



COMMITTEE OF THE WHOLE

Tuesday, July 5, 2022, at 6:00 PM

City Hall, 2110 Washington St, New Holstein, WI 53061

CALL TO ORDER:

The meeting was called to order by Council President Woelfel.

ROLL CALL:

Roll call was taken by Langenfeld. Present were Gene Woelfel, Fran Schmitz, Brad Hess, Becca Mosier, Richard Snelson, Norm Propson, Steve Abrams and Eric Mayer. Also, present were City Administrator Cassandra Langenfeld, Police Chief Eric Fisher, Police Captain Chuck Schroeder, Director of Public Works Jason Meyer, Fire Chief Denis Mayer, Recreation Director April Lisch, and Deputy Clerk/Treasurer Lori Beck, and Attorney Steven Sorenson.

GUESTS: None

APPROVAL OF THE AGENDA:

A motion was made by Propson, seconded by Hess, and carried to approve the agenda.

APPROVAL OF MINUTES:

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

CITIZEN COMMENT: Lori Dyer, 1810 Plymouth Street, New Holstein, informed the Committee that she was representing the New Holstein School District on the No Parking Sign request and that she was requesting that the signs be changed to No Parking on school days from 7AM to 8:30AM and 2PM to 3:30PM as reflected on the attached diagram.

FINANCE AND PURCHASING: None

PROTECTIONS OF PERSONS AND PROPERTY:

- A. 1. Chief Fisher provided an update: 181 calls for service in June; backpack was found at the Altona with a loaded handgun and owner was cited for not having a concealed carry; hit and run occurred at the Altona with the suspect being located in Kiel and arrested for OWI 4th offense; roll over on Wisconsin Avenue, driver hit an illegally parked car; currently investigating a sexual assault of a child case; felony stalking and violation restraining order as a repeat offender; disturbance on Broadway, male subject threatened law enforcement and himself, 10 squads from around the county were on site, the individual was detained; department received Narcan grant and are in compliance with each officer being equipped with Narcan for the picnic; new hires Officers Goldschmidt and Pawlosky are doing very good and they are ahead of the timeline for training, beginning in August these officers should be able to go on the rotation and reduce the hours that he and the Captain are covering; Officer Emily Kramp starts her training on July 6th; Captain Schroeder has been working with the fire department to prepare for the Fireman's Picnic and commended Captain Schroeder on his efforts to prepare; the uniform allowance will be over budget this year as departments usually pay for new uniforms for their officers, a new officers uniform can cost over \$2,000, in order to attract new officers the city will need to cover these expenses.
- B. 1. Mayer provided a monthly report: 40 calls for the year, 9 calls last month which included alarm at Willowdale, 4 structures, 2 vehicle accidents, 2 vegetation fires; completed the required 5 year tests on the ladder and tower.

CITY BUILDINGS AND GROUNDS:

- a. Meyer provided his monthly reports for May and June: rolled all the parks and airport, planted grass at the pool; got the pool up and running; added dirt and seed to 60 stumps in Kiwanis Park, planted 37 new trees in Kiwanis, City received \$5,000 DNR Grant money, installed 6 new wheelchair ramps in June installed 2 more wheelchair ramps, replaced catch basins at Pleasant and Van Buren and Calumet and Mary; painted crosswalks; curbs painted in July; replaced 2 gutter pans. Snelson mentioned the trees in Civic Park and requested to have them addressed before the picnic. Denis Mayer indicated that Keith Price would be coming into the park to remove the limbs at no charge. Meyer informed the Committee that the city received a grant last year and completed a study of all of the trees in the city parks and the trees have been marked with plans to address them in winter.

RECREATION DIRECTORS:

- a. Lisch provided an update on programs: First Music in the Park was well received; another coming up at the end of the month; pool has been busy, and they are preparing for state inspection this week.

