

City of New Holstein Police and Fire Commission Meeting Minutes

May 26, 2021

Location: City Hall, 2110 Washington Street, New Holstein, WI 53061

Members Present: Elroy Schreiner, Sonny Schaar, Chuck Meves and Tim Stadler

Others Present: Edmund Henschel, Mayor Hebl, Casey Langenfeld

The meeting was called to order by President Schreiner. It was noted that the meeting was properly announced. Roll call was taken by Schaar.

The Pledge of Allegiance was recited.

Schaar nominated Schreiner to serve as President, seconded by Meves, and carried.

Schreiner nominated Meves to serve as Vice President, who declined. Schaar nominated Beckman to serve as Vice President, seconded by Schreiner, and carried.

Stadler nominated Schaar to serve as Secretary, seconded by Meves, and carried.

A motion was made by Stadler, seconded by Meves, and carried to approve the agenda.

A motion was made by Schreiner, seconded by Schaar, and carried to approve the minutes from the previous meeting.

No public comments occurred.

No communications.

A motion was made by Stadler, seconded by Meves, to adjourn and to reconvene in closed session to discuss personnel, employment, promotion of a public employee over which the Commission has jurisdiction, per Wisconsin State Statute 19.85 (1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility;" and (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." - Police Department Interim Chief candidate options.

A motion was made by Meves, seconded by Stadler, and carried to adjourn the closed session and to reconvene in open session.

A motion was made by Stadler, seconded by Meves, and carried to accept the direction of the City Council to assign Mayor Hebl as Chief Executive Officer with the assistance of City Administrator, Casey Langenfeld until a new Chief is hired.

City Administrator Langenfeld will help the commission in the hiring process and a recruitment plan has been prepared. President Schreiner presented the hiring process plan.

- Police Chief position applications due July 9, 2021.
- The Police Caption position applications due July 23, 2021.
- City Administrator will gather applications but will not evaluate them.
- Meet July 13, 2021, to review and evaluate applications received for Police Chief.
 - Using an evaluation form to rate each application.
- Schedule interviews with qualified applicants (combined with PFC and Police Chiefs from Kiel, Chilton and Brillion) will be scheduled.
 - Using sample interview questions.
- PFC to make a selection based on qualifications and interview results.
- Background checks performed by Sheboygan or Calumet County Sheriff's Department.
- Psychological and medical examinations.
- PFC to make a potential offer to candidate.
- Police Captain process will begin after Police Chief has been hired.

The positions will be advertised as of May 31, 2021, using a variety of different sources (city website, social media, professional websites, direct mail) following the recruitment plan.

Being no further business, a motion was made by Meves, seconded by Stadler, and carried to adjourn the meeting.

The next meeting will be on July 13, 2021, at 4:30 pm.

Submitted by Sonny Schaar, Secretary