project including completion of the required paperwork for both the CDBG and Idle Sites Grant. There has been discussion regarding the use of the fencing at the Tecumseh site and Langenfeld informed the Committee that for safety reasons, the fence must remain in place during and after demolition until redevelopment occurs. Langenfeld is also working with Stantec on the creation of marketing materials for the redevelopment of the site.

NEW BUSINESS:

- a. Mayer presented the bids for the new Fire Engine. The City has the opportunity to prepay for the truck in 2021 which would equate to saving \$19,669 off the total purchase price. Mayer also requested a \$5,000 contingency for additional costs that might arise during the project. The Committee agreed that the contingency is ok as \$650,000 was budgeted for the purchase. A motion was made by Bosma, seconded by Schmitz and carried to recommend to the Common Council to award the Fire Engine bid to Custom Fire in the amount of \$583,986 with the understanding that this would be prepaid in 2021 to save the additional money on the purchase.

- b. Langenfeld presented a proposed ordinance to clarify the definition of livestock and to include language on animals and poultry that are or are not allowed in the City. A motion was made by Woelfel, seconded by Schmitz, and carried to recommend to the Common Council to approve the proposed Ordinance.
- c. Langenfeld informed the Committee that the Senate passed a bill to allow communities to post meeting minutes on their websites instead of in the newspaper. Langenfeld requested to know what the committee's thoughts were on the bill in case it passed. The committee agreed that to maintain transparency, the minutes should continue to be published in the newspaper.
- d. Langenfeld informed the committee that the City's Comprehensive Outdoor Plan will need to be updated in 2022 and provided a copy of the existing plan for their review.
- e. Langenfeld informed the committee that she has applied for CRRSAA Stimulus Funding in the amount of \$13,000 for the New Holstein Airports Operating expenses.

Being no further business, the meeting adjourned.

Cassandra Langenfeld, Administrator/Clerk-Treasurer