PERSONNEL: None

OLD BUSINESS:

- a. Attorney Sorenson presented his recommendations to update the city ordinance to match how the city has been operating. The revisions would clarify that the City does not operate with a Clerk or Treasurer and that we have a position that is called a City Administrator/Clerk-Treasurer. Snelson asked for clarification that the Council will appoint the Administrator instead of the Mayor. Attorney Sorenson indicated that it is up to the Council to adopt the Ordinance because it's a Charter Ordinance. Under the State Statute City Administrators are responsible to the Council not to the Mayor. Snelson questioned if the creation of the Administrator roll was published and requested to see a record of the change. Sorenson indicated that the change was done in the past and the ordinance revisions are moving forward. Sorenson indicated that the Council should move forward and if the Council is against the new changes, then they can vote against it. Additional discussion occurred. A motion was made by Mosier, seconded by Hess, to move the changes to the Common Council, during discussion Schmitz asked for clarification on the language in the changes, Abrams requested clarification on the difference between the Council and Mayor appointing the position, upon a roll call vote the motion passed with Mayer, Mosier, Propson, Hess, Schmitz, Abrams, Woelfel and Snelson voting aye.
- b. Attorney Sorenson presented and explained the Memorandum Regarding Authority to Supervise Chief of Police.
- c. A motion was made by Mosier, seconded by Snelson, and carried to update the parking as reflected with the diagram, during the discussion Meyer asked if the signs are going in the same location, Abrams indicated that he would prefer that there was no parking near the school and would agree if the council does.
- d. Langenfeld presented the RFP for Engineering Services and discussed that she was concerned that the City would not receive accurate information as we don't really know what the needs are. Langenfeld explained that she spoke with 4 different engineering firms, at a recent conference, about the project and they all recommended that the City complete a needs assessment first. This assessment will allow the Council to determine what the actual needs are to help us to accomplish our goals. A motion was made by Hess, seconded by Mayer, and carried to go forward with the project.

NEW BUSINESS:

- a. Langenfeld presented information on a new health insurance plan design and a request to change the City's renewal date to 9/1 instead of 1/1. The High Deductible HRA plan will reduce the employees deductible and reduce costs to the City and the 9/1 renewal date will allow the City to put actual numbers into the budget each year instead of an estimate that could create a surplus. A motion was made by Hess, seconded by Schmitz, and carried to move forward with the New Holstein Health Insurance Plan.
- b. Langenfeld informed the Committee that McClone Insurance performed an audit of our Employee Handbook at no charge and have made the recommendation to add the following items to our handbook: Workplace Bullying, ADA & ADAAA, Working Relationships, Dress Code, HIPAA, Lactation for Breastfeeding Mothers, EAP and Voting and Langenfeld requested to remove the language about Part Time Benefits and to add page numbers to the table of content. A motion was made by Mayer, seconded by Propson and carried to recommend to the Common Council to approve the changes.
- c. Langenfeld presented the new website to the committee. The Committee was in support of the new design.
- d. Langenfeld requested clarification on posting public events on city media outlets. Past practice has been to keep the information we share to City sponsored events only. By keeping the social media outlets to City events only, the staff isn't faced with possibly violating someone's first amendment rights. Langenfeld informed the Committee that the Mayor has requested that we add all community events to our calendar. Lisch explained that we have offered to post items for people and when the information changes or isn't correct, the City staff are held accountable. Beck informed the Committee that there are a lot of requests and requested clarification on where we draw the line on what we share. The Committee requested that Langenfeld get clarification from the Lions Club on who will be determining which message should go on the Lions Club sign. Sorenson informed the Committee that he has samples of ordinances that other community's use. A motion was made by Propson, seconded by Mosier, and carried to recommend to the Common Council to keep the City page and calendar as city related events and anything pertaining to the City.
- e. A motion was made by Mosier, seconded by Abrams, to go into Closed Session under Wis. Stats. 19.85 (1)(c)- to consider employment, promotion, compensation, or performance evaluation data of public employees over which the governmental body had jurisdiction or exercises responsibility, specifically to discuss staffing concerns and personnel issues, upon a call of the motion the motion passed with Schmitz, Snelson, Woelfel, Mayer, Mosier, Propson, Hess, and Abrams voting aye.
- f. A motion was made by Mosier, seconded by Propson, to adjourn the closed session and to reconvene in open session upon a call of the motion the motion passed with Schmitz, Snelson, Woelfel, Mayer, Mosier, Propson, Hess, and Abrams voting aye.
- g. A motion was made by Snelson to approve Chucks compensation for his swat team his rifle and vest to be back on the swat team in the amount of; Sorenson informed Snelson that he can't be making motions on items that are not on the agenda. Snelson indicated that he would kill his motion. Woelfel indicated that the item should be tabled for now.

Being no further business, the meeting adjourned.

Cassandra Langenfeld

City Administrator/Clerk-Treasurer